



REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies to send quotations/proposals for Support Staff for the celebration of the Philippine Food Month 2024.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before **17 April 2024** to jing@pdotlondon.co.uk or proposal@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, reading "Gerard O Panga".

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London





TERMS OF REFERENCE

Project Title : Service Provider of office support staff services for the PH Food Month. Event
Job Specification : Support Staff
Duration : April 19, 2024

I. BACKGROUND:

The Philippine Department of Tourism (DOT) is organizing the conduct of the PH Food Month Event at Turo-Turo in The Queen's Head London on April 19, 2024 to promote and mainstream the Filipino cuisine in the British gastronomic scene.

PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of support staff on April 19, 2024 to assist deliver/ transfer materials from DOT London to the venue and facilitate the venue set-up including the hauling and lifting of furniture and equipment and all promotional materials in the venue.

Objectives :

- To provide support services to project officers during the transfer of materials to the venue and the venue set-up.
- To ensure that the above event is prepared and ready for the event;

III. CAPABILITY REQUIREMENTS

- Must be based in London;
- Must be capable of lifting/hauling of heavy materials;
- Must be able to provide the requirements of PDOT London based on the detailed required services
- Must be willing to provide the required services on a send-bill arrangement

IV. DELIVERABLES/ REQUIRED SERVICES

DATE	TIME	VENUE
April 19, 2024	11:00 AM to 16:00 PM	PDOT London Office/ Turo-Turo at The Queen's Head , London

V. BUDGET

The budget for the above required services is £15/ hour inclusive of applicable taxes.

The winning quotations/ proposals will be based on the lowest proposed bid price and compliance to the required specifications of the requested services.

Prepared by:

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

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