

Cultural Center Building management Service Bid Announcement

2026.07.15. Korean Cultural Center in Hungary

1. Bidding Information

Service name	Building management service for the nationalized building of the Embassy of the Republic of Korea, Cultural Center in Budapest		
Service site	1023 Budapest, Frankel Leo ut 30-34, Hungary		
Service period	3 years from the contract date in 2026		
Service contents	Refer to attached work order		
<u>Bid acceptance start date</u>	2026. 7. 15. (Wed) 09:00	<u>Deadline for submitting bids</u>	2026. 7. 24. (Fri) 17:00
Total project price (year/brutto)	HUF 81,600,000	Base amount (month/netto)	HUF 4,964,000
Estimated price (month/brutto)	HUF 6,800,000	VAT(AFA)	HUF 1,836,000

☐ The total duration of this service is 3 years (Long-term Continuous Contract), and the project budget stated above shall serve as the basis for the 1st-year contract amount.

☐ The same unit price will be applied for the 2nd and 3rd-year contract renewals. However, in the event of unavoidable changes in economic conditions, such as local inflation or an increase in the statutory minimum wage, the budget can be adjusted (increased) subject to the prior approval of the Korean Cultural Center in Hungary.

2. Bidding Overview

- Details: Refer to the attached ‘work order’
- Bid opening location: Korean Cultural Center in Hungary
- Opening date and time: 2026. 7. 29. (Wed) 09:00
- Announcement of eligible bidders and negotiation rankings: within 7 days from the day following the opening date
- Contract: Within 7 days after the end of negotiations between the client and

the preferred bidder

3. Bidding Participation Qualification

- A person who has obtained permission, authorization, license, registration, report, etc. to carry out the relevant business in accordance with the Hungarian laws, or who meets the relevant qualifications
- Those who have violated the relevant regulations, such as cancellation of registration, suspension of business, closure of business, designation of unsuitable companies, and suspension of qualifications as of the date of announcement, cannot participate in the bidding, and if the above reasons occur even after qualification review, bidding qualifications and rights are revoked.
- A company that can perform its duties according to the attached document ‘work order’.

4. On-Site Explanation

- This service does not carry out an on-site explanation, and instead of a site visit to check the service details, please fully understand the service contents in advance to the bid.
- Bidders are responsible for failure to comply with the above.

5. Bidding Method

- This service is subject to limited competition eligibility screening.
- A bidding application form and necessary attached documents must be submitted via the representative mail of the Cultural Center (koreaikultura@koreaikultura.hu).

6. Required Documents

- Copy of business registration certificate or statement
- Service calculation plan (free form)
- Proof of performance for similar projects (Track record)
- [ATTN 1] Bid application form (Amount must be stated in HUF, submitted

in English or Hungarian)

- [ATTN 2] Confirmation of fulfillment of working conditions
- [ATTN 3] Bid deposit payment memorandum
- [ATTN 4] Confidentiality Agreement

7. Contract partner determination method

- Successful bidder decision method: Eligibility screening
 - ✗ Contract fulfillment capability will be evaluated in the order of the lowest price proposed among the bidders whose bidding price is below the estimated price and equal to or above the minimum bidding threshold (90%). If the bidder obtains a qualifying passing score (85 points) or higher, they will be selected as the successful bidder. (Lower limit of bidding rate: 90%, please refer to the points distribution and evaluation items below). Bids below the 90% threshold will be excluded from the evaluation.
- The successful bidder must sign the contract within 7 days from the date of notification of the final successful bidder, and when signing the contract, he or she must fill out the 'Bid Deposit Payment Memorandum' and 'Confidentiality Agreement'.
- If the highest-ranked bidder is found to be unqualified and the contract partner decision is cancelled, or if the contract is not fulfilled due to unavoidable reasons, submit a waiver of the contract and exclude it from the contract partner decision, the contract is concluded after examining disqualification in the order of the next highest ranking person.

