



December 15, 2022

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified individuals for booth support staff/ interpreter at the PH Booth during the PH participation in FITUR 2023 in Madrid, Spain from January 18-22, 2023 (main fair days).

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before December 22, 2022 to [proposals@itsmorefuninthephilippines.co.uk](mailto:proposals@itsmorefuninthephilippines.co.uk) or [jing@itsmorefuninthephilippines.co.uk](mailto:jing@itsmorefuninthephilippines.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink that reads "Gerard O Panga".

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London



## TERMS OF REFERENCE

Project Title : Service Provider of Booth support services / Interpreter re DOT Participation in FITUR 2023  
Job Specification : Booth Support Staff/ Interpreter  
Duration : January 18-22, 2023

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the Feria Internacional De Turismo (FITUR) 2023 from January 18-22, 2023 (networking days). Part of the activities at the booth are business-to-business networking/ meetings, onsite handling of guests/queries and dissemination of marketing materials.

### PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of booth support staff/ interpreters on January 18-22, 2023 to assist in running the PH booth as well as provide interpreting services to PH private sector representatives during the conduct of business to business meetings with Spanish tour operators in FITUR 2023 in Madrid, Spain.

#### Objectives :

- To provide support services at the booth to ensure seamless participation in FITUR 2023;
- To provide services as interpreter to ensure that communications between PH Private sector delegation and partner travel trade representatives are clear and of the right essence and context;
- To provide services that allow easy conduct of business negotiations and networking;
- To assist in the promotion of the Philippines and in handling queries about the country

### III. CAPABILITY REQUIREMENTS

- Must be Spain-based and has the expertise in providing Spanish language interpretation skills
- Must be fluent and can communicate in both English and Spanish language
- Must be able to provide the requirements of the PDOT London based on the detailed required services
- Must be willing to provide the required services on a send-bill arrangement

### IV. DELIVERABLES/ REQUIRED SERVICES

DATE	TIME	VENUE
January 18, 2023	Whole day	PH Booth
January 19, 2023	Whole day	PH Booth
January 20, 2023	Whole day	PH Booth
January 21, 2023	Whole day	PH Booth
January 22, 2023	Whole day	PH Booth

\*The DOT will need 4 booth support staff/interpreters for the above event.

### V. BUDGET

The budget for the above required services is Euro120/pax/day x 4 pax x 6 days for a total of Euros2,400 for the entire exhibition period.

The winning quotations/ proposals 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