



TERMS OF REFERENCE

I. PROJECT TITLE:

Procurement of the services of an events management company or tourism marketing company to assist in the planning, coordination and execution of the DOT's participation in TTG Incontri 2025 in Rimini on 8-10 October 2025.

II. BACKGROUND:

The Department of Tourism (DOT) is in need of the services of an Italy-based management company or tourism destination marketing company engaged in the business of providing services for the management of private and public events, tourism-related marketing events and/or activities for national tourism organizations (NTO). The winning bidder will be tasked with assisting the Philippines Department of Tourism in the planning, coordination, pre-event assistance to DOT and the private sector delegation, and onsite coordination/implementation of the DOT's participation in TTG Incontri 2025.

III. OBJECTIVES:

The following are the Department's objectives for the above project:

1. Generate higher interest for Philippine products and destinations among the targeted outbound tourist market segments in Italy;
2. Provide a venue for the Department to strengthen linkages with travel industry partners, meet new travel and tourism stakeholders, and generate new leads to push the Philippine tourism agenda in the Italian marketplace;
3. Provide a venue to push and sell Philippine Experience Program tour packages, and increase awareness of the Philippines as a culturally immersive destination in the Italian marketplace;
4. Contribute to the Department's overall tourism traffic, leading to the generation of higher tourism receipts for the country;

MINIMUM REQUIREMENTS:

- A duly registered events management or tourism destination marketing company in Italy, preferably those that has worked with a national tourism office (NTO) in the past. Must provide proof of business in the said country like business registration, business permit, etc. indicating the location of the office.
- A company capable of planning and executing events and/or activities related to tourism marketing or public relations events and activities in Italy or European Union. Experience as a market representative for a tourism destination or national tourism organization (NTO) is an advantage.
- With work experience (minimum 3 years) in the Italian tourism industry, preferably in planning and executing tourism-related marketing events and/or activities of an ASEAN country;
- Must not be a travel agency, tour operator, and/or visa facilitating agency.
- Must be willing to provide services on send-bill arrangement;

IV. SCOPE OF WORK

Pre-event:

- Propose and submit to PDOT the proposed meeting schedule with travel trade partners in Italy
- Coordinate/facilitate the requirements for services needed for the DOT's participation in TTG 2025
- Coordinate/ liaise with suppliers especially in ensuring that the services/ goods are delivered at the booth on a timely manner.
- Assist/coordinate the requirements of the Philippine private sector delegation especially in ensuring their meeting schedules at the booth as well as logistical requirements of the delegation

- Oversee that ingress at the booth and ensure complete delivery of services/ goods needed as per the DOT's contract with the organizer.

Actual

- Attend/ assist the DOT during the conduct of the scheduled meetings during the entire event.
- Recommend, facilitate meetings with travel trade partners within and beyond the DOT scheduled meetings in TTG
- Ensure/ oversee the overall participation of the DOT in TTG Incontri 2025
- Provide assistance to the Philippine private sector delegation during meetings as needed

Post-Event

- Prepare and submit terminal report for TTG Incontri to include leads generated, PR generated, possible ROI against PDOT investment
- Submit all calling/ business cards gathered and provide recommended partners for follow-ups.

V. APPROVED BUDGET OF THE CONTRACT

- For the abovementioned services to be provided, DOT has allocated a budget of EU3,500 (Three Thousand Five Hundred Euros), inclusive of all travel expenses of the EMC's staff and interpreter (hotels, transpo, meals, honorarium) and other related taxes.
- The winning bid however shall be determined based on the proposal with the most advantageous financial and design package cost, provided that the bid amount does not exceed the above total budget.

VI. PAYMENT

Must send billing statement to PDOT London after the conduct of the said events and submission Terminal Reports and all necessary supporting documents to facilitate the payment of the services provided.

Prepared by:



MR. DAKILA F. GONZALES
OIC Tourism Attaché
PDOT London Office

Address: Philippine Department of Tourism London Office
Philippine Embassy in London
10 Suffolk Street, SW1Y 4HG, London, United Kingdom

Contact Number: +44 7944947737

Email Address: info@pdotlondon.co.uk



September 17, 2025

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified Events Management Company/ Tourism Marketing Company re PDOT's participation in TTG 2025 on October 8-10, 2025 in Rimini, Italy.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before September 25, 2025 to jing@pdotlondon.co.uk or info@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,



DAKILA F. GONZALES

OIC Tourism Attachè

Philippine Department of Tourism - London