



June 1, 2023

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for booth support staff/ hostess re PH Product Presentation in Seville and Valencia, Spain on June 19 and 20, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before June 15, 2023, to [info@itsmorefuninthephilippines.co.uk](mailto:info@itsmorefuninthephilippines.co.uk) or [jing@itsmorefuninthephilippines.co.uk](mailto:jing@itsmorefuninthephilippines.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Gerard Panga".

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London



## TERMS OF REFERENCE

Project Title : Service Provider of Booth support services /Hostess/ Ire PH Product Presentation in Seville and Valencia 2023  
Job Specification : Booth Support Staff/ Hostess  
Duration : June 19 and 20, 2023

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) is organizing the conduct of the Philippine Product Presentation in Seville and Valencia, Spain on June 19 and 20, 2023. This activity is part of the DOT's continued aggressive campaign in the Spanish market targeting 2nd tiered cities in Spain with significant outbound traffic, specifically Seville and Valencia. This is being organized with the strong support from travel trade partners in Spain and the Philippine Embassy in Madrid.

### PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of booth support staff/ hostess on June 19 and 20, 2023 in Seville and Valencia to assist in running the PH Product presentation, man the registration table, provide assistance during set-up and assist the attendees onsite.

#### Objectives :

- To provide support services at the venue during the conduct of the PH Product Presentation in Seville and Valencia;
- To ensure that the above event is seamlessly conducted;
- To project professional handling of events as well as handling of the participants;
- To assist in the promotion of the Philippines and in handling queries about the country

### III. CAPABILITY REQUIREMENTS

- Must be Spanish citizen and fluent in the Spanish and English language;
- Must have a pleasant personality and can handle queries on the Philippines;
- 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
June 19, 2023	Half day	Hotel Valencia Oceanic
June 20, 2023	Half day	Hotel Melia Sevilla

### V. BUDGET

The budget for the above required services is Euro275.00for the 2 events inclusive of applicable taxes.

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:

A handwritten signature in black ink, reading "Gerard Panga". The signature is written in a cursive, flowing style.

**GERARD O. PANGA**

Tourism Attaché

Philippine Department of Tourism-London