



December 27, 2022

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers of hostess/event stewardess services (including Spanish language interpretation services) for the conduct of the Post FITUIR 2023 PH Product Presentation/ Roadshow in Barcelona, Spain on January 23, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before January 3, 2023 to info@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	:	Post FITUR 2023 Product Presentation/ Roadshow Barcelona
Job Specification	:	Provision of Hostess/ support staff
Duration	:	January 23, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be conducting the Post FITUR 2023 Product Presentation/ Roadshow in Barcelona, Spain on January 23, 2023. This activity will gather Spain-based tour operators and media for the PH Product Presentation and Tourism Update to maximize the Philippines' participation in FITUR 2023.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a hostess/support staff to assist in the registration and onsite management of guests including interpretation services for PH delegation during Post FITUR 2023 Product Presentation/ Roadshow in Barcelona, Spain on January 23, 2023.

Objectives :

- To ensure the seamless handling and implementation of the above event including proper interpretation of queries during the event
- To manage attendance and provide interpretation for PH delegation thereby ensuring right information is given to Spanish travel trade partners about the Philippines as a travel destination.

III. CAPABILITY REQUIREMENTS

- Must be a Spain-based/ registered company that specializes on providing professional event hostess and management services
- Must be a legitimate provider of event management services in Spain
- Must be willing to provide the products on a send-bill arrangement

IV. DELIVERABLES/ REQUIRED GOODS/SERVICES

- One hostess on January 23, 2023 for the entire duration of the workshop including post event egress.
- She should be at the venue at least 2 hours prior to the actual event as per advise of PDOT London/CCIBA.
- She should be a professional hostess/ event stewardess who is capable of providing guest relations services and fluent in both Spanish and English languages

V. PAYMENT

Payment will be made by DOT through CCIBA upon submission of invoice and other supporting document as required.

Winning bidder should be based on the lowest proposal/ quotation and compliance to the deliverables

Prepared by:



GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism-London