




March 15, 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 indoor graphic design and venue set-up for the for the Media Briefing and Travel Trade Meeting during the DOT Secretary's official visit on March 30, 2022.

Interested companies may submit proposals and quotations following the attached Terms of Reference on March 21, 2022, 5:00 pm to:

Maria Corazon Jorda-Apo – Tourism Director
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 and lily@philippinetourism.co.kr


LILIOSA B. LIBOSADA
Senior Tourism Operations Officer
PDOT-Korea

TERMS OF REFERENCE

PROJECT: EVENT VENUE GRAPHIC DESIGN AND SET-UP FOR PDOT-KOREA MEDIA BRIEFING AND TRAVEL TRADE MEETING

DATE: MARCH 30, 2022

VENUE: EMERALD BALLROOM, LOTTE HOTEL SEOUL

SCOPE OF WORK / DELIVERABLES

Philippine Department of Tourism - Korea is in need of the services of a well-experienced company based in Korea engaged in indoor graphic design and set up for the venue of the Media Briefing and Travel Trade Meeting during the DOT Secretary's official visit on March 30, 2022.

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

A. Overall Management

- Overall management of graphic design, printing and set up/dismantling at the event venue including the required manpower.

B. Backdrops/Banners

- Reception Desk Wall (38000mm x 1800mm)
- Stage Back Wall (6000mm x 24000mm x 300mm(h))
- 2 Standee Banners (1500mm x 2500mm)
- 2 Standee Banners (1000mm x 2000mm)
- 2 Backdrop Banners (2800mm x 2800mm)
- 1 Backdrop Banner (3000mm x 2800mm)
- 1 Photo wall (2500mm x 2500mm)

C. Expected Output

- Full venue set up as approved by DOT-korea
- Photo documentation of venue set up

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

TIMELINE

March 21, 2022, 5:00 pm	- Submission of the proposal and quotation
March 22, 2022	- Review and Approval of Proposal
March 23, 2022	- Notice of Award
March 24, 2022	- Notice to Proceed
March 30, 2022	- Event proper

BUDGET

The total budget allocation for the above engagement is KRW 8,000,000 inclusive of tax.

PAYMENT TERMS

Full payment will be made within 15 days after delivery of all services and outputs.