8. Eligibility Screening Items and Point Allocation Limit

(unit: points)

Division	Examination area	Review item	Scoring limit
I. Ability to perform the service	1. Business status	Suspension history of the company's tax number and bankruptcy etc	25
	2. Performance Records for Similar Services	Free form	10

II. Appropriateness of working conditions fulfillment plan	Hungarian labor law and minimum wage law compliance, etc.	5
III. bid price(monthly, brutto)	※ Refer to the bid price rating formula below	60
Total		100
Bid Price Rating Formula Rating (points) = $\left(\frac{\text{Limit point}(60)}{100} - \frac{\text{Bid price}}{\text{Estimated price}} \right) \times 100$ - indicates absolute value - If the result of dividing the bid price by the estimated price has a number below the decimal point, round off to the fifth decimal place. - If the bid price is less than the scheduled price and is 94% or more of the scheduled price, it is evaluated with the score obtained when the bid price is 94% of the scheduled price. - The lowest score is 2 points.		

1) Criteria for evaluating service performance capability

(unit: points)

Review item	Evaluation points (limit of point allocation)	
	No record	Record
Suspension history of the company's tax number	5	0
Suspension history of company trading / business	5	0
Commencement and termination of bankruptcy proceedings	5	0

Records related to business closure	5	0
Records of the company representative being banned from management or ownership	5	0

Review item	Evaluation points (limit of point allocation)	
	Evaluation Grade	Evaluation Points
Performance Records for Similar Services	Differentiated by the total value (amount) of tracking records over the last 5 years	10 points for the 1st place, decreasing by 0.2 points per subsequent rank

2) Evaluation Criteria for Adequacy of Working Condition Implementation Plan

(unit: points)

Review item	Evaluation points (limit of point allocation)	
	Submission	In case of non-submission
Submission of "Confirmation of Fulfillment of Working Conditions" to comply with Hungarian Labor Law	5	0

9. Bidding deposit payment and attribution

- **Payment Exemption:** Payment of the bid deposit is exempted in accordance with Article 50 of the Enforcement Decree of the Act on Contracts to which the State is a Party, but a 'Bidding deposit payment memorandum' must be submitted.
- **Reversion to the national treasury:** If the successful bidder does not conclude a contract within the specified period, the bid deposit is

reverted to the national treasury in accordance with Article 38 of the Enforcement Decree of the Act on Contracts to which the State is a Party, and unfair traders are subject to sanctions.

10. Others

- Bidders must be aware of the matters necessary for bidding, such as the work order, and participate in the bidding.
- Submitted documents will not be returned, and all expenses related to this proposal will be borne by the proposing company.
- For other details, please feel free to call the Korean Cultural Center in Hungary, Kim Dayea (+36-1-5500240, hungary.ga@koreaikultura.hu)

Work Order

of cultural center Building management service

2026.07.15. Korean Cultural Center in Hungary

1. Task name

- Building management service for the Embassy of the Republic of Korea, Cultural Center in Budapest

2. Purpose

- Facility management, maintenance and concierge service of the nationalized building of the Korean Cultural Center in Hungary

3. Task outline

- Building operation and facility management service
 - Working hours: minimum 10 hours per week in this building
- Maintenance service
 - Number of employees: 1 person
 - Working hours: 8 hours a day (basic working hours 09:00 ~ 17:00)
 - ※ Above working hours may be adjusted according to the operating hours and circumstances of the client.
 - Working days: Monday through Friday, excluding days when the Cultural Center is closed, such as the Hungarian public holidays and the 4 major holidays in Korea
- Concierge Service
 - Number of employees: At least 1 person per day (shift work)

- Working hours: 24 hours (basic working hours 06:00 ~ 06:00 the next day)
- Working days: 24/7
- Requirement
 - The contractor must provide security service employees with public mobile phones.
 - Security service employees must have a neat appearance and wear appropriate uniforms.
 - All service employees must participate in regular safety training conducted by the Client.

