



April 1, 2024

REQUEST FOR QUOTATION

The Philippine Department of Tourism-London is inviting qualified companies to send quotations/proposals for caterer and venue for the Filipino Food Month celebration on April 19, 2024.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before April 9, 2024 to proposals@pdotlondon.co.uk or jing@pdotlondon.co.uk.

Thank and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, reading "Gerard O. Panga".

GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism - London





April 1, 2024

TERMS OF REFERENCE

Project Title : Venue for Filipino Food Month Celebration
Job Specification : Provision of venue package with meals
Duration : April 19, 2024

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be conducting The Filipino Food month event in London, United Kingdom on April 19, 2024 in celebration of the Filipino Food month. This activity will include the gathering of travel trade partners to witness a showcase of Filipino Food featuring the award-winning British-Filipino Chef Rex De Guzman. Invitees include officials from the PE London, media bloggers, tour operator, celebrity influencers and Filipino media company. The activity will include cooking demo by Chef Rex de Guzman, trivia game, a Filipino dinner spread and raffle draw.

PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a venue with presentation equipment and meal package to conduct of the Filipino Food Month Presentation on April 19, 2024. This is aimed at the following objectives :

- To provide an exclusive venue for the conduct of the Filipino Food month event, food presentation and demo and trivia games and raffle décor.
- To promote Filipino food in the British market and eventually mainstream into the spectrum of British gastronomy.
- To promote the Filipino culture through it's unique food offer.

II. CAPABILITY REQUIREMENTS

- Must be capable to accommodate the requirements of DOT as per below deliverables
- Must be a legitimate and registered company in the UK
- Caterer must be capable of providing authentic Filipino menu
- Location must be within Central London
- Venue must have television or projector for the presentation
- Venue must be available from 12 noon for set-up

IV. DELIVERABLES/ REQUIRED GOODS

1. Exclusive venue that can accommodate 20 pax
2. Full package includes table, chairs, AV and microphone
3. A 3 course menu (starter, main and dessert)





V. IMPLEMENTATION/DELIVERY DATE

The event will be on April 19, 2024, and venue should be available from 12noon for set-up.

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

Prepared by:

Gerard O. Panga

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