



October 23, 2023

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for re Part Time Administrative Support Staff of PDOT London Office.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 30, 2023 to [proposals@pdotlondon.co.uk](mailto:proposals@pdotlondon.co.uk), [info@pdotlondon.co.uk](mailto:info@pdotlondon.co.uk) or [jing@pdotlondon.co.uk](mailto: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



## TERMS OF REFERENCE

Project Title : Services of a Part Time Staff for PDOT London Office  
Job Specification : Part Time Administrative Support Staff  
Duration : October 2023 – January 2024

### I. BACKGROUND:

The PDOT London Office is a multi-market post covering twelve (12) markets. UK is among the country's top 5 source markets for tourism while the rest are opportunity markets that are being developed and grown to become major markets for the Philippines in the future.

In terms of performance, total production from the above markets totalled to 441,158 in 2019 before the global pandemic. UK is the top producing European country for travel to PH pre-pandemic and is currently the top 5 source market for the country based on the One Health Pass Arrival count with 42,852 arrivals as of July 31, 2022). PH also had the highest growth rate in terms of Spanish travel to Southeast Asia in 2018-2019, while the country also had the second highest growth rate for Italian travel to Southeast Asia in 2019. On the other hand, a significant presence of 1<sup>st</sup> to 3<sup>rd</sup> generation overseas Filipinos are potential source markets for the Philippines (200k in UK, 165k plus in Italy, 150k plus in Spain, 30k plus in Israel, 30k plus in Ireland) that can be tapped for the VFR market segment.

PDOT London currently operates with two regular staff (tourism attaché and administrative officer), one local hire, one project hire and one part timer. Given the above market coverage, there is an urgent need for an additional staff to ensure effective, efficient and timely implementation of projects and programs scheduled for all the 12 markets under its jurisdiction.

### PURPOSE / OBJECTIVES

The PDOT London Office, Department of Tourism (PDOT) needs the services of part time administrative support staff from October 31, 2023 to January 31, 2024 renewable upon consent and recommendation of both parties.

Objectives :

1. To ensure the effective, efficient and timely delivery of the Office's programs and activities;
2. To comply with administrative requirements and deliverables in a timely manner;
3. To update all pending deliverables

### III. CAPABILITY REQUIREMENTS

- Must be London-based, a university graduate or its equivalent or a degree holder related to the work required;
- Must have the deep knowledge about the Philippines as a tourist destination;
- Must be able to provide the requirements of PDOT London based on the detailed required services
- Must have at least a two year-work experience in UK with good employment record;
- Must be well-versed both in English and Filipino languages
- Must have a background on, knowledge of or have computer skills including digital art

### IV. DELIVERABLES/ REQUIRED SERVICES

The part time staff will have the following tasks and responsibilities:

- Assist in the preparation of documents needed for liquidation reports
- Assist in the handling of inventories, shipment, and monitoring of office supplies
- Prepare standard office forms
- Assist in the preparation of presentations

- Assist in the conduct of marketing activations and booth support as needed
- Assist in facilitating administrative requirements and institutional coordination
- Assist in handling inquiries through phone, emails, and social media platforms
- Assist in digital art works as needed
- Carry-out tasks as instructed by the Tourism Attaché
- Report to the office four (4) times weekly for a minimum of eight hours per day. Overtime hours will be allowed as needed for a maximum of eight (8) hours per week or thirty two (32) hours per month.

## **V. BUDGET**

The budget for the above required services is £13/hour or £2080 per month excluding overtime hours which will be subject to actual hours rendered as needed. The said amount is inclusive of all applicable taxes which will be handled by the winning bidder.

Prepared by:



**GERARD O. PANGA**

Tourism Attaché

Philippine Department of Tourism-London