



October 14, 2022

## 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 outdoor graphic design and set up for the replacement of Philippine Showroom graphic displays.

Interested companies may submit proposals and quotations following the attached Terms of Reference on October 18, 2022, 5:00 pm 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: [jake@philippinetourism.co.kr](mailto:jake@philippinetourism.co.kr) and [lily@philippinetourism.co.kr](mailto:lily@philippinetourism.co.kr)

  
**MARIA CORAZON JORDA-APO**  
Tourism Director  
PDOT-Korea

## TERMS OF REFERENCE

### I. PROJECT TITLE: PHILIPPINE SHOWROOM OUTDOOR GRAPHIC DISPLAY REPLACEMENT

DATE: November 2022

VENUE: PHILIPPINE SHOWROOM

### II. SCOPE OF WORK / DELIVERABLES

The Philippine Department of Tourism-Korea is in need of the services of a well-experienced company based in Korea engaged in outdoor graphic design and set up for the replacement of Philippine Showroom graphic displays.

Following are the deliverables and specifications required by the Philippine Department of Tourism:

1. Design, printing, supervision, and installation of outdoor graphic display (3 panels) in full color.

**Window Panel 1** - Duratrans Lighting Graphic (2m x 2.4m)

**Door Panel** - Glassdoor Graphic

Print

- 0.5M x 1.8M = 1 pc
- 0.3M x 2.35M = 2 pcs
- 1.75M x 2.0M = 1 pc

**Window Panel 2** - Duratrans Lighting Graphic (2.5m x 2.35m)

*Note: The creatives to be used will be subject to PDOT-Korea's approval prior to final preparation and setup.*

### III. TIME FRAME / SCHEDULE

Schedule: All interested parties to submit working design drawings and costs following the schedule below:

October 18, 2022 (5:00 pm)	- Deadline of submission of proposal and quotation
October 19, 2022	- Review and approval of the proposal
October 20, 2022	- Notice of Award
October 21, 2022	- Notice to Proceed
November 4, 2022	- Target date of setup and turnover

### IV. BUDGET

The total budget allocation is KRW 6,000,000 inclusive of taxes