



March 3, 2023

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 brochure design, and printing for the production of Bisita, Be My Guest flyers.

Interested companies may submit their 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

PROJECT: PRINTING OF BISITA, BE MY GUEST FLYERS

SCOPE OF WORK / DELIVERABLES

PDOT-Korea is in need of the services of a well-experienced company based in Korea engaged in brochure design, and printing for the production of the Bisita, Be My Guest flyers.

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

A. Design / Specs

- Spread size: 29.7cm width x 21 cm height (A4)
- 3 panels front and back with accordion fold
- Paper 120 snow

B. Details

- 5,000 copies of Bisita, Be My Guest flyers

Note: Print-ready files will be provided by PDOT-Korea

TIME FRAME AND SCHEDULE OF WORK

March 7, 2023 5:00 PM	- Deadline of submission of quotation
March 8, 2023	- Review and Approval of Proposal
March 9, 2023	- Notice of Award
March 10, 2023	- Notice to Proceed
March 13, 2023	- Start of printing
March 20, 2023	- Expected delivery

BUDGET

The total budget allocation for the printing of brochures is KRW 1,600,000 inclusive of tax.