



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

13 November 2018

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 the business of professional exhibition booth design, set-up, dismantling and booth parts rental and services for its participation in the HanaTour International Travel Show – Busan 2018 (HITS Busan 2018) to be held at BEXCO, Busan, Korea on November 30 – December 02, 2018.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before November 20, 2018 5:00pm to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro1-ga
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 3180520
Email: pdot@philippinetourism.co.kr and lily@philippinetourism.co.kr

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TERMS OF REFERENCE

- I. PROJECT TITLE** : **PHILIPPINE BOOTH DESIGN AND SET UP AT THE HANA TOUR INTERNATIONAL TRAVEL SHOW BUSAN 2018**
- DATE : November 30 – December 2, 2018
- VENUE : BEXCO, Busan, South Korea
- ITEM : Philippine Booth Design, Construction/Dismantling and Booth Parts Rental

II. BACKGROUND

DOT-Korea will set-up a 54-square-meter Philippine booth at the HITS (HANATOUR INTERNATIONAL TRAVEL SHOW) 2018 in BEXCO, Busan, South Korea that will be shared with the Philippine travel trade partners specializing on travel. Several activities will be undertaken at the Philippine booth to attract more booth visitors and create stronger consumer interest during exhibition day.

III. PURPOSES / OBJECTIVES

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, booth event services, and booth parts rental. The company with previous experience with the Department on similar projects in Korea is an advantage.

IV. SCOPE OF WORK / DELIVERABLES

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

A. Booth design

- Wooden construction
- Design should adhere to the campaign/ theme: "It's More Fun in the Philippines"

B. Booth details

1. Booth size is 54sqm

2. Lay-out

Must have:

- Main Stage equipped with backdrop, stage and sound system for performance.
- Booth elevation should be at least 4000mm
- Suspended banner distinctive of the Philippines and Philippine branding must be visible from all areas of the exhibition hall
- Information and reception counter equipped with lockable storage space for Philippine information and promotional materials
- Video Screen with advanced audio video capability well suited for the area surface provided
- All graphic work in appropriate high print quality

- Storage – 2set, Safety lockers equipped with locks for use of delegates and staff located
- Discussion Table with 3 chairs - 3set.
- Hot/cold water dispenser -1unit
- High chair – 4pcs
- Refrigerator -1ea
- Signage for the event – 2pcs
- Décor materials
- Plants – 1set
- 3 event/game masters
- 1 modular backdrop with back to back image with 1 extra backdrop image

3. Other features

- Individual power outlet for each negotiating table, meeting areas, Information Counter, storage area
 - 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 of their receipt of this document.

Nov 27-29, 2018	Booth setup/construction and turnover
Nov 30- Dec 10, 2018	Exhibition Proper
Dec 10-11, 2018	Egress/Booth dismantling

VI. BUDGET

Total budget allocation for the Philippine Booth is KRW 21,000,000

