




13 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 Seoul Friendship Festival 2024, scheduled to be held from May 24 to 26, 2024 at Gwanghwamun Square, Seoul.

Interested applicants may submit quotations following the attached Terms of Reference by 22 May 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>	: SEOUL FRIENDSHIP FESTIVAL 2024
<b>DATE</b>	: May 24-26, 2024
<b>VENUE</b>	: Gwanghwamun Square, Seoul, South Korea
<b>ITEM</b>	: Logistics and Booth management service

### II. BACKGROUND

The Seoul Friendship Festival began in 1996 in celebration of Seoul Citizens' Day. It related to the Hi Seoul Festival from 2003 until 2010, when it was spun off as a separate event and extended to two days. It continued to develop into a more diverse event through invitation of foreign entertainment teams from Seoul's sister cities and participation of embassies. The festival provides a wide array of entertainment including cultural performances with live music, a costume try-on, food and drinks from around the world, a parade, traditional games, and national promotional booths.

In line with PDOT-Korea's effort to intensify Philippine tourism promotions in Korea and in time for the 75th anniversary of bilateral relations between the Philippines and Korea, PDOT-Korea will participate in the Seoul Friendship Festival from 24 to 26 May 2024.

### 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 three (3) days
- Booth Schedule:
  - 24 May 24(Fri): 05:00 PM - 09:00 PM
  - 25 May (Sat): 12:00 NN - 09:00 PM
  - 26 May (Sun): 12:00 NN - 07:00 PM

#### B. Logistics/Trucking

- Provision of one (1) ton truck with manpower
- Route:
  - 24 May morning: PDOT Storage -> PDOT Office -> Gwanghwamun
  - 26 May evening: Gwanghwamun -> PDOT Office

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

All interested parties to submit quotation in English on or before 22 May 2024.

24 May 2024 morning: Trucking service of promotional materials to Gwanghwamun

24-26 May 2024 : Booth Management

26 May evening : Trucking service of promotional materials back to PDOT Office

## **VI. BUDGET**

The budget allocation is **KRW 2,200,000.00**

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