



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

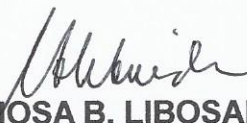
14 August 2019

INVITATION FOR PROPOSALS

The Philippine Department of Tourism-Korea (PDOT-Korea) is in need of the services of a well-experienced company based in Korea engaged in the business of professional exhibition booth design and set-up for its participation in the Seoul Friendship Festival 2019 to be held at Seoul City Hall Plaza, Seoul, Korea on August 31 to September 1, 2019.

Interested companies may submit proposals following the attached Terms of Reference on or before 19 August 2019 5:00pm to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro1-ga
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 318-0520
Email: cheanrie@philippinetourism.co.kr and lily@philippinetourism.co.kr


LILIOSA B. LIBOSADA
Senior Tourism Operations Officer
PDOT-Korea

TERMS OF REFERENCE

I. PROJECT TITLE	:	PHILIPPINE BOOTH SET UP AT THE SEOUL FRIENDSHIP FESTIVAL 2019
DATE	:	August 31 to September 1, 2019
VENUE	:	Seoul City Hall Plaza, Seoul, Korea
ITEM	:	Philippine Booth Design and Set-up

II. BACKGROUND

In line with the Philippine Department of Tourism-Korea's (PDOT-Korea) efforts to intensify Philippine Tourism promotions in South Korea, PDOT-Korea in cooperation with the Tourism Promotions Board will participate in the SEOUL FRIENDSHIP FESTIVAL 2019 to be held at Seoul City Hall Plaza, Seoul, Korea on August 31 to September 1, 2019 through a 3m x 3m booth. The Seoul Friendship Festival is considered the largest cultural event in Seoul.

III. PURPOSES / OBJECTIVES

The DOT is in need of the services of a well-experienced professional company based in Korea engaged in the business of professional exhibition booth design and set-up. A company with previous experience with the Department on similar projects in Korea will be an advantage.

IV. SCOPE OF WORK / DELIVERABLES

Following are the services required by the Philippine Department of Tourism:

Booth Set-up Inclusions:

- Design and printing of the following:
 - ✓ Three (3) 180cm x 60cm table cloth banners
 - ✓ Three (3) 3m x 0.5m top banner
 - ✓ Four (4) Event Signages
- Provision of:
 - ✓ Two (2) Brochure racks with Philippine branding logo
 - ✓ One (1) Table top roulette wheel with customized Philippine branding logo
- All graphic work in appropriate high print quality

V. TIME FRAME AND SCHEDULE OF WORK

All interested parties to submit working design drawings and cost schedules on or before August 19, 2019.

VI. BUDGET

Total budget allocation for the Philippine Booth is KRW 1,500,000.