4. Task content

- Service location: Budapest II. Frankel Leo út 30-34
- Service subject: 6 floors above ground, 3 floors below ground
- Area Calculation Table for Each Floor

Usage	Area (m ²)	Purpose of use
3rd basement floor	1,351.34	Parking lot, sewage pump machine room
2nd basement floor	1,351.34	Parking lot
1st basement floor	851.32	Main machine room, air conditioner cooler machine room, storage, etc.
Ground floor	899.84	Lobby/reception, performance hall (capacity of 100 seats), multi-functioning room(capacity of 100 people), community room, practice rooms, community rooms etc.
1st floor	887.86	Main exhibition room (249m ²), pop-up exhibition room (216m ²), art storage, Kitchen (10 sinks, exhibition room), storage, etc.
2nd floor	876.47	Traditional culture experience area, Hanbok experience room, classroom (accommodating 100 people), storage, etc.
3rd floor	879.41	Classroom (accommodating 150 people), library, children's library, storage, etc.

4th floor	475.30	Director's office, office, kitchen, outdoor terrace, storage, etc.
5th floor	384.37	Elevator room, boiler machine room, residence, storage, etc.
Total	7,957.25	

- Service Field:
 - Building operation and facility management service
 - Performance of management tasks related to the implementation of building operations
 - Owner/customer representation
 - Making proposals for the selection of suppliers and service providers, providing regular supervision, proposals for the subcontractors
 - Maintaining contact with the authorities, supervisory and control bodies
 - Regular inspection of building maintenance subcontractors
 - Scheduling and supervision of the maintenance of mechanical equipment and the activities of other service providers
 - Other facilities deemed necessary by the client
 - Maintenance service
 - Requirement: working in the building during office hours
 - Facility cleanliness and maintenance: Parking lot, machine and technical rooms, outside of building and sidewalk, terrace and gardens etc
 - Perform daily tasks according to the ‘Maintenance Checklist’: Building cleanliness, fire safety inspection, boiler, air ventilation system, mechanical unit, liquid cooling system, building monitoring system, CO monitoring center, Subcontractor maintenance
 - Supervise the operation of security systems (fire alarm system, cooling system, air conditioning system, elevator, etc.)
 - Immediate response in case of repair, installation, problem solving and

emergency of facilities

- Other facilities deemed necessary by the client
 - Security service
 - Provides 24-hour building concierge service for one person
 - Enforcement of policy based on the order of duty
 - Management of key system
 - CCTV system supervision and security system establishment
 - Perform work according to the daily checklist
 - In case of emergency, immediate contact with GA staff and building management team, evacuation of visitors, prompt contact with competent authorities (fire department, etc.)
 - KCC operation Support service
 - Supporting facility and asset-related tasks during Cultural Center events and programs.
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- List of documents to be submitted
 - Certificate of completion: The certificate of completion from the invoice, with an itemized description of the services performed, with its content organized into points.
 - Monthly Operation Report:
 - ① Facility manager's report
 - It describes and summarizes the events of the relevant month, the state of the building and the mechanical engineering, and any changes thereto.
 - Makes recommendations on repairs and the need for future modernization works.
 - ② Copy of the facility manager's attendance sheet
 - Description of work date, hours, purpose, etc.

- ③ Copy of the maintenance staff's attendance sheet
 - Description of work date, hours, purpose, etc.
- ④ Copy of 'Maintenance Checklist'
 - Keeping a daily checklist
- ⑤ Copy of 'Fire Safety Inspection Checklist'
 - Keeping a monthly checklist
- ⑥ Copy of 'Worksheet'
 - The facility manager or maintenance staff keeps a worksheet on the completion of any repairs, the need for materials, and the control of the work of the maintenance service providers.
 - The worksheet must be signed by GA staff representing the Client.

