
Request for Proposal and Task Orders

Business Name	Services for Korean Pavilion Equipment at 2026 Summer Fancy Food Show
Ordering Agency	New York Branch, America Regional Headquarters, Korea Agro-Fisheries & Food Trade Corporation

March 2026

aT Korea Agro-Fisheries & Food Trade Corporation

Headquarters of Americas, New York Branch

Bid Summary

○ **Service Name: Agency Services for Korean Pavilion Equipment at 2026 Summer Fancy Food Show**

○ **Contract Period: From the contract signing date to July 31th, 2026**

○ **Contract Method: Open competitive bidding (contract by negotiation)**

○ **Selection Method: Comprehensive evaluation of proposals (technical evaluation 80 scores + price evaluation 20 scores)**

○ **Required Budget: USD 448,500 (KRW 660,000,000 (approximately))**

○ **Event Summary**

- Title: Services for Korean Pavilion Equipment at 2025 Summer Fancy Food Show

- The period of event: June 28th (Sun)~ June 30th (Tue), 2026 / 3 days

- Place: Jacob K. Javits Convention Center in New York

- Participation scale: 5,750 sq.ft (57.5 booths)

- Exhibited items: Overall agricultural products such as fresh fruit, ginseng, pastes, forest products, sauces, etc.

Proposal Submission

○ **Deadline and Method of Submission: E-mail by 18:00 EST on April 13th, 2026**

- Submission: aT New York Branch (newyork@at.or.kr)

- Inquiries: 1-212-889-2561

○ **Documents to be Submitted: Proposal (including general status, performance result of similar business), bill of quantities, business registration certificate (1 copy each)**

- The general status and performance result of applicant must be submitted according to the attachment form, and the cover and contents of the copy of the proposal must not contain any marks or descriptions of the proposing company so that the proposed company cannot be identified.

○ **Fill In the Proposal Submission Form: Write in the letter format.**

☐ Task Content

Category	Content
Korean Pavilion equipment	<ul style="list-style-type: none"> ○ Structure installation, equipment rental / installation for the composition of the Korean Pavilion ○ Manufacture and installation of various signs such as signboards and panels for Korean Pavilion and participating companies ○ Installation of aT promotion hall and food service company promotion and consultation booth ○ Other construction-related administrative procedures, etc.
Korean Pavilion design	<ul style="list-style-type: none"> ○ The standard design provided by aT should be applied, but supplements and improvements can be made without harming the atmosphere of the design guidelines, and the details of the bill of quantities must be included. - Designing a total of 56 booths for participating companies and aT promotion halls in accordance with the fair regulations - Full design file provided upon request before proposal writing
Fixtures for participating companies	<ul style="list-style-type: none"> ○ Necessary equipment rental agency for participating companies, on-site installation, and recovery after the exhibition finished ○ Participating companies and cost settlement
Maintenance and removal	<ul style="list-style-type: none"> ○ Facility maintenance and cleaning, removal of structures after the exhibition, return of rental equipment
Submission of drawings and result report	<ul style="list-style-type: none"> ○ Pre-submission of construction drawings to guide participating companies ○ Submission of the result report by taking equipment photos after construction completed
Others	<ul style="list-style-type: none"> ○ Appropriate situational response when needed by New York City COVID-19 quarantine guidelines - Disinfection (utilizing antibacterial wipes, etc.) and preventive supplies (mask, thermometer, etc.) placement, etc.

○ Promotion Schedule

- Bid Notice (March 4th) → the receipt of proposals (April 13th) → Open bid and announcement of the negotiating partner (mid of April) → Final selection and contract signing (end of April)

II. Task Details

Korean Pavilion Equipment * Refer to Attachments 1 and 2 for exhibition center/Korean Pavilion layout

- Equipment construction area of Korean Pavilion: Total 5,750 sq.ft / 57.5 Booths
- Booth installation completion: by the day before the event
- Structure installation, equipment rental / installation for the composition of the Korean Pavilion

