



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

14 August 2017

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 the business of professional exhibition booth design, construction, dismantling and booth parts rental for its participation in the Busan International Travel Fair (BITF 2017) to be held at BEXCO 1st Exhibition Hall 3, Korea on September 8-11, 2017. A company that has previous work experience with the Department on similar projects is preferred.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before August 23, 2017 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: pdot@7107.co.kr and lilylibosada@7107.co.kr


MARIA CORAZON JORDA-APO
Tourism Director and Attache

TERMS OF REFERENCE

I. PROJECT TITLE	:	PHILIPPINE BOOTH SET UP AND CONSTRUCTION AT THE BUSAN INTERNATIONAL TRAVEL FAIR 2017
DATE	:	September 08 – 11, 2017
VENUE	:	BEXCO, Busan South Korea
ITEM	:	Philippine Booth Design, Construction/Dismantling and Booth Parts Rental

II. BACKGROUND

In line with the Philippine Department of Tourism-Korea's efforts to intensify Philippine Tourism promotions in South Korea, the PDOT-Korea in cooperation with the Tourism Promotions Board will participate once again in the Busan International Travel Fair (BITF 2017) to be held at BEXCO, Busan, Korea on September 8-11, 2017. BITF is the biggest international travel fair in Busan, Korea with the participation of both international and domestic tourism-related organizations. NTOs participate for networking and provide various tourism information.

In relation to this, PDOT will set-up a 90-square-meter Philippine booth at the BITF 2017 that will be shared with the travel trade partners from Korea and Philippines for networking, marketing activities and information dissemination. Several activities will be undertaken at the Philippine booth to attract more booth visitors and create stronger consumer interest during exhibition day.

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, construction/dismantling and booth parts rental. A company that has previous working experiences with the Department on similar projects is preferred.

IV. SCOPE OF WORK / DELIVERABLES

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

A. Booth design

- Wooden and steel construction
- Design should adhere to the campaign/theme : "It's More Fun in the Philippines" and "Visit ASEAN@50"

B. Booth details

1. Booth size is 90 sqm

2. Lay-out

Must have:

- Main Stage equipped with backdrop, stage and sound system for performances
- Booth elevation should be at least 4000mm
- At least 6 to 8 individual negotiation counters for each company/exhibitor with company signage suitable for B2C consultations/ negotiations. Counters must be integrated / be equipped with lockable storage intended for exhibitor promotional and information materials as well as personal belongings relative to their participation
- Suspended banner distinctive of the Philippines and Philippine branding must be visible from all areas of the exhibition hall
- Information and reception counter equipped with lockable storage space for Philippine information and promotional materials

- Video Screen with advance audio video capability well suited for the area surface provided
- All graphic work in appropriate high print quality
- Storage -1 set, Safety lockers equipped with locks for use of delegates and staff and entertainers
- Discussion Table with 3 chairs – 6 sets.
- Hot/cold water dispenser -1unit
- High chair – 12 pcs
- Signage for event – 2 pcs
- Local Philippine décor materials
- Plants – 1set

3. Other features

- Individual power outlet for each negotiating table, meeting areas, Information Counter, storage area with adaptor to suite Philippine system
- Strong Lighting in general areas to highlight stand visibility
- On-site supervision and service during the show
- 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. Construction, 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 within seven (7) days after posting of this document in PDOT-Korea website and Philippine Embassy-Seoul bulletin board.

