



TERMS OF REFERENCE

Project Title : Provider/ supplier for the Event Venue with meals (dinner) for the PH Tourism Product Presentation in Florence, Italy
Job Specification : Event/ meeting venue with meals (dinner)
Duration : October 9, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will conduct the Philippine Tourism product Presentation in Florence, Italy on October 9, 2023. This activity is a pre-TTG activity to be held in conjunction with the PH participation in TTG Incontri 2023 from October 11-13, 2023 in Rimini, Italy.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of an event venue or restaurant tender to provide the required venue including meals (dinner) for the conduct of the PH Tourism product presentation in Florence, Italy on October 9, 2023.

Objectives :

- To provide an appropriate venue for the conduct of the PH Tourism Product Presentation where the participants can conduct networking activities among others;
- To maximize the presence of the PH delegation in the market in conjunction with their participation in TTG Incontri in Rimini, Italy;
- To explore possible contacts and business leads in Florence, one of the major cities of Italy.
- To provide a venue for the PH private sector partners to network and explore possible tie-ups with tour operators in Florence; and
- To introduce/update the market on the Philippine tourism product offerings and increase awareness and visibility in the market.

III. CAPABILITY REQUIREMENTS

- Must be capable of accommodating a minimum of 30 pax on October 9, 2023 , from 7:30 PM onwards;
- Must be able to provide food (dinner) sets for the participants
- Must be able to provide the requirements of PDOT London based on the detailed required services

IV. DELIVERABLES/ REQUIRED SERVICES

Event Date: October 9, 2023
 7:30PM onwards

Private Room/ venue	:	Capacity to accommodate minimum of 30 pax
Meals	:	Dinner set good for 30 pax
Others	:	Registration Table, PA system, TV , microphones

V. BUDGET

The budget for the above required services is Euros31,700 inclusive of all applicable taxes.

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

Prepared by:



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 meeting venue with meals (dinner) in connection with the conduct of the Philippine Tourism Product Presentation in Florence, Italy on October 9, 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 that reads "Gerard Panga".

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London