Category	Details	
Exporter booth (51 booths)	Area/booth	5,200sq.ft/ 52 booths
	Fixtures	Lightbox-type signboards, showcases, exhibition stands, shelves, table sets, table flags, lighting (HQI, Spot light), warehouses (including locking system), electricity, outlets, trash cans, etc.
Information desk, food culture promotion hall, specialized consultation office (8 booths)	Area/booth	550sq.ft/ 5.5 booths
	Fixtures	Equipped with kitchen facilities to organize an open kitchen (cooking demonstration, etc.): 50-inch or larger LCD TV (wall-mounted, USB available), 2 laptops produced after 2020 (installed with basic programs such as Hancorn program and MS Office, TV connection available), multifunction printer (print, scan, and copy available), printing paper, Internet line , wireless router, speaker, amplifier, HDMI cable, microphone, light box type signboard, showcase, exhibition stand, shelf, table set, table flag, lighting (HQI, Spot light), warehouse (including lock system), electricity, outlet, hot/cold water dispenser, X banners, trash cans, etc.
Others	Electric work	Overall wiring work, basic power supply, tower lighting
	Graphic work	Company sign graphic (cutting sheet), wide color graphic, guide map graphic, ceiling banner, product graphic for each booth
	Print	Printing actual image (sheet)
	Production and installation of promotional materials	Ceiling banner, comprehensive information map of the Korean Pavilion, installation of cutting sheets, etc.

* Quantity details can be changed depending on site conditions / For details, refer to the bill of quantities

○ (Equipment concept) Applying one of the two standard design drafts* provided, but it can be supplemented without harming the atmosphere of the guidelines, details included in the bill of quantities * Refer to Attachment 3

- Must comply with the guides and manuals of the organizer for all equipment related to the Korean Pavilion

- Design luxurious booth with emphasizing the image of high-quality Korean food.
 - The booth is organized based on the design of the Korean pavilion produced by aT. Still, it can be adjusted anytime through consultations between the service provider and the public corporation to suit the local situation, such as installing ceiling banners.
 - Additional equipment can be requested within the range of not exceeding the equipment cost budget.
 - Differentiate the Korean Pavilion by using high-quality materials such as woodwork as much as possible within the budget.
 - Create a bright atmosphere as much as possible by establishing a separate lighting plan for the Korean Pavilion.
 - Booth installation various matters (pre-application and approval for equipment construction, electricity, firefighting, ventilation, etc.) are carried out by the agency under their responsibilities.
 - Proceed with inclusion of bulk, such as application and management of participating company's additional fixtures (additional electricity, refrigeration fixtures, etc.), on-site management, settlement, etc.
 - After being selected as a service agency, contact individually with each company regarding equipment design, basic fixture support, and additional fixture application for all participating companies
 - During the fair period, agency staffs (including a manager) should reside in the Korean Pavilion for responsible management.
 - Consult with the person in charge for final confirmation of items that need to be checked in advance, such as color, material, light box, and rental fixtures.
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Support for Participating Companies

- All-round support for companies participating in the fair, such as product graphics for each booth, application for additional fixtures (additional electricity, refrigeration fixtures, etc.), on-site management, settlement, etc.
- In addition to the basic exhibition composition and fixtures, each exporter's additional fixtures (refrigerators, etc.) are requested from the service provider, and the cost is directly charged to each exporter.

* Proceed with overall relevant items: provision of price list and specifications in advance to participating companies, collection of application details, on-site product installation and exchange, collection, etc.

Maintenance and Removal

- During the fair period, the person in charge should reside to maintain the consulting operation environment for exporters through facility maintenance
- Conditions for including production, transportation, installation, follow-up management, removal, etc.
- Clean the entire Korean Pavilion during the fair period (once a day)
- Remove structures after the fair, return rental fixtures

Submit Drawings and Result Report

- Submit the PDF file of the final drawing including the blueprint by e-mail in advance.

Category	Written Drawing
Blueprint	Perspective, Front View, Side View
Layout	Top View, circulation planning, layout plan by category
Graphic Print Data	Company logo, guide map, banner, wide color, etc.

- The design (design drawing) used in the Korean Pavilion is implemented by adjusting the detailed design drawing in consultation with aT to suit the area and local situation.
- After construction is completed, submit the result report by taking equipment photos.

