



22 September 2023

INVITATION FOR PROPOSAL

The Philippine Department of Tourism Korea (PDOT-Korea) is inviting hotels/convention centers in Jeju Island to submit a **quotation/proposal for banquet/venue rental package** for the Philippine Dive Festival with PADI in Jeju on 21 October 2023.

Interested companies may submit quotation/proposal and complete documentary requirements following the attached **Terms of Reference** on or before 27 September at 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: amy@philippinetourism.co.kr and jtnoveros@philippinetourism.co.kr


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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. BIDDER : Banquet/Venue Rental Package

II. PROJECT : PHILIPPINE DIVE FESTIVAL WITH PADI
JEJU ISLAND
OCTOBER 21, 2023

III. MINIMUM REQUIREMENTS OF SUPPLIER:

- Breakdown of quotation/proposal inclusive of taxes and other surcharges
- Must be willing to provide services on send-bill arrangement

IV. SCOPE OF WORK/DELIVERABLES

Details of the required services are the following:

1. Venue

- *One (1) grand ballroom*
- *Half day use of hall (program starts at 6:00pm)*
- *Capacity: more than 500 people*

2. Banquet

- *Dinner buffet for 500 pax*
- *Beverages: Beer for 90pax*
Coke for 30pax
Cider for 30pax

V. BUDGET

Total budget allocation for the banquet/venue rental package amounting to **KRW 23,000,000** (Twenty-Three Million Won) inclusive of taxes and other surcharges. Full payment shall be made upon completion of the project (send bill arrangement).