



December 28, 2022

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/ suppliers to send quotations for the venue/ conference package with meals for the conduct of the pre-FITUR Product Presentation and Roadshow in Milan on January 16, 2023 in Milan, Italy.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before January 05, 2023 to proposals@itsmorefuninthephilippines.co.uk or jing@itsmorefuninthephilippines.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 : Venue with Conference Package/ meals for the Pre-FITUR Product Presentation and Roadshow in Milan, Italy
Job Specification : Provision of venue/conference package with meals
Duration : January 16, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be conducting the pre-FITUR Product presentation and Roadshow in Milan, Italy on January 16, 2023. This is a side activity to the DOT's participation in FITUR 2023 in Madrid, Spain.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a venue with conference package and meals for the conduct of the Pre-FITUR Product Presentation and Roadshow in Milan, Italy on January 16, 2023. This is aimed at the following objectives :

- To provide a venue for PH Private Sector and DOT representatives to conduct B2B networking meetings with Italian travel trade partners;
- To maximize the presence of the PH private sectors in the European market during their participation in FITUR 2023.
- To strengthen presence in the market as the country moves forward to a strong recovery rate in the Italian market

III. CAPABILITY REQUIREMENTS

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

IV. DELIVERABLES/ REQUIRED GOODS

1. Function Room that can accommodate 30 to 50 pax
2. With full conference package that includes head table, pens and pads, water, screen, flipchart, and beamer.
3. Buffet Lunch for 25 pax

V. IMPLEMENTATION/DELIVERY DATE

The event will be on January 16, 2023 (PM) but the venue should be available on January 15, 2023 for set-up.

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