Others

- The selected service company must contact aT within 3 days after the successful bid to submit the company summary, booth construction performance result, and a copy of the quotation along with the initial design and materials for requesting additional fixtures and proceed with negotiations.
- During the fair period, a person in charge of equipment manufacturers resides in the Korean Pavilion for responsible management.
- Conditions for including production, transportation, installation, follow-up management, removal, etc.
- Includes the cost of using electricity according to the installation specifications of basic

fixtures in the Korean Pavilion.

□ Promotion Schedule (draft)

Category	Schedule	Items for Promotion
Equipment and operation of fair	June 24nd ~ June 27th	Fair equipment construction
	June 28th ~ June 30th	Operation of fair
	July 1 st	Removal of equipment
	July 1st ~ July 31th	Business result reporting and settlement

III. Task Performance Guidelines

General details of Contract

○ In performing this task, the “contractor” must faithfully perform it under the agreement document proposal, related laws, and regulations, including the Request for Proposal. The matters necessary to achieve the purpose of the task must be handled by the New York Branch of Korea Agro-Fisheries & Food Trade Corporation (hereinafter “aT”) and must be supplemented according to the instructions.

○ **The service payment of this task can be paid 50% after the task and official approval completion, and the balance can be paid within 5 days after the result report of equipment and billing request are received. For requests for settlement of interim service payment that inevitably occur while performing tasks, payment is made after reviewing according to the proof of expenditure.**

○ After signing the contract, the “contractor” must appoint (report) the person in charge of task management and have him/her take responsibility for the business.

○ The contractor is responsible for all responsibilities, all administrative and technical costs, and problem handling incurred during business execution.

○ The business cost of the proposal must include all labor costs, taxes (VAT, etc.), agency fees (including planning fees), promotion costs, etc.

○ “aT” may request a replacement (change) if the cooperative (agent) company or content is judged to be inappropriate or unqualified for the task in the course of performing the task, and the “contractor” shall respond to this unless there is a special reason.

Approval of Plan

○ The “contractor” must establish an equipment plan and obtain approval from “aT,” and even when changing the equipment plan, it must be implemented with prior approval from “aT.”

Execution

○ The “contractor” implements the equipment according to the equipment plan approved by “aT” for this equipment facility.

○ The “contractor” must comply with relevant laws and guidelines of “aT” in implementing the equipment.

○ If the equipment plan of the "contractor" is inappropriate or does not meet the purpose, "aT" may request a correction, and the "contractor" shall comply with it unless there is a justifiable reason.

○ In the case of each of the following subparagraphs during the performance of the task, the "contractor" must immediately take emergency measures and report to "aT."

1. In case of an accident

2. In case of facility damage, destruction or loss

3. In case of safety accidents and industrial accidents

4. Unfair acts of employees related to the contents of the service contract, etc.

○ The "contractor" must completely install facilities (consultation booths, etc.) in preparation for safety accidents during the event, thoroughly manage safety, and take responsibilities in case of safety accidents (obligation to subscribe to event safety insurance)

Guidance/Supervision, etc.

○ "aT" guides and supervises the "contractor"'s work regarding the equipment.

○ "aT" may, if necessary, request the submission of various materials related to the event or have its employees or a designated person inspect or evaluate the work process or related documents of the "contractor" and the "contractor" has to follow it.

○ "aT" may request correction or directly take corrective measures if office works by the "contractor" regarded with the event is in violation of relevant laws or regulations or is unjust, and the "other party of contract" must respond unless there is a justifiable reason

Compensation for Damages, etc.

○ The "contractor" takes all civil and criminal responsibilities for incidents and accidents regarding this equipment. However, this is not the case if the "contractor" proves no cause attributable.

○ When "aT" compensates for damages related to this task to a third party due to a cause attributable to the "contractor," the "contractor" must compensate "aT" without delay.

Execution of Business Cost

○ The "contractor" shall execute business expenses according to the purpose and use set forth by "aT."

Copyright Matters

○ The "contractor" shall recognize that all intellectual property rights arising from this

business are owned by both the ordering organization and the "contractor" and shall promote the business so that there is no problem with copyright.

○ The "contractor" shall ensure that the copyright of the original owner is not infringed upon when performing business, and shall take full responsibilities for any infringement of a third party's patent right or copyright due to a cause attributable to the "contractor."