5. Others

- In the event of a malfunction or damage to the facility, it must be immediately reported to the facility manager and GA staff.
- Recyclables and waste generated after facility inspection must be legally disposed of in accordance with relevant regulations.
- In case additional material purchase and facility repair costs are incurred, proceed after consulting with the client, and then submit the monthly operation report including the invoice.
- Matters not specified in this work order follow the instructions of the client.
- In the event of a human or material accident to a third party due to the intention or negligence of the contract subject and workers, civil and criminal responsibilities lie with the contract subject, and damage, loss, or damage to the facilities of the client due to the contract subject's negligence in management duties In case of damage, such as restoration to the original state or compensation in kind, etc. shall be held.
- The office, electricity and water used by the contractor to perform the service in the building are provided by the client.

Bid Application Form

Applicant	Company name		Tax number	
	Address		Email	
	Representative Name		Telephone	
Bid summary	Bid number	No. 2026-02		
	Bid Name	Building management service for the nationalized building of the Embassy of the Republic of Korea, Cultural Center in Budapest		
Bid price	HUF/month (Netto)	HUF/month (Brutto)		

I hereby agree to all the conditions, regulations and content mentioned in this tender and I
enclose all the required documentation and price offer to submit.

2026. . . .

Name _____

Signature _____

(Seal)

**To the Director of Korean Cultural Center,
Embassy of the Republic of Korea in Hungary**

<ATTN2> Confirmation of fulfillment of working conditions

Confirmation of fulfillment of working conditions

Applicant	Company name		Tax number	
	Address		Email	
	Representative Name		Telephone	
Bid summary	Bid number	No. 2026-02		
	Bid Name	Building management service of the Korean Cultural Center		

1. Compliance with the guarantees established in the proposal, including wage conditions
2. Compliance with Hungarian Labour code.

My Company follows the clauses mentioned above and in case there is any non-compliance, I will not claim about the disadvantages established by the Embassy

2026. . . .

Name _____

Signature _____

(Seal)

**To the Director of Korean Cultural Center,
Embassy of the Republic of Korea in Hungary**

Bid deposit payment memorandum

- Bid number: No. 2026-02
- Title of Bidding: Building management Service of the Korean Cultural Center
- Bid deposit rate: 5% of the bid amount
- Bid guarantee amount: HUF _____
- Deposit payment method: payment memorandum

In participating in the above bid conducted by the embassy, I was exempted from paying the bid deposit in accordance with the provisions of Article 37, §3 of the Enforcement Decree of the Act on Contracts to which the State is a Party, which is a law of the Republic of Korea. In accordance with Article 9 §3 of the Act on Contracts with Contracts, when a reason for reverting to the national treasury occurs, it is confirmed to pay the amount equivalent to the bid deposit in cash within 30 days from the date of occurrence of the cause, and if it is not paid by the same deadline I promise not to raise any objection to your embassy's move to revert to the national treasury.

2026. . . .

Name _____

Signature _____

(Seal)

**To the Director of Korean Cultural Center,
Embassy of the Republic of Korea in Hungary**

Confidentiality Agreement

Applicant	Company name		Tax number	
	Address		Email	
	Representative Name		Telephone	

I pledge to thoroughly comply with the following security regulations in performing Building management services for the nationalized building of the Korean Cultural Center at the Embassy of the Republic of Korea in Hungary, and to accept all responsibilities, including civil and criminal penalties, in case of violation.

Confidentiality Compliance

1. All products produced in the course of performing management services are not allowed to be copied or stored without permission from the owner.
2. Prohibit internal and external leakage of all matters acquired through the performance of management services.
3. Thorough management of security compliance for related parties such as local companies.
4. Waste such as books should be shredded or incinerated so that the contents of the books cannot be identified.

2026. . .

Name _____

Signature _____

(Seal)

**To the Director of Korean Cultural Center,
Embassy of the Republic of Korea in Hungary**