REQUEST FOR QUOTATION

The Philippine Department of Tourism-Korea is in need of the services of a highly experienced company based in Korea that specializes in graphic design and production of promotional materials and corporate giveaways for the "Love the Philippines" campaign.

Interested companies may submit their design and quotation on or before November 24, 2023, 5:00 pm 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: jake@philippinetourism.co.kr and jtnoveros@philippinetourism.co.kr

JOHN TREXY N. NOVEROS
Foreign Tourism Officer / Administrative Officer
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: LOVE THE PHILIPPINES CAMPAIGN MATERIALS AND GIVEAWAYS

DATE: DECEMBER 2023

VENUE: SEOUL, SOUTH KOREA

II. SCOPE OF WORK / DELIVERABLES

The Philippine Department of Tourism-Korea is in need of the services of a highly experienced company based in Korea that specializes in graphic design and production of promotional materials and corporate giveaways for the "Love the Philippines" campaign.

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

Give aways:

Refrigerator Magnet - 4cm x 7cm

Pencil Case with Seed Pencil

Shopping bag - 35cm x 30cm

Retractable Charging Cable

Promotional Materials:

Modular Backdrop - 2.5m x 2.5m

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

III. TIME FRAME / SCHEDULE

Schedule: All interested parties to submit working design drawings and costs following the schedule below:

November 24, 2023 (5:00 pm)	- Deadline of submission of design and quotation
November 28, 2023	- Review and approval of the design
November 29, 2023	- Notice of Award
November 29, 2023	- Notice to Proceed
December 15, 2023	- Delivery date

IV. BUDGET

The total budget allocation is USD $15,600 inclusive of taxes