Security Matters

○ The "contractor" shall maintain security so that the progress of the business, related data, and all acquired information are not leaked to the outside without prior approval from the ordering organization, and shall comply with laws and regulations on personal information protection during the business promotion period.

○ Even during the business period and after completion, if a problem occurs at the responsibility of the "contractor" with the business and damages to the ordering organization, the "contractor" shall be responsible for it.

Others

○ Even if it is not specified in the Request for Proposal, it is considered to be included in this service for minor matters that are unavoidable in the business or that must be implemented.

○ Matters not specified in the Proposal Guide, Request for Proposal, Bid Notice, and appendices based thereon shall be governed by laws related to state contracts, such as the Act on Contracts to Which the State is a Party and the Criteria for Conclusion of Contracts by Negotiations.

○ Other matters not specified are determined by consultation between "aT" and the "contractor."

Bid Method: Limited competitive bidding (contract by negotiation)

Qualification for Bid Participation

- Equipment companies with operations in the United States, Canada, or Korea
- Companies that do not fall under Article 76 of the Enforcement Decree of the 「Act on Contracts to Which the State is a Party」 of Republic of Korea
- Companies that are not designated as an unfair company under Article 27, Paragraph 1 of the 「Act on Contracts to Which the State is a Party」 of Republic of Korea

Proposal Selection Process

- Final selection after reviewing bidding documents according to the evaluation of bids
- As a result of a comprehensive evaluation of proposals (technical evaluation 80% + price evaluation 20%), negotiations are conducted sequentially, starting with the one with highest score.
- Bid Notice → Proposal and price bid submission → Technical evaluation (including price evaluation) → Ranking and selection of eligible negotiators → Implementation of technical and price negotiations → Contractor selection → Conclusion of a contract

Proposal Evaluation Method: Selection by negotiation after evaluation of proposal and price

- Proposal Evaluation Ratio: Proposal (Technical) Evaluation (80%) + Price (20%)

Category	Content	
Proposal (technical) evaluation*	Meter	Financial state
	Non-meter	Proposal
Price Evaluation	Conducted by the department in charge of contract	

- Proposal Evaluation (technical evaluation)
 - Evaluation items: business execution plan, technical/knowledge ability, follow-up management, etc.

* Refer to Attachment 4 for proposal evaluation items and scoring

- Evaluator: 7 internal and external experts in the related field (Less than 50% of internal experts)
- Evaluation method: Evaluators review and evaluate proposals for each company
- Score calculation: arithmetic average excluding the highest and lowest scores
- Selection of Final Successful Bidder
- Negotiations are conducted in the order of highest scores by adding up the bid price evaluation scores for those with 85% (68 scores) or more of the scoring limit (80 scores) as a result of the technical evaluation.
- * If the combined score is the same: Priority is given to the offerer with the highest technical ability evaluation score.
- * When the technical ability evaluation score is also the same: Priority is given to those who obtain the highest score in the item with the highest score among the detailed evaluation items (business execution plan → technical/knowledge ability order)
- Conduct negotiations on the contents of the proposal, such as the contents of business, implementation method, implementation schedule, and proposed price proposed by the negotiating partner
- Some of the content can be adjusted through negotiations with the negotiating partner

Terms of Contract

- Consortium members cannot be changed after being determined as the successful bidder.
- In the case of a joint contract, for members who do not participate in the actual contract according to the joint contract execution plan without justifiable reasons among members of the joint supply, participation is restricted from bidding, for they will be deemed as unjust contractors.
- Facility, other working environment, resident workforce, etc. are included in the business budget, so the proposed price shall be calculated including related costs.
- Businessperson who acts in an insolvent, coarseness, unjust or dishonest manner in carrying out contractual business may be restricted from participating in new businesses in the future.
- Concerning the conclusion and execution of contracts, it should follow the results of negotiations notified in writing under Article 14 of the Criteria for Conclusion of Contracts by Negotiations, the Act on Contracts to Which the State is a Party, the Enforcement Decree

and Rules of the same act, the general and special conditions of contracts based thereon, Bidding Notice and general principles.

* Matters not included in the Bid Notice or Request for Proposal apply mutatis mutandis to related laws such as the 「Act on Contracts to Which the State is a Party」 and 「General Conditions for Service Contracts」.

