



5 August 2019

## 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, set-up, dismantling and booth parts rental and services for its participation in the Mode Tour Travel Mart (MTTM 2019) to be held at COEX, Seoul, Korea on September 5-8, 2019.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before 13 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) 3180520  
Email: [pdot@philippinetourism.co.kr](mailto:pdot@philippinetourism.co.kr) and [lily@philippinetourism.co.kr](mailto:lily@philippinetourism.co.kr)

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

## TERMS OF REFERENCE

<b>I. PROJECT TITLE</b>	:	<b>PHILIPPINE BOOTH SET UP AND CONSTRUCTION AT THE MODE TOUR TRAVEL MART 2019</b>
DATE	:	September 05 – 08, 2019
VENUE	:	COEX, Seoul, South Korea
ITEM	:	Philippine Booth Design, Construction/Dismantling and Booth Parts Rental and services

### II. BACKGROUND

In line with the Philippine Department of Tourism-Korea's efforts to intensify Philippine Tourism promotion in South Korea, the PDOT in cooperation with the Tourism Promotions Board will participate once again in Mode Tour Travel Mart (MTTM 2019) to be held at COEX, Seoul on September 05 – 08, 2019.

In relation to this, DOT will set-up a 54 square-meter Philippine booth at the MTTM 2019 in Seoul, South Korea. Several activities will be undertaken at the Philippine booth to attract more booth visitors and create stronger consumer interest during exhibition day.

### III. PURPOSES / OBJECTIVES

The DOT is in need of the services of a well-experienced professional company engaged in the business of professional exhibition booth design, construction/dismantling and booth parts rental and services. The 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:

#### A. Booth design

- Wooden construction
- Design should adhere to the campaign/theme : "It's More Fun in the Philippines"

#### B. Booth details

1. Booth size is 54 sqm

2. Lay-out

Must have:

- Main Stage equipped with backdrop, stage and sound system for performances and lecture
- 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
- Video Screen with advance audio video capability well suited for the area surface provided
- All graphic work in appropriate high print quality
- Photo zone – 4nos
- Storage – 2set, Safety lockers equipped with locks for use of delegates and staff located
- High table with 2 chairs - 2set.
- Hot/cold water dispenser -1unit

- Refrigerator – 1ea
- High chair – 4pcs
- Signage for event – 4pcs
- Plants – 1set
- Items for Photo zone -1set
- Event corner (Game with props and 1 game master)
- 3 booth assistants

### 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.

September 03-04, 2019	Booth setup/construction and turnover
September 05-08, 2019	Exhibition Proper
September 08-09, 2019	Egress/Booth dismantling

## VI. BUDGET

**Total budget allocation for the Philippine Booth is KRW 20,000,000.**

# 코엑스 1층

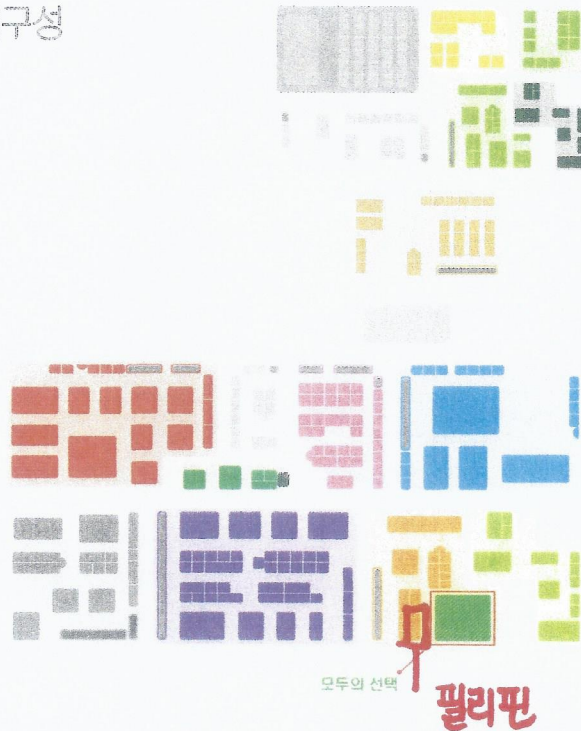
## A홀(전관), B1홀

일자 2019. 9. 5(목) ~ 9. 8(일) / 4일간  
9. 5(목) : B2B DAY 운영

장소 코엑스  
서울시 강남구 영동대로 513

규모 약 14,000m<sup>2</sup>

전시구성



모두의 선택

필리핀

※ 상기 전시구성은 예시안으로, 실제 구성과 다릅니다.

