



October 29, 2021

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 brochure design, and printing for the new Philippine regional brochures.

Interested companies may submit their quotations following the attached Terms of Reference on November 08, 2021, 5:00 pm to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro1-ga
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 318-0520
Email: jake@philippinetourism.co.kr and lily@philippinetourism.co.kr

A handwritten signature in black ink, appearing to read "M. Corazon Jorda-Apo".

MARIA CORAZON JORDA-APO
Tourism Director
PDOT-Korea

TERMS OF REFERENCE

PROJECT: PRINTING OF PHILIPPINE REGIONAL BROCHURES

SCOPE OF WORK / DELIVERABLES

PDOT-Korea is in need of the services of a well-experienced company based in Korea engaged in brochure design, and printing for the new Philippine regional brochures.

Following are the deliverables, services, and specifications required by the Philippine Department of Tourism:

A. Design / Specs

- Spread size: 59.50cm width x 42 cm height
- Folding size: 10cm width x 21 cm height
- 6 panels front and back with accordion fold
- Paper 120 snow

B. Details

- Printing of 16 Philippine Regional brochures (Korean)
 1. CAR - 5,000 copies
 2. NCR - 5,000 copies
 3. Region 1 - 5,000 copies
 4. Region 2 - 5,000 copies
 5. Region 3 - 5,000 copies
 6. Region 4A - 5,000 copies
 7. Region 4B - 5,000 copies
 8. Region 5 - 5,000 copies
 9. Region 6 - 5,000 copies
 10. Region 7 - 5,000 copies
 11. Region 8 - 5,000 copies
 12. Region 9 - 1,000 copies
 13. Region 10 - 1,000 copies
 14. Region 11 - 2,000 copies
 15. Region 12 - 1,000 copies
 16. Region 13 - 5,000 copies
- Free delivery

Note: Print-ready files will be provided by PDOT-Korea

TIME FRAME AND SCHEDULE OF WORK

November 8, 2021 5:00 PM	- Submission of quotation
November 9 - 10, 2021	- Review and Approval of Proposal
November 11, 2021	- Notice of Award
November 12, 2021	- Notice to Proceed
November 15, 2021	- Start of printing
November 30, 2021	- Expected delivery

BUDGET

The total budget allocation for the printing of brochures is KRW 28,000,000 inclusive of tax.