



27 May 2024

## REQUEST FOR QUOTATION

The Philippine Department of Tourism-Korea requires the services of a well-experienced company based in Korea, specializing in professional exhibition management services. This is for our participation in the *Pistang Pinoy sa Korea 2024*, scheduled on 09 June 2024 at Eurasia Platform, Busan Station, Busan.

Interested applicants may submit quotations following the attached Terms of Reference by 03 June 2024, 5:00 PM to:

Philippine Department of Tourism-Korea  
Suite 801, President Hotel, Euljiro 16  
Jung-gu, Seoul 04533 Korea  
Tel no: (02) 598-2290 Fax: (02) 318-0520  
Email: [pdot@philippinetourism.co.kr](mailto:pdot@philippinetourism.co.kr)



**JOHN TREXY N. NOVEROS**  
Foreign Tourism Officer  
PDOT-Korea



## TERMS OF REFERENCE

<b>I. PROJECT TITLE</b>	: PISTANG PINOY SA KOREA 2024
<b>DATE</b>	: JUNE 09, 2024
<b>VENUE</b>	: Eurasia Platform, Busan Station, Busan
<b>ITEM</b>	: Logistics and Booth management service

### II. BACKGROUND

In celebration of the 126<sup>th</sup> Philippine Independence Day and the 29<sup>th</sup> National Migrant Workers Day, the Philippine Embassy will hold the *Pistang Pinoy sa Korea 2024* at the Eurasia Platform, Outdoor Plaza of Busan Station, Busan on 09 June 2024.

- Event Name: Pistang Pinoy sa Korea 2024 (Philippine Fiesta in Korea 2024)
- Date and Time: 09 June 2024 | 08:30 AM to 05:00 PM
- Venue: Eurasia Platform, Outdoor Plaza of Busan Station
- Participants: Philippines Embassy and its attached agencies, Filipino communities, etc.
- Festival Activities: Philippine parade, festival dances, other performances, tourism and cultural booths, mobile labor and consular services, and launch of the WishBus 107.5 live programs

As a one-country team, DOT-Korea will participate by setting up a tourism booth in the festival.

### III. PURPOSES/OBJECTIVES

DOT-Korea is in need of the services of a well-experienced professional company engaged in the business of professional exhibition management services. A company with previous experience with the Department on similar projects in Korea will be an advantage.

### IV. SCOPE OF WORK/DELIVERABLES

Following are the services required by DOT-Korea:

#### A. Booth Management

- Provision of two (2) bilingual (Kor/Eng) game master/interpreter for one (1) day
- Booth Schedule: 08:00 AM to 05:00 PM

#### B. Logistics/Trucking

- Provision of one (1) ton truck with manpower
- Route:
  - 07 June: Collection of materials at PDOT Storage/Office, Seoul
  - 09 June:
    - ~06:00 AM: Arrival of materials Eurasia Platform, Busan
    - ~06:00 PM: Collection of materials back to PDOT-Office, Seoul

## **V. TIME FRAME AND SCHEDULE OF WORK**

All interested parties to submit quotation in English on or before 03 June 2024.

07 June : Collection of materials at PDOT Storage/Office, Seoul

09 June : Booth Management, arrival of materials in Busan, and return of materials to  
Seoul

## **VI. BUDGET**

The budget allocation is **KRW 1,700,000.00.**