



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

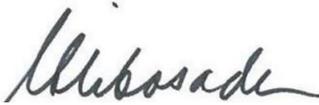
24 October 2016

INVITATION FOR PROPOSALS

The Philippine Department of Tourism-Korea is in need of the services of a well-experienced company engaged in the business of professional exhibition booth design, construction, dismantling and booth parts rental for its participation in the Philippine Study Abroad Fair organized by Philja.com to be held at 3rd Floor, Textile/Fashion Center Event Hall, Seoul, Korea on November 6, 2016. Preferably, the company should 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 03 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
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Officer-In-Charge

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Tel: (822) 598-2290 Fax : (822) 318-0520
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TERMS OF REFERENCE

I. PROJECT TITLE : **PHILIPPINE BOOTH SET UP/CONSTRUCTION and DISMANTLING AT THE PHILIPPINE STUDY ABROAD FAIR (PHILJA), NOVEMBER 2016-**

DATE	:	November 6, 2016
VENUE	:	Fashion/Textile Center, Seoul, Korea
ITEM	:	Philippine Booth Design, Construction/Dismantling and Booth Parts Rental

II. BACKGROUND

- In line with the Department's efforts to further develop the market for English as a Second Language Program in Korea, DOT-Korea will participate in the Philippine Study Abroad Fair organized by Philja, an agency in Korea that handles over 300 students every month who go to the Philippines to study English. To be held on November 6, 2016, this event is dedicated only for promoting Philippine ESL programs to be participated by various schools who offer English courses.
- PDOT will set-up an 18-square-meter booth at the Philippine Study Abroad Fair (Philja)-November 2016
- Whole-day activities will be undertaken at the Philippine booth to attract more booth visitors and create stronger consumer interest during exhibition day. As support to participating schools, Philippine booth will provide additional Philippine tourism information for the benefit of students/families who will visit the fair.

III. PURPOSE

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. Preferably, the company shall have previous experienced 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. Booth design

- Block System.
- Design should adhere to the campaign/theme: "It's More Fun in the Philippines" and "Visit ASEAN @50"

B. Booth details

1. Booth size: 18 sqm.

2. Lay-out

Must have:

- Suspended banner distinctive of the Philippines must be visible from all areas of the exhibition hall
- Reception counter equipped with storage space for Philippine information and promotional materials
- Video Screen with advance audio video capability well suited for the area surface provided
- Back-wall graphic work in appropriate high print quality
- Discussion Table with 3 chairs - 1 set.
- Hot/cold water dispenser - 1 unit
- High chair - 2 pcs.

3. Other features

- Individual power outlet for meeting areas and Information Counter
- 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 after posting of this document. In PDOT-Korea website

November 05, 2016	Booth setup/construction and turnover
November 06, 2016	Exhibition Proper
November 07, 2016	Egress/Booth dismantling

VI. TERMS OF PAYMENT

The Philippine Department of Tourism-Korea will pay the contractor within thirty (30) days after satisfactory service has been rendered.

VI. BUDGET

Total budget allocation for the Philippine Booth is **KRW 7,800,000**

