



TERMS OF REFERENCE

Project Title : Venue with Conference Package/ meals for the Philippine Product Presentation in Valencia and Seville, Spain
Job Specification : Provision of venue/conference package with meals
Duration : June 19 and 20, 2023 respectively

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be conducting the Philippine Product Presentations in Valencia and Seville, Spain on June 19 and 20, 2023 respectively. These activities are part of the DOT's market development initiatives for the Spanish Market to ensure the sustained tourist traffic from Spain to the Philippines.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a venue with conference package and meals for the conduct of the Philippine Product Presentations in Valencia and Seville, Spain on June 19 and 20, 2023 respectively. This is aimed at the following objectives :

- To provide a venue for DOT representatives to conduct product update and B2B networking meetings with Spanish travel trade partners in Valencia and Seville, Spain;
- To ensure the consistent growth of tourist traffic from Spain to the Philippines and introduce the country's tourism offerings to other large Spanish provinces outside Madrid;
- To strengthen presence in the market as the country moves forward to a strong recovery rate in the Spanish market

III. CAPABILITY REQUIREMENTS

- Must be capable to accommodate the requirements of DOT as per below deliverables
- Must be a legitimate entity/ company in Spain

IV. DELIVERABLES/ REQUIRED GOODS

Valencia

1. Function Room that can accommodate 40 to 60 pax
2. With full conference package that includes head table, pens and pads, water, screen, flipchart, and beamer.
3. Complete Buffet Lunch for 35 pax

Seville

1. Function Room that can accommodate 40 to 60 pax
2. With full conference package that includes head table, pens and pads, water, screen, flipchart, and beamer.
3. Complete Buffet Lunch for 35 pax

V. IMPLEMENTATION/DELIVERY DATE

The event will be on June 19, 2023 (Valencia) and June 20, 2023 (Seville).

The winning quotation/ proposal will be based on the lowest proposed bid price and compliance to the required specifications of the requested product/s.

Prepared by:



GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism-London



June 6, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for the event venue in Valencia and Seville, Spain on June 19 and 20, 2023 respectively in relation to the Philippine Product presentation in Valencia and Seville, Spain.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before June 13, 2023 to info@pdotlondon.co.uk, or jing@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