



March 3, 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 indoor/outdoor banner graphic design and production of the Bisita, Be My Guest promotional materials.

Interested companies may submit design and quotations following the attached Terms of Reference on March 7, 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 lily@philippinetourism.co.kr

A handwritten signature in black ink, appearing to read "M. Corazon Jorda-Apo".

MARIA CORAZON JORDA-APO
Tourism Director
PDOT-Korea

TERMS OF REFERENCE

I. PROJECT TITLE: BISITA, BE MY GUEST PROMOTIONAL MATERIALS

DATE: JAN 2023 – APRIL 2024

VENUE: 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 indoor/outdoor banner graphic design and production of the Bisita, Be My Guest promotional materials.

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

1. Design, printing, and production of BBMG promotional materials in full color.

Standee banner - 4pcs (1m x 2.0m)

Tablecloth - 2pcs (1.8m x 1.5m)

Tabletop banner - 10 pcs (15cm x 30cm)

Modular banner - 1pc (2.25m x 2.25m)

Sticker - 1,000 pcs (9cm x 7cm and 6cm in circumference)

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:

| | |
|--------------------------|--|
| March 07, 2023 (5:00 pm) | - Deadline of submission of design and quotation |
| March 8, 2023 | - Review and approval of the design |
| March 9, 2023 | - Notice of Award |
| March 10, 2023 | - Notice to Proceed |
| March 24, 2023 | - Target delivery date |

IV. BUDGET

The total budget allocation is KRW 2,300,000 inclusive of taxes