



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

05 September 2018

INVITATION FOR PROPOSALS

The Philippine Department of Tourism-Korea (PDOT-Korea) is in need of the services of a well-experienced company based in Korea engaged in the business of professional exhibition booth design, set-up, dismantling and booth parts rental and services for its participation in the Migrants' Arirang Multicultural Festival (MAMF) 2018 to be held at Yongji Culture Park, Changwon City, Korea on October 5-7, 2018.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before 19 September 2018 5:00pm to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro 1-ga
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 318-0520
Email: pdot@philippinetourism.co.kr and lily@philippinetourism.co.kr

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

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

TERMS OF REFERENCE

I. PROJECT TITLE	:	PHILIPPINE BOOTH DESIGN AND SET UP AT THE MIGRANTS' ARIRANG MULTICULTURAL FESTIVAL (MAMF) 2018
DATE	:	October 5-7, 2018
VENUE	:	Yongji Culture Park, Changwon City, South Korea
ITEM	:	Philippine Booth Design, Set-up, and Booth Parts Rental

II. BACKGROUND

In line with the Philippine Department of Tourism-Korea's (PDOT-Korea) efforts to intensify Philippine Tourism promotions in South Korea, PDOT-Korea in cooperation with the Tourism Promotions Board will participate as the featured country in the MIGRANTS' ARIRANG MULTICULTURAL FESTIVAL (MAMF) 2018 to be held at Yongji Culture Park, Changwon City on 05 October ~ 07 October 2018. The MIGRANTS' ARIRANG MULTICULTURAL FESTIVAL (MAMF) is the largest annual multi-cultural festival in Korea representing Asian multi-culture.

III. PURPOSES / OBJECTIVES

The DOT is in need of the services of a well-experienced professional company based in Korea engaged in the business of professional exhibition booth design, set-up, and booth parts rental and services. A company with previous experience with the Department on similar projects in Korea will be an advantage.

IV. SCOPE OF WORK / DELIVERABLES

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

A. Booth design

Design should adhere to the Department's campaign "It's More Fun in the Philippines" and to the Festivals' theme "The Islands of the Philippines: Luzon, Visayas, and Mindanao."

B. Booth details

1. Booth size is 15m by 5m (75sqm.)

2. Lay-out/ Features

Inclusions:

- ✓ Information and reception table with table cloth banner
- ✓ All graphic work in appropriate high print quality
- ✓ 15m x 2.5m backdrop banners – 2 pcs.
- ✓ 5m x 2.5m backdrop banners – 2 pcs.
- ✓ Fly guys – 4 pcs.
- ✓ Mermaid costumes – 2 sets
- ✓ Swimming pool inflatables – 2 pcs.
- ✓ Massage/ Beach chairs – 2 pcs.
- ✓ Discussion Table with chairs – 2 sets
- ✓ Signage for event – 2 pcs.
- ✓ Photo wall/ pop-up displays – 3-4 pcs.

Banners should be distinctive of the Philippines and Philippine branding must be visible from all areas of the festival venue

3. Other features

- ✓ Strong Lighting in general areas to highlight stand visibility (if needed)
- ✓ On-site supervision and service during the event
- ✓ Caveat - All proceedings in relation to this project will be subject to the budget, accounting and audit rules of the Republic of the Philippines.

C. Set-up, installation and dismantling of the Philippine booth must conform to the schedule, rules and regulations set by the organizers.

V. TIME FRAME AND SCHEDULE OF WORK

Schedule: All interested parties to submit working design drawings and cost schedules on or before September 19, 2018.

October 4, 2018	Booth setup and turnover
October 5-7, 2018	Exhibition Proper
October 7-8, 2018	Egress/Booth dismantling

VI. BUDGET

Total budget allocation for the Philippine Booth is KRW 11,550,000.