



February 15, 2022

## REQUEST FOR QUOTATION

PDOT-Korea is in need of the services of a well-experienced company based in Korea engaged in events management that can provide both simultaneous online and offline live coverage including photo and video documentation services for the Media Briefing and Travel Trade Meeting during the DOT Secretary's official visit on March 4, 2022.

Interested companies may submit their quotations following the attached Terms of Reference on or before February 17, 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](mailto:jake@philippinetourism.co.kr) and [lily@philippinetourism.co.kr](mailto:lily@philippinetourism.co.kr)

A handwritten signature in black ink, appearing to read "Liliosa B. Libosada".

**LILIOSA B. LIBOSADA**  
Senior Tourism Operations Officer  
PDOT-Korea

## TERMS OF REFERENCE

**PROJECT: [EVENTS MANAGEMENT] ONLINE AND OFFLINE LIVE COVERAGE INCLUDING PHOTO AND VIDEO SERVICES FOR PDOT-KOREA MEDIA BRIEFING AND TRAVEL TRADE MEETING**

**DATE: MARCH 4, 2022 (8 Hours)**

### SCOPE OF WORK / DELIVERABLES

PDOT-Korea is in need of the services of a well-experienced company based in Korea engaged in events management that can provide simultaneous online and offline live coverage including photo and video documentation services for the Media Briefing and Travel Trade Meeting during the DOT Secretary's official visit.

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

#### **A. Overall Management**

- Overall management for the online and offline live coverage, photo and video documentation of the event including the required manpower.

#### **B. Equipment / Logistics**

- 3 Black Magic Studio Camera 4K
- 1 Audio Interface
- 1 Digital Trance Device
- 1 Sound Division System
- 3 Multi Broadcast Set
- 6 Mic (wireless / hand)
- 1 Switcher
- 1 Capture Board
- 1 Lighting Set (4Channel)

#### **C. Expected Output**

- Copy of online live broadcast coverage video
- 50 - 100 high resolution photos
- Professional edited video clips

### TIMELINE

February 17, 2022, 5:00 pm	- Submission of the proposal and quotation
February 18, 2021	- Review and Approval of Proposal
To be confirmed	- Notice of Award
To be confirmed	- Notice to Proceed
March 4, 2022	- Event proper

### BUDGET

The total budget allocation for the above engagement is KRW 4,900,000 inclusive of tax.

### PAYMENT TERMS

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