



Embassy of Italy
Seoul

Framework Agreement

Subj: Provision of temporary staff for the Embassy of Italy in Seoul.

The Embassy of Italy, after having determined the adequacy of the cost proposed with the quote presented on the 10th December, 2024, which is part of this Deed, has determined to contract the Company CAPSTEC Co. Ltd., in Seoul, in accordance with the current Italian legislation, for the provision of temporary staff for the Embassy of Italy, located at 3Fl. Ilshin Bldg, 98 Hannam-daero, Yongsan-Gu, Seoul, during the frame period: 01/01/2025 – 31/12/2025.

The cost of the above stated service is fixed in KRW3.465.000 (Three million and four hundred and five thousand) per person/month for “Office Assistant” and KRW 3,718,600 (Three million and seven hundred eighteen thousand and six hundred) per person/month for “Receptionist” or, in case of shorter terms of work, a proportionally reduced amount, to be paid at the end of the work period, on the base of the criteria set out in the annex to the quote. The service will be provided only at the request of the Embassy and there is no established minimum or maximum number of days/work to be provided.

1. JOB DESCRIPTIONS

A. Office Assistant

1. On a written request, sent in advance, by the Embassy of Italy (annex 1), the contractor will provide one or more employees (up to four), ensuring the work attendance from Monday to Friday, from 09:00 to 13.00 and from 14.00 to 17:00 for Office for an agreed period of time, within the time of validity of this agreement.
2. The Embassy of Italy will provide to the contractor the job description of the needed employee and has the right to approve or refuse the person proposed by the contractor. After the approval of the Embassy, the assigned person will always be the same during all the period agreed and can be only substituted by the Contractor after the authorization of the Embassy of Italy. If the Embassy deems that the assigned person is not fit for the task assigned, the Contractor will provide his/her substitution with another employee;
3. The service will be executed at the offices of the Embassy of Italy, or, sometimes, in different places, as in case of events, conferences or meetings, under the indications of the assigned Embassy Referent.
4. The services may include the following: inserting/sorting information regarding news, press release and events co-related with the Italian Embassy through social media and press; inserting/sorting information to and from the Italian Embassy



databases; prepare reports, organizing meetings, send invitations, establishing contacts with local institutions or economic/cultural/social operators; type, copy, scan, print and archiving documents; request quotations, shop online; write e-mails or letters in Korean and English language.

B. Receptionist

1. The Contractor will provide, from the 1st of January 2025 through 31 December 2025, the reception services for the Chancery of the Embassy of Italy insuring the attendance of one person, full time, from Monday thru Friday, from 08:30 thru 13.00 and from 14.00 through 18:00. In case of overtime work, for the necessity of the Embassy of Italy, the assigned person will receive an overtime payment. The amount of such payment will be calculated on the base of the hourly price reported in the attached table (annex 1) and will be paid separately at the end of the month;
2. The assigned person will be always the same, has to be previously accepted by the Embassy and can only be substituted by the Contractor after the authorization of the Embassy of Italy. The Contractor will send to the Embassy a copy of his/her CV and the Embassy can interview the candidate;

2. TERMS AND CONDITIONS

1. All leaves of absence (paid holidays, maternity leave, sick leave and all other leaves of absence provided for by the Korean labor law) will be borne by the Contractor, as well as health and social security expenses, insurance premiums and any other provision required by the local legislation with reference to the subordinate employment agreement will also be borne by the Contractor; in the end of the period of work, the Contractor will send to the Embassy a document or a declaration that certifies the regular payment of all the duties regarding the employee.
2. According with the Korean law, the employee has the right to 11 days off per year in the first year of work; from the second year, 20 days, including holidays and illness. Leave of absence periods must be previously authorized by the Embassy. During holidays, illness, maternity/pregnancy leave or any other leave of absence of the employee as required by the Korean labor law, the Contractor will provide to the Embassy a substitution, without extra costs for the Embassy, and the substitute has to be previously approved by the Embassy.
3. In case of health or personal problems, the Embassy may authorize the employee extra days off. In this case, the cost of the substitution will be paid separately by the Embassy at the end of the month;
4. During the execution of this Agreement, the Contractor will be bound with all the responsibilities in case of accident and damages caused to people or to goods of the Embassy or third Parties, as well as accidents and damages to the employee during his/her work. The Embassy can, upon its own undisputable judgment, in case of negligence of the Contractor, cancel the contract, file a claim for damages and request compensation from the Contractor. The Contractor will be borne to pay the possible increased expenses that the Embassy will face to reassign the job to a different Contractor.



5. The Contractor declares that its address is in 6, Janghan-ro, Dongdaemun-gu, Seoul, and it is obliged to communicate in written form any change of address, during the validity time of this Agreement.
6. Every controversy between the parties regarding the interpretation, completion or interruption of the present Deed that cannot be resolved through a preliminary negotiation agreement, will be referred to the decision of three arbitrators, two of whom will be designated by the Parties and the third arbitrator by common agreement.
7. This Agreement is drafted in two copies in English language.
8. One of the copies will be returned to the Embassy of Italy duly signed and dated as a receipt and for unconditional acceptance of the clauses and pacts herewith contained.
9. This Agreement shall automatically be cancelled in case the Italian Government withdraws its Embassy from Korea and the Contractor shall refund to the Embassy of Italy the advanced payment for the right terms of the contract not exercised.
10. Automatic renewal of this Agreement is not allowed.

Seoul, 31/12/2024

CAPSTEC Co. Ltd.
Choi Sang Yeul



Emilia Gatto

The Ambassador
Emilia Gatto

