



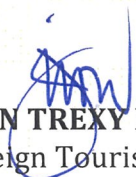
18 April 2024

REQUEST FOR QUOTATION

The Philippine Department of Tourism-Korea requires the services of a well-experienced company based in Korea, specializing in professional exhibition management services. This is for our participation in the International Education & Emigration Fair 2024, scheduled to be held at COEX, Korea on April 27-28, 2024.

Interested companies are invited to submit quotations following the attached Terms of Reference by April 22, 2024, at 5:00 PM to:

John Trexy N. Noveros
Foreign Tourism Officer
Philippine Department of Tourism-Korea
jtnoveros@philippinetourism.co.kr
pdot@philippinetourism.co.kr


JOHN TREXY N. NOVEROS
Foreign Tourism Officer
PDOT Korea



TERMS OF REFERENCE

- I. PROJECT** : **INTERNATIONAL EDUCATION & EMIGRATION FAIR 2024**
DATE : **April 27-28, 2024**
ITEM : **Game master, Interpreter, logistic, and managing booth service**

II. BACKGROUND

For over 30 years, this reputable exhibition, which began with the International Language Fair Korea in 1992, has been held successfully twice a year, in spring and autumn, at COEX and BEXCO. It has steadily grown into the largest domestic study abroad and immigration specialized exhibition in Korea, attracting students, parents aspiring to improve their foreign language skills to become global talents, and all those who continuously pursue self-development.

In line with the Philippine Department of Tourism-Korea's effort to intensify Philippine tourism promotions in Korea, the PDOT Korea will participant the International Education and Emigration fair 2024 with Philippine Retirement Authority (PRA).

III. PURPOSES / OBJECTIVES

DOT-Korea is in need of the services of a well-experienced professional company engaged in the business of professional event Management. A company with previous experience with the Department on similar projects in Korea will be an advantage.

III. SCOPE OF WORK / DELIVERABLES

Following are all services required by the Philippine Department of Tourism

- A. Booth
- Provision one (1) bilingual (Kor/ Eng) game master and one (1) English interpreter
 - Provision one (1) table and chair set
 - Provision one (1) set of Microphone and amplifier
- B. Logistic/trucking
- Provision one (1) ton truck with manpower
Route: April 26, 2024: Storage (Jongro gu) -> office (Euljiro) -> COEX
April 28, 2024: COEX -> office/storage

IV. TIME FRAME AND SCHEDULE OF WORK

Schedule: All interested parties to submit quotation in English on or before April 22, 2024.

April 26, 2024	Trucking service for the promotional materials to COEX
April 27-28, 2024	Managing the booth
April 28, 2024	Trucking service for the promotional materials to office/storage

VI. BUDGET

Total budget allocation for this service is **KRW 1,700,000**