



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

14 November 2018

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 venue design and set-up services in relation to the conduct of the Philippine Business Mision 2018 on November 27, 2018 at Lotte Hotel Seoul.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before November 21, 2018 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 and lily@philippinetourism.co.kr

A handwritten signature in black ink, appearing to read 'M. Corazon Jorda-Apo'.

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

Philippine Department of Tourism-Korea

Suites 102 & 801, Paiknam Bldg., Euljiro 1 (il)ga, Jung-gu, Seoul 04533, South Korea
Tel: (822) 598-2290 Fax : (822) 318-0520 Email: pdot@philippinetourism.co.kr Website: itsmorefuninthephilippines.co.kr

TERMS OF REFERENCE

I. PROJECT TITLE : VENUE SET-UP/DECORATION AT PHILIPPINE BUSINESS MISSION 2018

DATE : November 27, 2018

VENUE : Lotte Hotel Seoul, Emerald Ballroom and Crystal Ballroom

II. SCOPE OF WORK / DELIVERABLES

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

- Drop banner - 4ea (3500mm x 5000mm)
- Stage set-up / dismantling – 1set (9000mm x 1500mm)
- Philippine Food booth – 1set (4000mm x 1500x 2500(H)).
- Main Door decoration – 1set.
- Modular back drop decoration – 8ea
- Glass wall banner set-up – 1set
- 42" TV – 3ea
- Board & Standee – 18ea
- X-banner - 4ea (1000mm x 2000mm)
- Adaptor plug110V – 30ea

Dimensions:

- Emerald Ballroom - 228 sqm
- Crystal Ballroom - 1,113 sqm

III. TIME FRAME AND SCHEDULE OF WORK

Schedule: All interested parties to submit working design drawings and cost schedules within 7 days upon posting of this document.

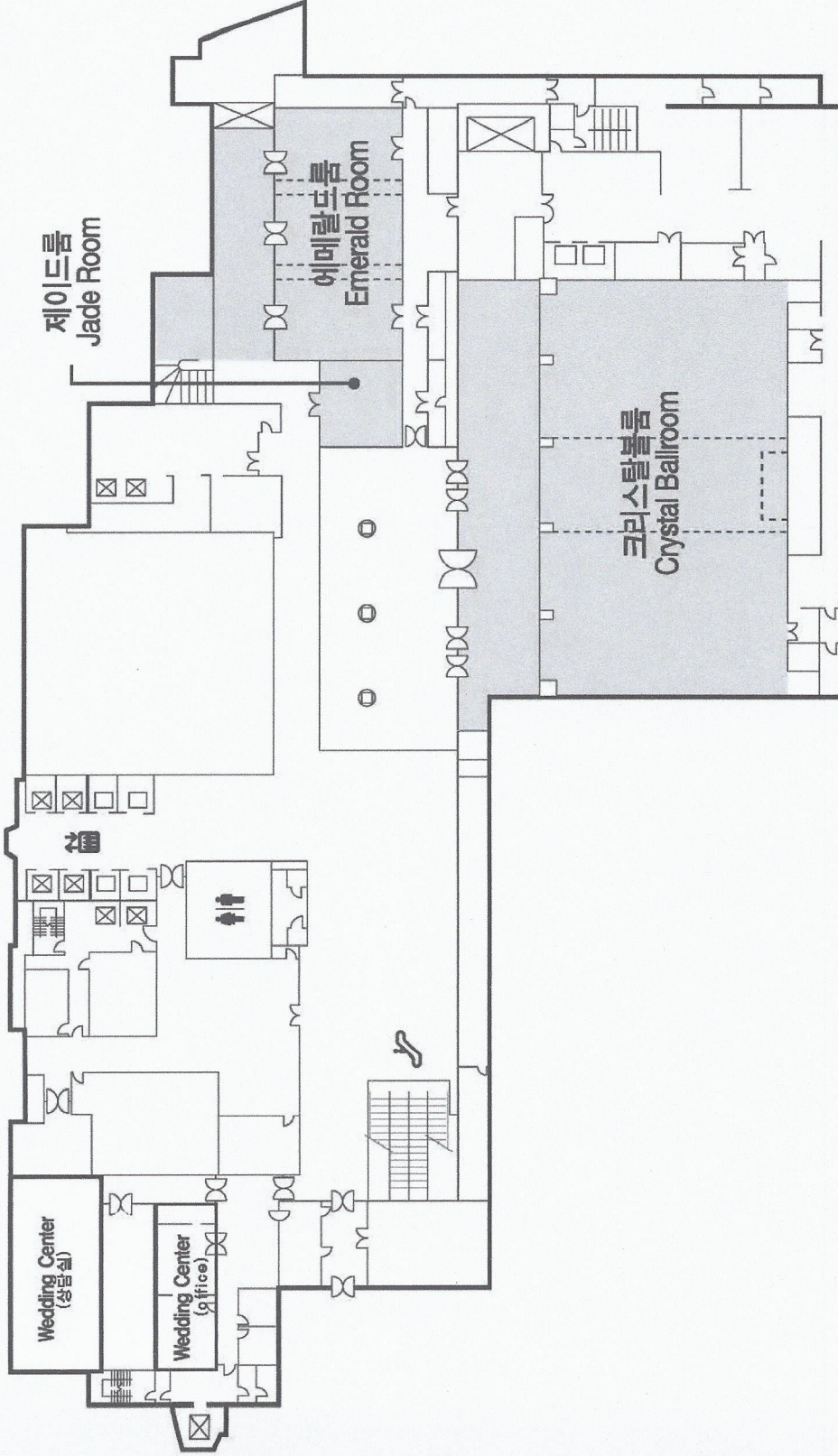
Deadline for submission of proposed plans with quotation is on November 21, 2018.

