

## **Request for Proposal for consultation service of preparing an exhibition of Ryukyu Bingata during ICOM 2019 in Kyoto**

June 11th, 2019

Dear. Sirs/Madams,

This letter is a request for proposal for consultation service of preparing an exhibition of Ryukyu Bingata (the exhibition) during ICOM 2019 in Kyoto.

RBPC is preparing the exhibition of Ryukyu Bingata during 1<sup>st</sup> to 7<sup>th</sup> of September 2019 in Kyoto. To achieve our purpose, see below, RBPC opens an opportunity to accept applications, that are proposals of ideas for the exhibition, to the public. Please read carefully below and submit a proposal by 18<sup>th</sup>, June.

### **Statement of Purpose:**

- Raise awareness of Ryukyu Bingata among a community of museum.
- Tell the history, current activity and future vision of Bingata, as well as exhibit traditional and modern products of Bingata.
- KPI: the number of visitors // our target is 100 visitors in total during the exhibition.
- Targeted visitors: people from museum community in world wide.

### **Scope of Work:**

- Provide comprehensive advices for the exhibition on topics of contents to be presented, the way of showcase the Ryukyu Bingata. An advisory report will be submitted in MS word format.
- Create publicity tools, submit in digital files;
  - A booklet, integrating the bingata technique into the list of key traditional ones done elsewhere in Japan
  - A poster (A2 or B1 size)
  - A flyer (B5 size)
- Support disseminating the exhibition to the target audiences.

### **Fee Estimate Assumptions:**

Your fee estimate should incorporate the following assumptions:

- The project will be performed from later June 2019 to the end of September 2019
- An advisory report and digital files of a booklet, a poster, and a flyer will be submitted in timely and properly manner.

- Fees should include the cost, plus any estimated expenses, except printing fees for those publicity tools.

**Submission and Selection:**

- Proposal must be submitted by 19<sup>th</sup> June.
  - Proposal must be included;
    - ✧ Quotation for the scope of work
    - ✧ Estimated process schedule
    - ✧ Your company profile
    - ✧ List of communities that you would be able to reach out for disseminating the information of the exhibition with the number of members of each community
- The internal assessment committee will review each proposal
- The result will be notified to only selected company by email by 21<sup>th</sup> June
- Additional information requests should be coordinated through our office at +8198-894-3637

We are looking forward to working with you, and please do not hesitate to contact me if you have any additional questions.

Sincerely,

Shinji Odo

Executive director, RBPC

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