



17 April 2019

INVITATION FOR PROPOSALS

The Philippine Department of Tourism Korea is in need of the service of a well- experienced company based in Korea engaged in the business of professional exhibition booth design, set-up, dismantling and booth parts rental and services for its participation in the Korea International Travel Fair 2019 (KOTFA 2019) to be held at COEX, Seoul, Korea on June 6-9, 2019.

Interested companies may submit quotations following the attached **Terms of Reference** on or before **April 26, 2019 at 5:00 PM** to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro 1-ga
Jung-gu, Seoul 04533 Korea
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TERMS OF REFERENCE

I. PROJECT TITLE	:	PHILIPPINE BOOTH DESIGN AND SET UP AT THE KOREA INTERNATIONAL TRAVEL FAIR 2019
DATE	:	June 06 – 09, 2019
VENUE	:	COEX, Seoul, South Korea
ITEM	:	Philippine Booth Design, Set-up/Dismantling Booth Parts Rental and Services

II. BACKGROUND

In line with the Philippine Department of Tourism-Korea's efforts to intensify Philippine Tourism promotion in south Korea, the PDOT in cooperation with the Tourism Promotions Board will participate once again in Korea World Travel Fair (KOTFA 2019) to be held at COEX, Seoul on June 06 – 09, 2019. KOTFA is the biggest international travel fair in Korea with participation of booth international and domestic tourism-related organizations.

In relation to this, DOT will set-up a 54 square-meter Philippine booth at the KOTFA 2019 in Seoul, South Korea that will be shared with the Philippine travel trade partners specializing on travel. Several activities will be undertaken at the Philippine booth to attract more booth visitors and create stronger consumer interest during exhibition day.

III. PURPOSES / OBJECTIVES

The DOT is in need of the services of a well-experienced professional company engaged in the business of professional exhibition booth design, construction/dismantling and booth parts rental and services. A company with previous experience with the Department on similar projects in Korea is an advantage.

IV. SCOPE OF WORK / DELIVERABLES

Following are the services required by the Philippine Department of Tourism:

A. Booth design

- Wooden construction
- Design should adhere to the campaign/theme : "It's More Fun in the Philippines"

B. Booth details

1. Booth size is 54 sqm

2. Lay-out

Must have:

- Main Stage equipped with backdrop, stage and sound system for performance
- At least six (6) individual negotiation counters for each company/exhibitor with company signage suitable for B2B meetings and negotiations. Counters must integrate / be equipped with lockable storage intended for exhibitor promotional and information materials as well as personal belongings with relation to their participation
- Suspended banner distinctive of the Philippines and Philippine branding must be visible from all areas of the exhibition hall
- Information and reception counter equipped with lockable storage space for Philippine information and promotional materials
- Video Screen with advance audio video capability well suited for the area surface provided
- All graphic work in appropriate high print quality
- Photo zone – 4nos
- Storage – 2set, Safety lockers equipped with locks for use of delegates and staff located

- High table with 2 chairs - 2set.
- Hot/cold water dispenser -1unit
- Refrigerator – 1ea
- High chair – 4pcs
- Signage for event – 2pcs
- Plants – 1set
- Items for Photo zone -1set
- Local décor materials
- Event corner (Game/event with props materials and 1 event master and 2 assistants)

3. Other features

- Individual power outlet with adaptor for each negotiating table, meeting areas, Information Counter, storage area
 - Strong Lighting in general areas to highlight stand visibility
 - On-site supervision and service during the show
 - Caveat - All proceedings in relation to this project will be subject to the budget, accounting and audit rules of the Republic of the Philippines.
- C. Construction, installation and dismantling of the Philippine booth must conform to the schedule, rules and regulations set by the organizers.

V. TIME FRAME AND SCHEDULE OF WORK

Schedule: All interested parties to submit working design drawings and cost schedules within seven (7) days of their receipt of this document.

June 04-05, 2019	Booth setup/construction and turnover
June 06-09, 2019	Exhibition Proper
June 09-10, 2019	Egress/Booth dismantling

VI. BUDGET

Total budget allocation for the Philippine Booth is **KRW 30,000,000**