Guidelines for Bids and Proposals Submission

○ **Submission Deadline:** according to the Bid Notice

○ **Submission:** Submit to the New York Branch via e-mail (newyork@at.or.kr)

○ **Files to be Submitted**

- Korean Pavilion Booth Equipment Proposal (including the general status of companies and past business performance result)

- Bill of quantities (compliance with Excel file format)

- Business registration certificate

* Any mark that can identify the proposing company must not be shown on the cover and on the contents of the proposal

Notes on Proposal Submission

○ Bidders must be aware of all necessary matters for bidding (attachment omitted) before participating in the bidding, such as given the bidding guide, equipment construction details, and Korean Pavilion standard design and responsibility for not being able to fulfill the above lies with the bidders.

○ This bidding is a taxable service, so even if the exempted taxpayers participate, they must submit a bid with a tax-inclusive amount. When selected as a successful bidder, the contract is concluded with the successful bid amount, including tax.

○ Bidders must check whether the proposal is correctly transmitted, and all responsibilities arising from the lack of confirmation lie with the bidders.

○ When submitting the proposal, make sure to enter the information (name, phone number, etc.) of the person in charge of the proposal so that the person in charge of the contract can inquire about the proposal.

○ Relevant data that can objectively prove the content of the proposal must be submitted as an appendix in addition to the proposal.

○ For all issues that arise from the date of the Request for Proposal until the time of submission of the proposal, personnel other than those involved in the proposal of the

participating company shall be treated confidentially, and all documents related to the proposal submitted to aT, data and information provided by aT, should not be disclosed to other external organizations.

○ Preferred negotiating partners must respond to requests from the demand agency for confirmation of the proposal, such as CDs containing the contents of the proposal or additional materials for the proposal in the form of printed materials.

Others

○ Invalid Bid

- In the case of violation of Article 12 of the Enforcement Decree and Article 14 of the Enforcement Rule of the Act on Contracts to Which the State is a Party, and Article 12 of Service Bidding Notice, the bid is considered as invalid.

- If the prospective successful bidder's bid falls under Article 12 of the Service Bidding Notice before the successful bidder is determined, it will be treated as an invalid bid.

- If the proposed content is different from the facts or turns out to be false, all civil and criminal responsibilities arising from this lie with the person who submitted the proposal, and all actions in accordance with it are invalid.

○ Effectiveness of Proposal

- Even if the proposal is not specified in the contract, it has the same effect as the contract, and if the Request for Proposal differs from the proposal, the Request for Proposal is preferred.

