



TERMS OF REFERENCE

Project Title : Provider/ supplier for the food packages re Industry Hostings at EUDI Show 2023
Job Specification. : Provision of food package
Duration : October 13-15, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the EUDI Show 2023 in Bologna, Italy on October 13-15, 2023.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a caterer/supplier of meals/ food package at the EUDI Show 2023 during the above event.

Objectives :

- To provide meal/ food package/ boxes to guests/ industry partners and exhibitors at the EUDI Show 2023
- To enable to provide meals to industry partners while conducting business to business meetings;

III. CAPABILITY REQUIREMENTS

- Must be a Italy-based/ registered company
- Must be a legitimate producer/ provider of meal/ food boxes for fair exhibitors;
- Must be accredited by the EUDI Show organizer and is capable to provide compliance requirements of the organizer (i.e. sanitation clearances, licenses, etc.)

IV. DELIVERABLES/ REQUIRED GOODS

- Meal boxes good for 30pax per day from October 13-15, 2023
- Food must be clean and presentable including packaging

V. DELIVERY DATE

The food boxes should be delivered and served by lunch time (starting 11:30 onwards) from October 13-15, 2023 at the PH Booth in EUDI Show 2023.

The winning quotation/ proposal will be based on the lowest proposed bid price and compliance to the required specifications of the requested product/s and services.

Prepared by:

Gerard Panga

GERARD O. PANGA
Tourism Attaché
Philippine Department of Tourism-
London



September 22, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting companies to submit quotations/proposal re meal/food boxes providers at the PH Booth during the EUDI Show 2023 in Bologna, Italy on October 13-15, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before September 29, 2023 to info@pdotlondon.co.uk or jadmin@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