



September 25, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified individuals to provide booth support services/ interpreting services during the PDOT's participation in TTG Incontri 2023 in Rimini, Italy on October 11-13, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 2, 2023 to admin@pdotlondon.co.uk or info@pdotlondon.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 : Service Provider as Booth Support Staff/ Interpreter 2023
Job Specification : Booth Support Staff/ Interpreter
Duration : October 11-13, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the TTG Incontri 2023 in Rimini, Italy as part of its continued aggressive promotion to maintain presence in the Italian market.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of booth support staff/ interpreters to provide support services including interpreting services during the PDOT participation in TTG Incontri 2023 in Rimini, Italy.

Objectives :

- To provide booth support services at the DOT booth during TTG Incontri 2023;
- To provide interpretation services during business networking and B2B sessions between the Manila-based tour operators and their Italian counterparts;
- To assist the Philippine private sectors in the presentation of Philippine tourism product offerings to Italian tour operators;

III. CAPABILITY REQUIREMENTS

- Must be Italian citizens and have mastery of both the English and Italian languages;
- Must have knowledge about the Philippines as a tourist destination;
- Must be able to provide the requirements of PDOT London based on the detailed required services

IV. DELIVERABLES/ REQUIRED SERVICES

DATE	Event	VENUE
October 11, 2023	At the PH booth in TTG	PH booth
October 12, 2023	At the PH booth in TTG	PH booth
October 13, 2023	At the PH booth in TTG	PH booth

V. BUDGET

The budget for the above required services is £2,000 all inclusive of all applicable taxes and other requirements of the performing group (license, costumes, transfers).

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:

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