



April 12, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified individuals to send quotations/proposals for Project Support Staff for the Philippine Food Month celebration on April 21, 2023

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before **April 18, 2023** to proposals@itsmorefuninthephilippines.co.uk or jing@itsmorefuninthephilippines.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Gerard O Panga".

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London



April 12, 2023

TERMS OF REFERENCE

We are looking for two **PROJECT HIRE** staff to assist on our upcoming event on April 21, 2023 at Zebrano, 18 Greek Street, Soho, London for our Philippine Food month celebration. The following are the requirements:

- Must be able to prepare the materials to be delivered to the venue
- Must be able to report from 1:00 p.m. for instructions and preparations
- Must be well versed of PDOT events
- Must assist in the registration of the incoming guest
- Must assist in decorating the venue for the event
- Must load and unload the materials to the hired vehicle
- One senior with experience staff and assistant staff

PDOT- London shall provide a professional fee of £15 p/h for senior staff and £12.00 for assistant staff. A maximum of 10 hours for the service.

Please send your proposal to jing@itsmorefuninthephilippines.co.uk or info@itsmorefuninthephilippines.co.uk . Deadline for submission by April 18, 2023

Prepared by:

A handwritten signature in blue ink, appearing to read "Gerard O. Panga".

GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism-London