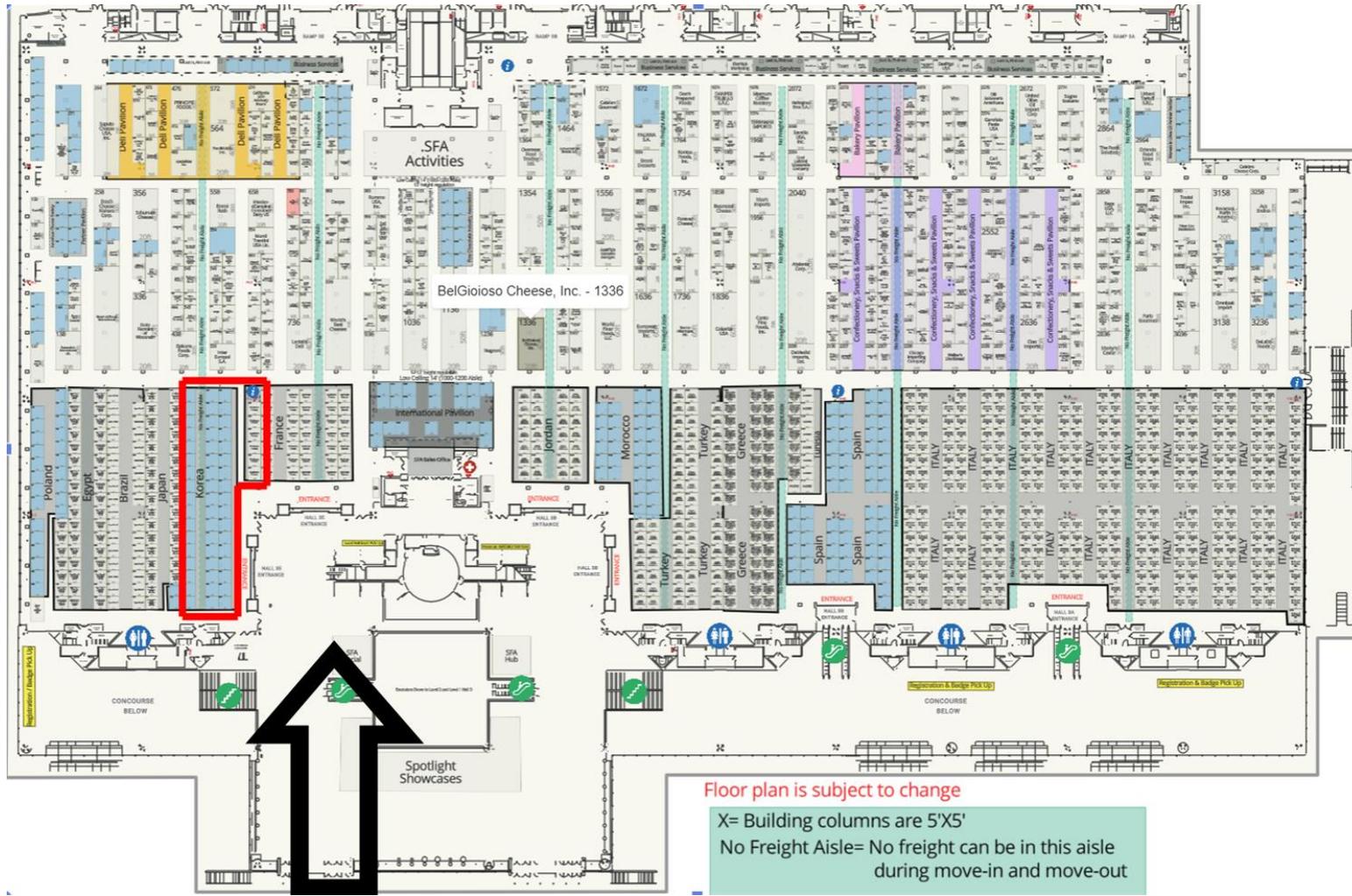
- In the event of a problem in the interpretation of the proposal, both parties shall consult and adjust.

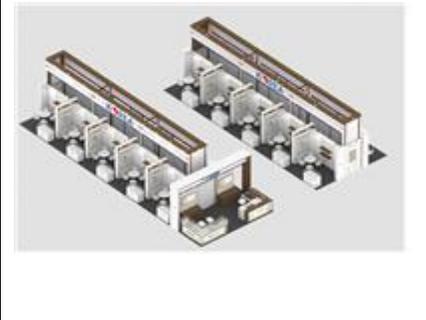
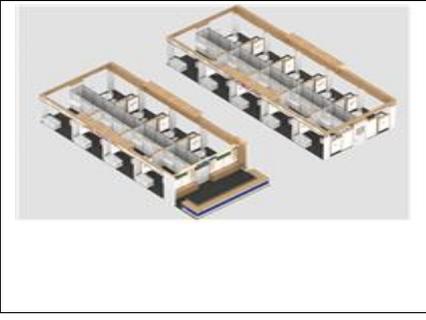
- Even if part or all of this proposal is changed or canceled due to changes in the government and our public corporation's policies or environment, the offerer cannot raise an objection.

○ Applicable Law

- Matters not specified in the Proposal Guide, Request for Proposal, Bid Notice, and appendices based thereon shall be governed by laws related to state contracts, such as the Act on Contracts to Which the State is a Party and the Criteria for Conclusion of Contracts by Negotiations.

