



October 16, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified individuals for part time support staff from November 3-10, 2023 in connection with the PDOT London's facilitation of the DOT/TPB participation in World Travel Market 2023 and other side activities in Excel Royal Victoria Dock, London.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 23, 2023 to info@pdotlondon.co.uk or jing@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Gerard O Panga", is written over the typed name.

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : Service Provider of Part time support staff re PH Participation in WTM 2023
Job Specification : Part time support staff
Duration : November 3-10, 2023

I. BACKGROUND:

The Philippines, through the Department of Tourism (DOT) and Tourism promotions Board (TPB) will be participating in the World Travel Mart 2023 including the conduct of side activities with DOT and ~TPB officials, members of the HOR and PH private sector delegation from November 3 to 10, 2023. As the above project entails a large number of delegation from the Philippines, the PDOT London, operating on a limited manpower, will need part time support staff to assist facilitate the requirements of the project on ground especially before, during and after the event. This will ensure the effective, seamless and timely handling of the delegation and project implementation.

PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a part time booth support staff, a Filipino based in London to provide the above services during the World Travel Mart 2023 period from November 3-10, 2023.

Objectives :

- To provide assistance in facilitating the requirements of the project
- To handle and assist the PH delegation especially during arrival and departure including the PH private sectors and the members of the PH House of Congress.
- To man the PDOT Office during WTM days when not needed in the project site;
- To contribute to the overall success in handling and implementing the Philippine participation in WTM 20023

III. CAPABILITY REQUIREMENTS

- Must be a Filipino based in London and has the expertise in providing support services to DOT or other PH government agencies based in London
- Must have the deep knowledge about the Philippines as a tourist destination.
- 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
- Must be well-versed both in English and Filipino languages

IV. DELIVERABLES/ REQUIRED SERVICES

DATE	TIME	VENUE
Nov. 3, 2023	Whole day	DOT London Office/Heathrow Airport
Nov. 4, 2023	Whole day	DOT London Office/Heathrow Airport
Nov. 5, 2025	Whole day	DOT London Office/Heathrow Airport
Nov. 6, 2025	Whole day	Philippine Booth/Heathrow Airport
Nov. 7, 2023	Whole day	Philippine Booth/Heathrow Airport
Nov. 8, 2023	Whole day	Philippine Booth/Heathrow Airport
Nov. 9, 2023	Whole day	DOT London Office /Heathrow Airport
Nov. 10, 2023	Whole day	DOT London Office /Heathrow Airport

*Detailed schedule of daily reporting should be reflected in the Daily Time Record to be provided by PDOT London Office after the conforme is signed. .

V. BUDGET

The budget for the above required services is £15 per hour for the entire period from Nov. 3- 10, 2023.

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