



December 10, 2020

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 indoor/outdoor graphic design and set up for the replacement of Philippine Showroom window graphic display and production of campaign banners.

Interested companies may submit proposal and quotation following the attached Terms of Reference on December 17, 2020, 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: pdot@philippinetourism.co.kr and lily@philippinetourism.co.kr

MARIA CORAZON JORDA-APO
Tourism Director
PDOT-Korea

TERMS OF REFERENCE

I. PROJECT TITLE: PHILIPPINE SHOWROOM INDOOR/OUTDOOR GRAPHIC DISPLAY REPLACEMENT AND CAMPAIGN BANNER PRODUCTION

DATE: December 2020

VENUE: PHILIPPINE SHOWROOM

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 graphic design and set up for the replacement of Philippine Showroom window graphic display and production of campaign banner.

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

1. Design, printing, supervision and installation of outdoor graphic display (3 panels) in full color.

Window Panel 1 - Duratrans Lighting Graphic (1.8m x 2.4m)

Door Panel - Glass door Graphic

Print

- 0.5M x 1.8M = 1 pc
- 0.3M x 2.35M = 2 pcs
- 1.75M x 2.35M = 1 pc

Sticker

- 0.4M x 1.2M = 1 pc
- 1.4M x 0.3M = 1 pc

Window Panel 2 - Duratrans Lighting Graphic (2.5m x 2.35m)

2. X-Banners - 2 pcs PDOT "It's More Fun In The Philippines" Logo (900mm x 2000mm)

Note: The creatives to be used will be subject to PDOT-Korea's approval prior to final preparation and set up.

III. TIME FRAME AND SCHEDULE OF WORK

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

December 17, 2020 (5:00 pm)	- Deadline of submission of design and budget
December 17 - 21, 2020	- Design preparation and approval
December 28, 2020	- Target date of setup and turnover

IV. BUDGET

Total budget allocation is KRW 4,600,000