



PASUGUAN NG PILIPINAS

EMBASSY OF THE PHILIPPINES

SEOUL

15 May 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 Korea International Travel Fair (KOTFA 2018) to be held at COEX, Seoul, Korea on June 14-17, 2018.

Interested companies may submit booth plans and quotations following the attached Terms of Reference on or before 24 May 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

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

TERMS OF REFERENCE

I. PROJECT TITLE	:	PHILIPPINE BOOTH DESIGN, SET-UP AND DISMANTLING AT THE KOREA WORLD TRAVEL FAIR 2018
DATE	:	June 14 – 17, 2018
VENUE	:	COEX, Seoul, South Korea
ITEM	:	Philippine Booth Design, Construction/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 Korea World Travel Fair (KOTFA 2018) to be held at COEX, Seoul on June 14-17, 2018. KOTFA is the biggest international travel fair in Korea with the participation of both international and domestic tourism-related organizations.

In relation to this, DOT will set-up a 90-square-meter Philippine booth at the KOTFA 2018 in Seoul, South Korea that will be shared with the Philippine travel trade partners specializing on travel. Several activities will be undertaken at the Philippine booth including daily performances of a Philippine performing group 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 based in Korea engaged in the business of professional exhibition booth design, construction/dismantling and booth parts rental. 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. Booth design

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

B. Booth details

1. Booth size is 90 sqm

2. Lay-out

Must have:

- Main Stage equipped with backdrop, stage and sound system for performances
- Booth elevation should be at least 4000mm
- At least six (6) individual negotiation counters for each company/exhibitor with company signage suitable for B2B meetings and negotiations. Counters must integrate / be equipped with lockable storage intended for exhibitor promotional and information materials as well as personal belongings with relation to their participation
- 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 and entertainers
- Discussion Table with 4 chairs – 4 sets
- Hot/cold water dispenser -1unit
- Refrigerator – 1unit
- High chair – 10pcs
- Signage for event – 4pcs
- Local Philippine décor materials
- Plants – 1set
- Event corner (halo-halo stand with utensils and server/ Games with props and event master)
- Modular backdrop with design – 1 set
- iPad Stand - 1 set

3. Other features

- Individual power outlet for each negotiating table, meeting areas, Information Counter, storage area with adaptor to suite Philippine system
- 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 after posting of this document in PDOT-Korea website and Philippine Embassy-Seoul bulletin board.

June 12-13, 2018 -	Booth setup/construction and turnover
June 14-17, 2018 -	Exhibition Proper
June 17, 2018 -	Egress/Booth dismantling

VI. TERMS OF PAYMENT

The services will be paid within fifteen (15) days after submission to PDOT-Korea of the invoice or statement of account.

VII. BUDGET

Total budget allocation for the Philippine Booth is **KRW 45,000,000**







