



September 15, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism-Korea is in need of the services of a well-experienced company based in Korea engaged in corporate giveaways production and design for the 2023 MICE Roadshow promotional giveaways.

Interested companies may submit design and quotations following the attached Terms of Reference on September 20, 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
PDOT-Korea

TERMS OF REFERENCE

I. PROJECT TITLE: 2023 MICE ROADSHOW PROMOTIONAL GIVEAWAYS

DATE: OCTOBER 11 – 19, 2023

VENUE: BUSAN, YEOSU, SUWON and SEOUL, SOUTH KOREA

II. SCOPE OF WORK / DELIVERABLES

The Philippine Department of Tourism-Korea is in need of the services of a well-experienced company based in Korea engaged in corporate giveaways production and design for the 2023 MICE Roadshow promotional giveaways.

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

Design, printing, and production of 2023 MICE Roadshow promotional giveaways

Laptop case/pouch - 1,000 pieces (for 13 inch laptop)

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:

September 20, 2023 (5:00 pm)	- Deadline of submission of design and quotation
September 21, 2023	- Review and approval of the design
September 22, 2023	- Notice of Award and Notice to Proceed
October 7, 2023	- 300 pcs Delivery to Busan (venue to be confirmed)
October 11, 2023	- 200 pcs Delivery to Yeosu (venue to be confirmed)
October 14, 2023	- 200 pcs Delivery to Suwon (venue to be confirmed)
October 16, 2023	- 300 pcs Delivery to Seoul (venue to be confirmed)

IV. BUDGET

The total budget allocation is KRW 15,000,000 inclusive of delivery, packaging and taxes.