



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 corporate giveaways production and design for the Bisita, Be My Guest promotional shopping bags.

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, Euljiro 1-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 "Maria Corazon Jorda-Apo".

MARIA CORAZON JORDA-APO
Tourism Director
PDOT-Korea

TERMS OF REFERENCE

I. PROJECT TITLE: BISITA, BE MY GUEST PROMOTIONAL SHOPPING BAGS

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 corporate giveaways production and design of the Bisita, Be My Guest promotional shopping bags.

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

1. Design, printing, and production of BBMG promotional giveaways.

Shopping bag	- 3,000pcs (30cm x 35cm)
Foldable shopping bag	- 300pcs - folded size 115mm x 115mm - unfolded size 375mm x 420mm

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
April 10, 2023	- Target delivery date

IV. BUDGET

The total budget allocation is KRW 10,700,000 inclusive of taxes