



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

20 November 2017

INVITATION FOR PROPOSALS

The Philippine Department of Tourism-Korea is in need of the services of a well-experienced company based in Korea engaged in the business of professional exhibition booth design, construction, dismantling and booth parts rental for its participation in the HanaTour International Travel Show (HITS) Busan 2017 to be held at BEXCO, Busan, Korea on December 1-3, 2017. Preferably, the company should have previous experience with the Department on similar projects in Korea.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before 29 November 2017 to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro1-ga
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 3180520
Email: pdot@philippinetourism.co.kr and lily@philippinetourism.co.kr


MARIA CORAZON APO
Tourism Director and Attache

TERMS OF REFERENCE

I. PROJECT TITLE	:	PHILIPPINE BOOTH SET UP AND CONSTRUCTION AT THE HANA TOUR INTERNATIONAL TRAVEL SHOW BUSAN 2017
DATE	:	December 01 – 03, 2017
VENUE	:	BEXCO, Busan, South Korea
ITEM	:	Philippine Booth Design, Construction/Dismantling and Booth Parts Rental

II. BACKGROUND

In line with the Philippine Department of Tourism-Korea's efforts to intensify Philippine Tourism promotions in South Korea, the PDOT-Korea in cooperation with the Tourism Promotions Board will participate in the HANA TOUR INTERNATIONAL TRAVEL SHOW BUSAN 2017 to be held at BEXCO, Busan on December 01 - 03, 2017. HITS-BUSAN 2017 is the biggest international travel show for B2B and B2C business engagement hosted by HANA TOUR Tour, Korea's largest tour wholesaler.

PDOT-Korea will be featured via a 54 sqm booth

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, construction/dismantling and booth parts rental. Preferably, the company shall have previous experience with the Department on similar projects in Korea.

IV. SCOPE OF WORK / DELIVERABLES

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

A. Booth design

- Wooden & Steel construction
- Design should adhere to the campaign/theme : "It's More Fun in the Philippines" and "Visit ASEAN@50"

B. Booth details

1. Booth size is 54sqm

2. Lay-out

Must have:

- Main Stage equipped with backdrop, stage and sound system for performance.
- Booth elevation should be at least 4000mm
- Suspended banner distinctive of the Philippines and Philippine branding must be visible from all areas of the exhibition hall
- Information and reception counter equipped with lockable storage space for Philippine information and promotional materials
- TV with advance audio video capability well suited for the area surface provided

- All graphic work in appropriate high print quality
- Storage – 1set, Safety lockers equipped with locks for use of delegates and staff located
- Discussion Table with 3 chairs - 2set.
- Hot/cold water dispenser -1unit
- High chair – 6 pcs
- Signage for event – 2pcs
- Craft Paper decoration – 1set
- Game corner (rollette with game master)

3. Other features

- Individual power outlet for each negotiating table, meeting areas, Information Counter, storage area
 - Strong Lighting in general areas to highlight stand visibility
 - On-site supervision and service during the show
 - Caveat - All proceedings in relation to this project will be subject to the budget, accounting and audit rules of the Republic of the Philippines.
- C. Construction, installation and dismantling of the Philippine booth must conform to the schedule, rules and regulations set by the organizers.

V. TIME FRAME AND SCHEDULE OF WORK

Schedule: All interested parties to submit working design drawings and cost schedules within five (5) days of their receipt of this document.

November 28 - 30, 2017	Booth setup/construction and turnover
Decemver 01 - 03, 2017	Exhibition Proper
Decemver 03 - 04,2017	Egress/Booth dismantling

VI. BUDGET

Total budget allocation for the Philippine Booth is KRW 22,000,000

HITS 2017 Busan

Layout & List of Philippine Properties



1. No. of Total Booths : 315
2. No. of Southeast Asia Booths : 75
3. No. of Philippine Booths : 17
4. No. of Philippine Properties : 13
5. No. of PDOT's Booths : 6