



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 T-shirt designing and printing for its participation in Seoul Friendship Festival 2019 on August 31 to September 1, 2019 in Seoul City Hall Plaza, Seoul, Korea.

Interested companies may submit Polo Shirt design and quotations 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	:	SEOUL FRIENDSHIP FESTIVAL 2019
DATE	:	August 31 to September 1, 2019
VENUE	:	Seoul Plaza, Seoul
ITEM	:	Polo Shirt designing and printing

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 as the featured country in the SEOUL FRIENDSHIP FESTIVAL 2019 to be held at Seoul City Hall Plaza, Seoul, Korea on August 31 to September 1, 2019. The Seoul Friendship Festival is considered the largest cultural event in Seoul.

In relation to this, PDOT-Korea will produce Polo Shirts as staff uniform and giveaways to be distributed during the event.

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 T-shirt designing and printing. 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 Polo Shirt specifications required by the Philippine Department of Tourism:

- ✓ 125 pieces collared shirt/ Polo Shirt in assorted colors
- ✓ Front logo design: It's More Fun in the Philippines white/colored logo on the left side/chest
- ✓ Variety of sizes: Small, Medium, Large, and X-Large
- ✓ With OPP packaging
- ✓ 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. The Polo shirts must be delivered by August 29, 2019.

VI. BUDGET

Total budget allocation for the Polo Shirts is KRW 3,000,000