17 July 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 Mode Tour Travel Mart (MTTM 2018) to be held at COEX, Gangnam, Seoul, Korea on August 30 – September 02, 2018.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before 31 July 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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Tourism Director & Attaché
PDOT-Korea

Philippine Department of Tourism-Korea
Suites 102 & 801, Paiknam Bldg., Euljiro 1 (il)ga, Jung-gu, Seoul 04533, South Korea
Tel: (822) 598-2290 Fax : (822) 318-0520 Email: pdot@philippinetourism.co.kr Website: itsmorefuninthephilippines.co.kr

<div align="center">**TERMS OF REFERENCE**</div>

I. PROJECT TITLE : **PHILIPPINE BOOTH SET UP AND CONSTRUCTION AT THE MODE TOUR TRAVEL MART 2018**

    DATE : August 30 - September 02, 2018
    VENUE : COEX, South Korea

    ITEM : Philippine Booth Design, Set-up/Dismantling and Booth Parts Rental

II. BACKGROUND

In line with the Philippine Department of Tourism-Korea's efforts to intensify Philippine Tourism promotions in South Korea, the PDOT-Korea in cooperation with the Tourism Promotions Board will participate once again in the MODE TOUR TRAVEL MART 2018 to be held at COEX, Seoul on 30 August ~ 02 September 2018. MODE TOUR TRAVEL MART 2018 is the biggest international travel show for B2B and B2C business engagement hosted by Mode Tour, Korea's largest tour wholesaler.

III. PURPOSES / OBJECTIVES

The DOT is in need of the services of a well-experienced professional company based in Korea engaged in the business of professional exhibition booth design, set-up/dismantling and booth parts rental 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 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 event.
- 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 advance 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
- Multi shelving rack - 2ea
- Signage for event – 2pcs
- Plants – 1set
- Event corner (halo-halo stand with utensils / games with props and 4 event masters)
- Modular backdrop with design -1set

3. Other features

- Individual power outlet for 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 on or before July 31, 2018.

August 28-29, 2018	Booth setup/construction and turnover
August 30-September 02, 2018	Exhibition Proper
September 02-03, 2018	Egress/Booth dismantling

VI. BUDGET

Total budget allocation for the Philippine Booth is KRW 22,000,000