



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

1 October 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 outdoor display and exhibition booth design, set-up, dismantling and booth parts rental and services for its participation in the Seoul Lantern Festival 2018 to be held at Cheonggyecheon Stream, Seoul, Korea on November 2-18, 2018.

Interested companies may submit lantern and booth design with quotation following the attached Terms of Reference on or before 22 October 2018 5:00pm to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro 1-ga
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 3180520
Email: pdot@philippinetourism.co.kr and lily@philippinetourism.co.kr

A handwritten signature in black ink, appearing to read "mcorazon" or similar.

MARIA CORAZON JORDA-APO
Tourism Director & Attaché
PDOT-Korea

TERMS OF REFERENCE

I. PROJECT TITLE : PHILIPPINE LANTERN SET-UP/ CONSTRUCTION AND DISMANTLING AND BOOTH SET-UP/DECORATION AT THE SEOUL LANTERN FESTIVAL 2018

DATE : November 2 - 18, 2018
VENUE : Cheonggyecheon Plaza to Supyogyo Bridge, Seoul, 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 Christmas in the Philippines which is celebrated starting from September until end of December with houses, churches and major establishments lighted and adorned with decorations. The Philippine lantern showcase in the festival will feature "Misa De Gallo", a nine day novena that ends in Christmas Eve symbolized by a lighted church structure decorated with lighted capiz lanterns set up along the stream in an area 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. PURPOSES / 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 "Misa de Gallo" and 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 and booth parts rental and services. 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: Lighted church façade structure with capiz lanterns of the Philippines set up in a platform 9m x 2.4m elevated from the stream.
- Booth set-up: Decoration thru banners and signage of 3x3 booth

B. Details

Lantern:

1. Main structure: Based on Metal frame and finishing special fabric, with LED light inside.
2. Wood Base : 9.0M x 2.4M (elevate from the stream)
3. Electrical Works (includes installation and maintenance during the festival)
4. Main Sign (LED Light LOGO) : 3.2M x 0.6M – 2EA
5. Set-up of metal works and dismantling (set-up of lanterns in the tower and dismantling)
6. Supervision and monitoring from set-up to dismantling

Booth

1. Booth Set-up: 3 banner and 3 signage's for a 3x3 booth size and water dispenser.
2. Supervision and monitoring from set up and 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 design drawings and cost schedules within sixteen (16) working days of their receipt of this document.

October 30 – November 01, 2018	Set-up/Construction
November 02 – 18, 2018	Festival Proper
November 21, 2018	Egress/Dismantling

VI. BUDGET

Total budget allocation for the Philippine Booth is KRW 66,000,000.