



Embassy of the Republic of the Philippines  
Pasuguan ng Pilipinas  
Seoul  
**BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

06 November 2024

Dear Mr. Jeong,

Please be informed that per Notice of Award dated 05 November 2024, issued by the Head of Procuring Entity, your company, **MK INC.**, is hereby given this Notice to Proceed in connection with the procurement of a contract for supply and delivery of 75<sup>th</sup> PH-ROK commemorative rollerball pens for official use of the Embassy upon signing of the Contract.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the Government Procurement Act of 2003.

Very truly yours,

  
**MARIA THERESA B. DIZON-DE VEGA**  
Ambassador and Head of Procuring Entity

**Mr. JEONG MIN-KYUNG**  
CEO, MK Inc.  
4F 287 Gukhoe-daero,  
Yangcheon-gu, Seoul  
Email: [m2@penmaster.co.kr](mailto:m2@penmaster.co.kr)

# CONTRACT

The Contract for the Supply and Delivery of 75<sup>th</sup> PH-ROK Commemorative Rollerball Pens for Official Use of the Embassy ("Contract") is entered into between the **EMBASSY OF THE REPUBLIC OF THE PHILIPPINES** in Seoul ("*Embassy*"), with its office at 80 Hoenamu-ro, Yongsan-gu, Seoul 04346, represented by Ambassador Maria Theresa B. Dizon-De Vega, and MK INC. ("*Supplier*"), 4F 287 Gukhoe-daero, Yangcheon-gu, Seoul represented by Mr. Min-Kyung Jeong.

## I. *Scope of Work*

The Supplier agrees to supply and deliver two hundred fifty pieces (250) quality rollerball pens with the printing of the 75<sup>th</sup> PH-ROK logo based on the technical specifications provided by the Embassy. These will be distributed as tokens for high-level and distinguished guests attending the 75<sup>th</sup> PH-ROK commemorative events;

## II. *Specifications*

<i>Size</i>	Height: 0.47 mm Width: 0.47 mm Length: 5.51 mm  Weight: 0.5 grams (approx.)
<i>Color</i>	White
<i>Housing Material</i>	<ul style="list-style-type: none"><li>• Impact-resistant plastic</li></ul>
<i>Features</i>	<ul style="list-style-type: none"><li>• With clip</li><li>• With ergonomically shaped grip surface</li><li>• With a replaceable ink cartridge, the following ink colors should be available: black, blue, and red.</li></ul>

## III. *Printing of the 75<sup>th</sup> Commemorative Logo*

The Supplier shall put the logo on the rollerball pen via colored printing. The Supplier shall recommend the ideal size/dimensions of the logo, which the Embassy shall approve before production.

For reference, below is the design of the logo:



## IV. *Deliverables*

- a. The Supplier shall supply and deliver two hundred fifty (250 pieces) of rollerball pens with the 75<sup>th</sup> PH-ROK logo print.
- b. The delivery location of the rollerball pens is the Embassy of the Philippines, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

**V. Delivery Schedule**

The Supplier shall deliver 250 rollerball pens to the designated delivery location on or before 18 November 2024.

**VI. Terms of Payment**

Payment shall be made within seven (7) days after fulfillment of the contract. The Embassy shall deposit the payment to the Supplier's bank account with the following details:

- a. Account Name :MK I&C Co.,
- b. Account Number :052-111333-04-010
- c. Bank :Industrial Bank of Korea (IBK)

**05 NOVEMBER 2024**

[EMBASSY]



**MARIA THERESA B. DIZON-DE VEGA**  
Ambassador  
Embassy of the Republic of the Philippines



[SUPPLIER]



주식회사 엠케이아이앤씨  
서울시 금천구 디지털로9길 41  
대표이사 정민경

**MIN-KYUNG JEONG**  
Owner  
MK Inc.