Convention Center: Summer Fancy Food Show (Level 3, Hall A)



		
<p style="text-align: center;">Booth type A</p>		
		
<p style="text-align: center;">Booth type B</p>		
		
<p style="text-align: center;">aT Promotion Hall (A)</p>	<p style="text-align: center;">aT Promotion Hall (B)</p>	<p style="text-align: center;">aT Promotion Hall (C)</p>

※ Write a proposal after requesting and confirming the entire design file aT

Proposal Scorecard

Evaluation Items	Evaluation Criteria	Evaluation Scale				
		A	B	C	D	E
Technical/Knowledge Ability (20)	- Operation conformity of fair regulations - Composition fidelity of planning and equipment design contents	20	18	16	14	12
Business Execution and Support Plan (20)	- Validity, expertise and appropriateness of the operation plan - Relevance of workforce mobilization and promotion system for task performance - Validity, originality, usability and reality of plan	20	18	16	14	12
Supporting Technology and Follow-up Management (20)	- Promotion implementation technology suitable for business purpose - Understanding the overall event and construction plan of a cooperative system with the organizers and an on-site operation system - Follow-up management plan when the event finished	20	18	16	14	12
Excution Plan and Performance Result (15)	- Securing the appropriateness of the execution plan and construction safety - Performance result of similar business such as fairs	15	13.5	12	10.5	9
Financial Structure, Management Status (5)	- Appropriateness of financial structure and management status	Separate Evaluation				
<Additional Score Indicator> Win-win and cooperation	- Whether it is a social economy company or not	Separate Evaluation * Up to 5 scores reflected				
Total (80 scores)						

Rating	Evaluation Criteria	Rating	Evaluation Criteria
A	If the evaluation contents required by the evaluation criteria are perfectly satisfied	B	If the requirements of the evaluation criteria are satisfied to a significant level
C	If the requirements of the evaluation criteria are satisfied to a certain level	D	When additional effort is very necessary to satisfy evaluation criteria requirements
E	When the evaluation contents required by the evaluation criteria are very lacking or insufficient		

Proposal Writing Tips

A. For this business, proposals must be submitted online under the 「Detailed Criteria for Contract Proposal Evaluation by Negotiation」, and it is evaluated only by the submitted documents.

B. Submission period: as determined in the public notice (Bid Notice)

C. Proposals (including evidential documents) must be submitted through Korea ON-line e-Procurement System.

★ Proposal is accepted regardless of whether or not a bid has been submitted, so it is recommended that the proposal to be submitted before the closing date as much as possible in order to ensure a seamless submission of the proposal.

D. Technical proposals must be submitted under the following file names, but in principle, all documents must be submitted in original form. Also, in case of inevitable non-original documents (business registration certificate, permit, etc.), the representative's seal (corporate seal, etc.) must be signed "I confirm that there is no discrepancy with the facts."

① **A qualitative proposal** should be prepared with covering all of the tasks requested, including <Forms 1~3>

② **1 Presentation Material**

- As a summary of the proposal for presentation, **the proposal should be presented and evaluated with the relevant data, and any mark that can identify the proposing company is prohibited**. (aT will prepare a printed copy of the presentation material if necessary)

③ **1 Copy of Quantitative Proposal**

- Confirmation of credit-rating, documentary evidence related to additional scores

* Submit all applicable authorized documentary evidence. (In case of non-submission, post-acknowledgment is not possible)

④ **Other Documents**

- All documents, such as documents confirming eligibility to participate in bidding, specified in the Bid Notice

E. Others

◦ Specifications: The proposal should be written in A4 size, with page numbers indicated at the bottom, and if additional explanations such as details are needed, attach a link number and describe them in the

appendices.

- A chart should be presented to compare the requirements of the proposal and the Request for Proposal.
- The 'general status of the applicant' document should be included only in one copy of the original, and all documents other than the original (proposal, summary, presentation materials, etc.) are prohibited from showing the offerer's mark so that the proposing company cannot be identified.
- Explain in detail "what we would do" and "how we would achieve this" for each unit task for this business when writing the proposal.
- Among the contents of the proposal, expressions that are ambiguous in interpretation, such as "it will be possible," "we are considering," and "I think," will be regarded as impossibilities.
- In principle, the proposal summary (presentation material) should be within 20 pages of PPT.
- The offerer should include matters that are deemed essential for business execution even if they are not described in this Request for Proposal.
- Items with missing information or no mention of the contents of the proposal request are deemed not applicable.
- Submitted proposals will not be returned, and if the submitted data is found to be false, it will be excluded from the evaluation and disqualified even after the final selection.
- The selection of the preferred negotiating partners is individually notified after the decision of the judging committee.
- The offerer cannot use the Request for Proposal or various materials distributed by the public corporation and the information obtained during the proposal process for purposes other than the proposal concerned.
- All expenses related to this offer are borne by the offerer.
- The contents of the proposal can be changed in consultation with the aT department in charge of business.

