



February 10, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified individuals to provide booth support staff services/interpreter at the PH Booth during the Danish Travel Show 2023 from February 23-25, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before February 17, 2023 to proposals@itsmorefuninthephilippines.co.uk or jing@itsmorefuninthephilippines.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,


GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : Service Provider of Booth support services / Interpreter re DOT Participation in Danish Travel Show 2023
Job Specification : Booth Support Staff/ Interpreter
Duration : February 23-25, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the Danish Travel Show in Henning, Denmark from February 23-25, 2023. DTS is the biggest travel and tourism fair in Denmark and is being participated by more than 700 exhibitors. The DOT's participation in the above fair will be composed of travel trade partners in Europe, DOT Marketing Representative in Denmark and DOT London representatives.

PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of booth support staff/ interpreters on February 23-25, 2023 to assist in running the PH booth as well as provide interpreting services to DOT London representatives and travel trade partners during the conduct of business to business meetings with Danish tour operators.

Objectives :

- To provide support services at the booth to ensure seamless participation in DTS 2023;
- To provide services as interpreter to ensure that communications between DOT representatives and partner travel trade representatives are clear and of the right essence and context;
- To provide services that allow easy conduct of business negotiations and networking;
- To assist in the promotion of the Philippines and in handling queries about the country

III. CAPABILITY REQUIREMENTS

- Must be Denmark-based/ and has the expertise in providing Danish language interpretation skills
- Must be fluent and can communicate in both English and Danish language
- Must be able to provide the requirements of PDOT London based on the detailed required services
- Must be willing to provide the required services on a send-bill arrangement

IV. DELIVERABLES/ REQUIRED SERVICES

DATE	TIME	VENUE
February 23, 2023	Whole day	PH Booth at DTS 2023
February 24, 2023	Whole day	PH Booth at DTS 2023
February 25, 2023	Whole day	PH Booth at DTS 2023

*The DOT will need 2 booth support staff/interpreters for the above event.

V. BUDGET

The budget for the above required services is Euro300/pax/day x 2 pax x 3 days for a total of Euros1,800 for the entire exhibition period inclusive of hotel, meals and transpo expenses.

The winning quotations/ proposals will be based on the lowest proposed bid price and compliance to the required specifications of the requested services.

Prepared by:



GERARD O. PANGA

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Philippine Department of Tourism-London