



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

21 October 2016

INVITATION FOR PROPOSALS

The Philippine Department of Tourism-Korea is in need of the services of a well-experienced professional company based in South Korea engaged in the business of professional outdoor display and exhibition booth set-up/construction and dismantling to set up the Philippine lantern and booth at the Seoul Lantern Festival 2016 to be held in Seoul, Korea on November 4-20, 2016. Preferably, the company shall have previous experience with the Department on similar projects in Korea.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before 01 November 2016 to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro1-ga
Jung-gu, Seoul 100-191, Korea
Tel no: (02) 598-2290 Fax: (02) 3180520
Email: pdot@7107.co.kr and lilylibosada@7107.co.kr

LILIOSA B. LIBOSADA
Officer-In-Charge

TERMS OF REFERENCE

I. PROJECT TITLE : PHILIPPINE LANTERN SET-UP/ CONSTRUCTION AND DISMANTLING AND BOOTH SET-UP/DECORATION AT THE SEOUL LANTERN FESTIVAL 2016

DATE : November 4-20, 2016
VENUE : Cheonggyecheon Plaza to Supyogyo Bridge, Seoul, South Korea
ITEM : Philippine Lantern Set-up/Construction and Dismantling

II. BACKGROUND

As part of the Philippines' intensified tourism promotions campaign in Korea, the Philippine Department of Tourism Korea will participate in the Seoul Lantern Festival organized by the Seoul Metropolitan Government and Seoul Tourism Organization. Since its inception in 2009, the annual Seoul Lantern Festival, one of the representative festivals in Seoul, is held throughout the period from the first Friday of November to the third Sunday of November. Every year nearly 3 million visitors can expect to see lanterns from different countries along the 1.2km Cheonggyecheon Stream with various things to see stretching all the way from Cheonggye Plaza and Supyogyo Bridge.

In relation to this, DOT will showcase our famed capiz lanterns thru set-up of 3 towers adorned by capiz lanterns of various sizes (two 4.5 meter high and one 6-meter high towers) in an area along the stream as specified by the organizer. Alongside the showcase of Philippine lanterns, PDOT-Korea will be provided with an information booth space (3x3 m) where Philippine tourism information materials and giveaways will be given out to visitors through daily booth events.

III. PURPOSE / OBJECTIVES

The main objective of participating in the event is to maintain the Philippines' presence in this well-attended annual festival in Seoul and to further intensify recall and/or awareness on the Philippines thru showcase of our famed capiz lanterns and intensive information dissemination on tourism destinations and attractions at the Philippine booth among the large number of event visitors

The DOT is in need of the services of a well-experienced professional company based in South Korea engaged in the business of professional outdoor display and exhibition booth set-up/construction and dismantling. Preferably, the company shall have previous experience with the Department on similar projects in Korea.

IV. SCOPE OF WORK / DELIVERABLES

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

A. Lantern and Booth Set-up/Construction and Dismantling

- Lantern set-up: Capiz Lanterns of the Philippines set up in three (3) towers (one 6-meter tower and two 4.5 meter tower)
- Booth set-up: Decoration thru banners and signage of 3x3 booth

B. Details:

1. 3 Metal towers: Center (1 pc) - 1,500 x. 1,500 x 6,000 cm
 Side (2 pcs) - 1,200 x 1,200 x 4,500 cm
 2. Wood Base : 12,000 x 2,000 cm (elevate from the stream)
 3. Electrical Works (includes installation and maintenance during the festival)
 4. Decorations (LED lights and synthetic plants and grass)
 5. Graphics (backlighted) and 600 x 900 LED panels - images c/o PDOT
 6. Set-up of metal works and dismantling (set-up of lanterns into towers and dismantling)
 7. Booth Set-up: 1 banner and 3 signages for a 3x3 booth size
 8. Supervision and monitoring from set-up to dismantling
- C. Construction, installation and dismantling 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 plans and cost schedules within six (6) working days from posting of the invitation in the PDOT-Korea website.

November 2-3, 2016 – Set-up/construction

November 4 – 20 - Festival Proper

November 21 - Egress/dismantling

VII. BUDGET

Total budget allocation for the project is \$ 45,000