



September 28, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers to send quotations for catering services at the DOT Booth in WTM 2023 from November 6-8, 2023 at Excel, London.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 6, 2023 to jing@pdotlondon.co.uk or admin@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

Gerard Panga

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London





TERMS OF REFERENCE

Project Title	:	Provider/ supplier for the Caterer WTM 2023
Job Specification	:	Provision of food package/ catering services
Duration	:	November 6-8, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the World Travel Mart 2023 including the conduct of side activities such as the Cocktail Reception at the PH Booth. The Office needs catering companies that can provide catering services for the above event. details of the services required are provided below.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a caterer/supplier of authentic Filipino food with full catering services during the above events.

Objectives :

- To provide authentic Filipino food experience to guests through authentic Filipino food available/ mainstreamed in London
- To help promote the Filipino food culture through Filipino dishes served at the booth
- To enhance the guests' experience of the Filipino culture through its unique food;
- To support the PH food industry in London by patronizing Filipino food in PH tourism events

III. CAPABILITY REQUIREMENTS

- Must be a London-based/ registered company
- Must be a legitimate producer/ provider of authentic Filipino food in London
- Must be willing to provide the products/ services on a send-bill arrangement
- Must be able to comply with the organizer's requirements for external catering services

IV. DELIVERABLES/ REQUIRED GOODS

- Catering Services from 06 to 08 November 2023 at PH Booth
 - Filipino Lunch and snacks on 06 November 2023 good for 100 pax, on 07-08 November 2023 good for 70 pax
 - Lunch consists of 1 rice or pasta, 1 vegetable dish or salad, 3 entrees (1 pork/beef, 1 fish, and 1 chicken), and 1 dessert
 - Individually packed (Bento-style) for 80 pax
 - Plated lunch for VIPs (Secretary, COO, Usec, and High-ranking officials) for 20 pax
 - Assorted drinks including bottled water
 - Afternoon snacks
 - External catering license
 - Filipino-themed Afternoon Cocktails on 06-07 November 2023, 4:30 PM – 6:00 PM at the PH Booth good for 100 pax per day
 - Services of a flair bartender

- Filipino-themed finger food or hors d'oeuvres (please submit proposed menu)
- Cocktail drinks and juices
- Purified Drinking Water
- Whole-day brewed coffee and tea service (preferably using Filipino coffee beans and tea blends)
- Candies or sweets (for meeting tables)
- Dining essentials: Plates/ spoons/ forks/ knives/ drinking cups/ coffee cups/ table napkins

V. DELIVERY DATE

Coffee and Tea service must be ready by 9:30 AM while Lunch should be delivered and served by lunchtime (starting 11:30 onwards) from November 6-8, 2023 at the PDOT Booth (Booth No. S9-210) in the World Travel Market 2023.

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

VI. BUDGET

The budget for the above-required services is £6,500 (for the food at the booth on Nov. 6-8) and £7,000 for the 2-day cocktail receptions for a total of £13,500 all-inclusive of taxes and other services including licenses for external catering services at the venue.

The winning quotation/ proposal will be based on the lowest proposed bid price and compliance with the requested services' specifications.

Prepared by:

CONFORME:

Gerard Panga

GERARD O. PANGA
Tourism Attaché, PDOT London

Printed Name
Company