



TERMS OF REFERENCE

Project Title : Service Provider of Booth support services / Interpreter re DOT Participation in TTG Incontri 2023
Job Specification : Booth Support Staff/ Interpreter
Duration : October 11-13, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in TTYG Incontri 2023 on October 11-13, 2023. TTG Incontri is the biggest travel and tourism fair in Italy and is being participated by more than 1,000 exhibitors. The DOT's participation in the above fair will be composed of Manila-based tour operators and DOT Manila and London representatives.

PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of booth support staff/ interpreters during the above show to assist in running the PH booth as well as provide interpreting services to Manila-based tour operators during the conduct of business to business meetings with Italian tour operators.

Objectives :

- To provide support services at the booth to ensure seamless participation in EUDI Show 2023;
- To provide services as interpreter to ensure that communications between Manila-based and Italy-based tour operators 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 Italy-based/ and has the expertise in providing Italian language interpretation skills
- Must be fluent and can communicate in English and Italian language
- Must be able to provide the requirements of 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
October 11, 2023	Whole day	PH Booth at TTG Incontri
October 12, 2023	Whole day	PH Booth at TTG Incontri
October 13, 2023	Whole day	PH Booth at TTG Incontri

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

V. BUDGET

The budget for the above required services is Euro150/pax/day or a total of Euro450/pax for the entire period (8 hours per day) from October 11-13, 2023.

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



September 22, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified individuals to provide booth support staff services/interpreter at the PH Booth during the TTG Incontri 2023 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 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,

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London