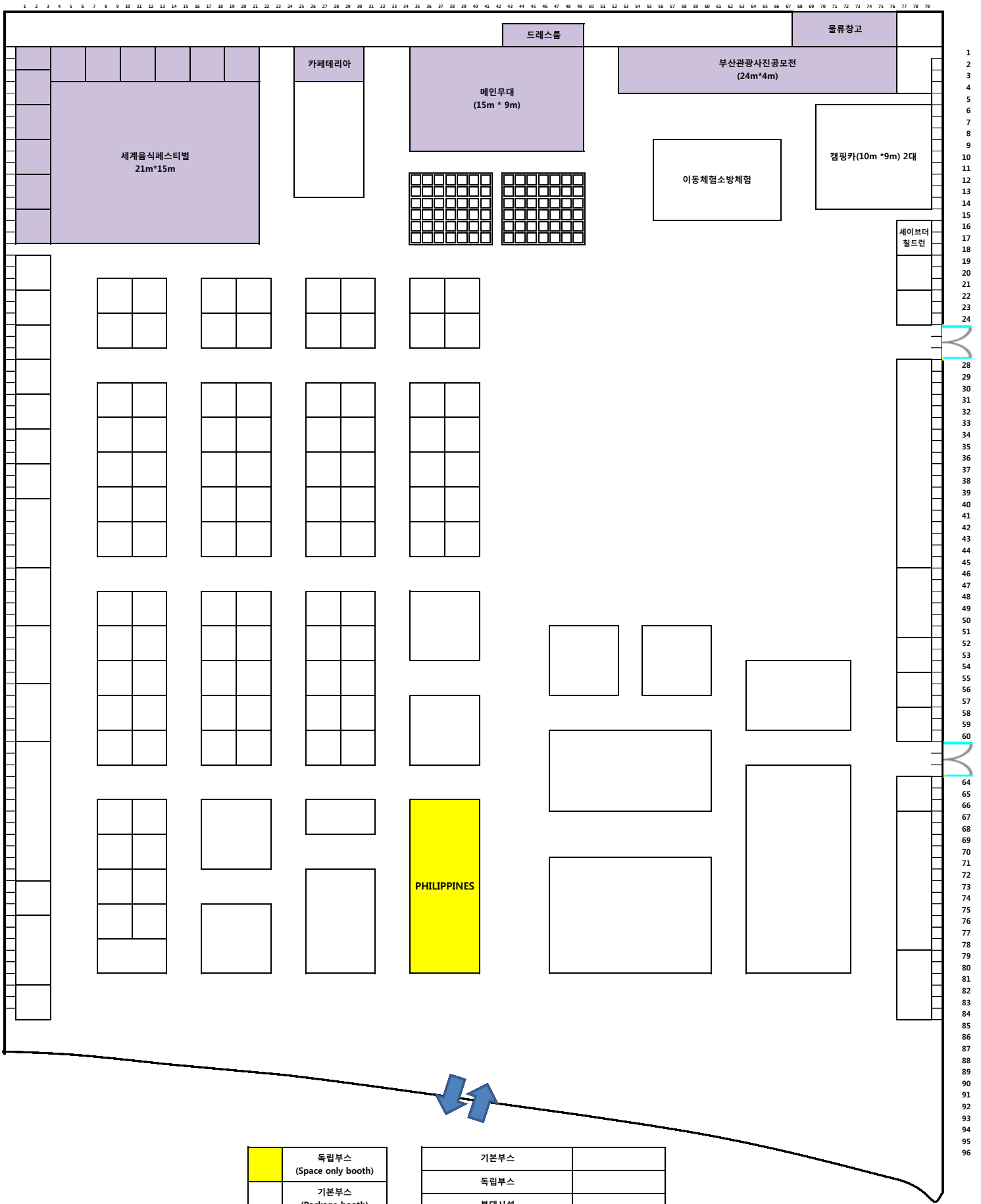
September 06-07, 2017	Booth setup/construction and turnover
September 08-11, 2017	Exhibition Proper
September 11, 2017	Egress/Booth dismantling

VI. BUDGET

Total budget allocation for the Philippine Booth is **KRW 26,000,000.**

VII. TERMS OF PAYMENT

The services will be paid within fifteen (15) days after submission to PDOT-Korea of the invoice or statement of account.



	독립부스 (Space only booth)
	기본부스 (Package booth)

기본부스	
독립부스	
부대시설	
합계	