Qualitative Proposal Writing Guidelines

Writing Item	How to Write	Remarks
I . Proposal Summary	The offerer understands the contents of the proposal request for the business clearly, and summarizes the purpose, scope, precondition, and features and advantages of the proposal.	
II. Business Execution Sector		
1. Service Execution Method	Describe the promotion method, system, and strategy for executing this business.	
2. Service Content	Describe the goals and contents of the Request for Proposal logically and creatively. (Example of writing) Organizing and directing the event venue - Presenting the main design concept that can be applied to the event venue - Planning for placement of promotional materials such as consultation booths and banners - Production of drafts for various productions such as event hall, banners, and booths	
3. Plan for Composition of Service Workforce	Write the organization's operation and input plan for research workforce and the history of the input workforce using the attachment form.	Form of the attached page
4. Schedule and Follow-up Management	Describe the service promotion schedule and follow-up management.	
5. Others	Describe the necessary proposal item for executing the business.	Freestyle
III. General Matters of Proposing Company		
1. General Status	Describe the present general status and main history of the offerer clearly. * In case of joint performance, include the necessity	Form of the attached page
Attached Materials	Attach evidential material that is not included in the proposal. (Evidential material related to the operation, performance result of similar business for the past 3 years, etc.)	

* It is prohibited from writing identifiable information such as the name of the offerer and the name of the researcher in the presentation materials.

* The performance result of similar business for the past 3 years should be written in the attached form.

Writing Form

Form No. 1: General status of offerer

Form No. 2: Input plan for performing workforce

Form No. 3: Performance result of similar business

General Status of Offerer

Company Name		Representative	
Business Field		Business Registration Number	
Address			
TEL No.		FAX	
Homepage		E-mail	
Established Year	YYYY MM	Capital	
License/Permit/ Present Status of Possession of Registration Certificate			
Present Status of Workforce Composition	Total people		
Main History (summary)			

Performance Result of Similar Business

(Unit: KRW)

Number	Business Name	Period of Business ¹⁾	Contract Price	Ordering Organization ²⁾	Service Contents

Note: 1) Write the recent completion of service related to the recruitment field chronologically

2) In the case of a joint contract, write the total amount of the contract, but only the ratio of the company in parentheses.

3) Attach additional documents proving performance, such as a copy of the contract

* **Bill of quantities** * Can be adjusted according to conditions

Category	Item	Remarks
Promotion Hall	Information desk	· aT Info Desk (8 booths)
	Showcase	· Exhibition of representative items by company / nameplate / promotion materials, etc.
	signboard, etc.	· Signboard and guide map (light box)
	Table set	· Round table 1EA, chair 4EA
	Info Chair	· 2 chairs (bar stool)
	LCD TV	· 50 inches or larger, wall installation (USB usable, embedded type)
	Multifunction printer	· Includes print, scan and copy functions (including A4 paper)
	Cold and hot water dispensers	· 4 bottles of 20L mineral water included
	Cooking equipment	· Induction, freezer/refrigerator, microwave, etc.
	Lighting	· HQI and Spot Light
	Electrical outlet	· 4 outlets (including 1kw electricity) / Wall (2 outlets, including 1kw electricity)
	Internet	· 2 Internet lines for PC, wireless router (WIFI provided)
	Warehouse	· Doors, locking system
	Sound equipment	· Wireless microphone, amplifier, etc.
Others	· Items needed for the event such as Guide map, X-banner, desktop flag, catalog stand, event roulette, trash cans, etc.	
Company Pavilion	Information desk	· Internal storage, locking system
	Company signboard	· Insert logo and lightbox
	Showcase	· Top lighting, locking system (specifications shall be discussed)
	Table sets	· Round table 1EA, chair 4EA
	Exhibition stand	· Internal storage, locking system
	Lighting	· HQI and Spot Light
	Electrical outlet	· 4-outlet and basic 1kw provided per company
	Others	· Catalog stand, trash can, 2 promotional materials on the back of the booth

※ Details are attached as the bill of quantities (excel file)