



December 07, 2022

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified suppliers/ companies for the food boxes/ catering services supplier at the Philippine Booth in FITUR 2023 on January 7-22, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before December 15, 2022 info@pdotlondon.co.uk or jing@itsmorefuninthephilippines.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".

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title	:	Provider/ supplier for the Meal/ Food supplier at the booth in FITUR 2023
Job Specification	:	Provision of food package/ catering services
Duration	:	January 17-22, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the FITUR 2023 on January 17-22, 2023 in Madrid, Spain. PDOT London thus, is in need of a company that can provide food packages/catering services for the above event. Details of the services required are provided below.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a caterer/supplier of food with catering services during the above event for travel trade hosted meals at the booth.

Objectives :

- To provide meals/ food for PH Travel trade partners and their Spain-based meeting attendees at the PH booth in FITUR 2023;
- To provide support to PH private sector attendees by ensuring logistical support (availability of food) during networking days in FITUR 2023;
- To ensure that the Spanish meeting attendees are accorded with food during meetings at the PH booth;

III. CAPABILITY REQUIREMENTS

- Must be a Madrid-based/ registered company
- Must be a legitimate producer/ provider of food boxes/ catering services as allowed by and compliant to the requirements of the FITUR 2023 organizer;
- Must be able to comply with the organizer's requirements for external catering services

IV. DELIVERABLES/ REQUIRED GOODS

- Food boxes good for 60 pax from January 17-22, 2023
- Should include drinks and water
- Disposable plates/ spoons/forks/knives

V. DELIVERY DATE

The food boxes should be delivered and served by lunch time (starting 11:30 onwards) from January 17-22 at the PDOT Booth in FITUR 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.

VI. BUDGET

The budget for the above required services is Euro23/food box/ pax xa 60 pax or a total of Euro 1,380 all-inclusive of taxes and other services including licenses for external catering services at the venue.

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, PDOT London