| | |
|--------------------------|---------------------|
| November 26(Night), 2018 | Set-up/Construction |
| November 27,2018 | Festival Proper |
| November 27(Night), 2018 | Egress/Dismantling |

IV. BUDGET

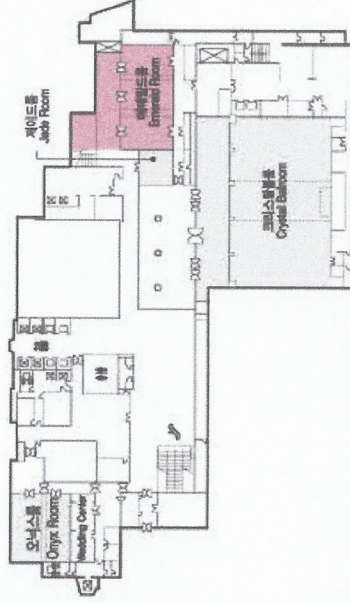
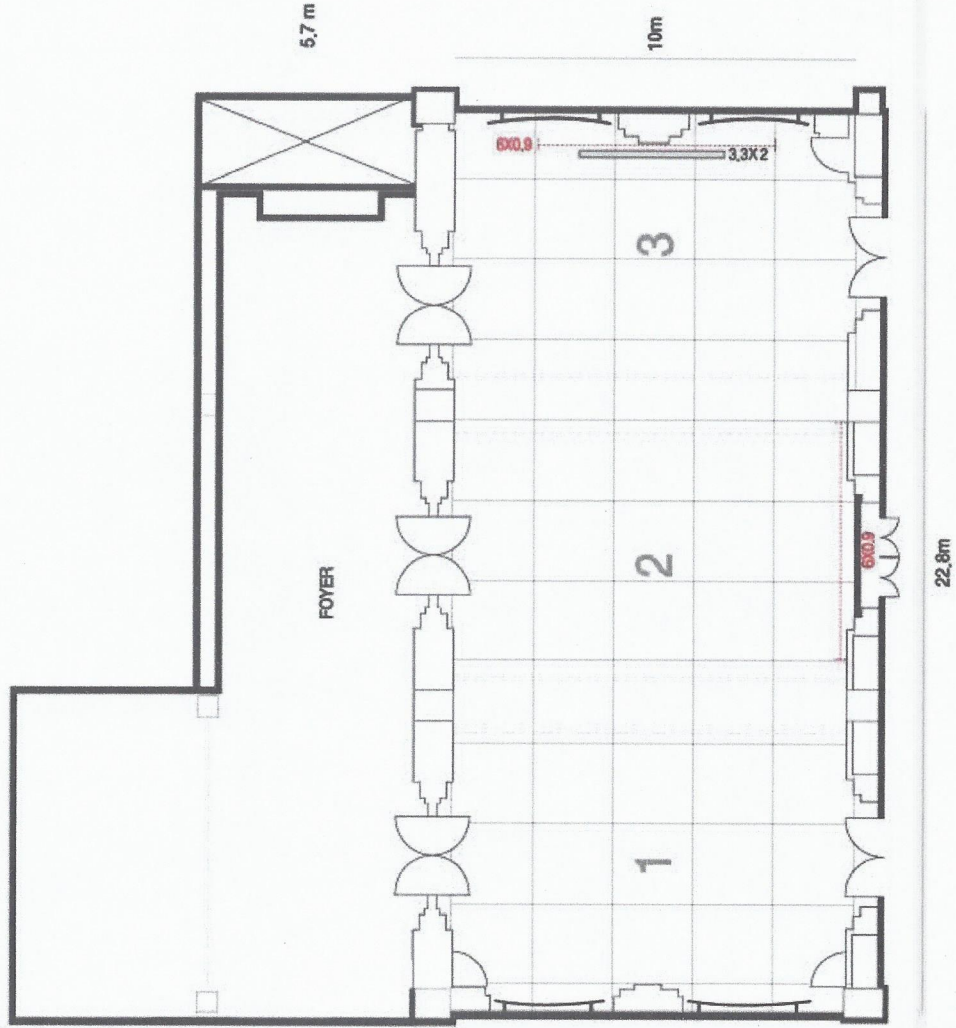
Total budget allocation for the Philippine Booth is KRW 22,000,000

2F



에메랄드룸 (2F)

EMERALD ROOM



| Name of Room | M ² | L | W | H | Pyung(坪) |
|--------------|----------------|------|------|-----|----------|
| Emerald Room | 228.0 | 10.0 | 22.8 | 2.8 | 69.0 |
| 1 | 76.0 | 10.0 | 7.6 | 2.8 | 23.0 |
| 2 | 76.0 | 10.0 | 7.6 | 2.8 | 23.0 |
| 3 | 76.0 | 10.0 | 7.6 | 2.8 | 23.0 |
| Foyer | 118.3 | 5.7 | 20.7 | 2.8 | 35.8 |

▶ 원수막 규격 : 6m x 0.9m

--- : 원수막

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