



January 5, 2026

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies / service providers for the venue and dinner package for the PH delegation in FITUR 2026 on January 20, 2026 in Madrid, Spain.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before January 12, 2026 through jing@pdotlondon.co.uk or info@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Gina Marie Liberty Esmaña".

GINA MARIE LIBERTY ESMAÑA
OIC Tourism Attaché
Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : FITUR 2026 - Pre-Event Briefing
Job Specification : Venue for the pre-event briefing/dinner with PH private sector delegation
Duration : January 20, 2026

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in FITUR 2026 in Madrid, Spain from January 21-25, 2026. This will be attended by 13 PH-based travel trade partners, members of the House of Representatives and Senate, and the Philippine Embassy in Madrid. These activities are part of the DOT's aggressive presence in FITUR 2026. Total attendees is 40 pax

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a venue with dinner package for the conduct of the Pre-event briefing Dinner with the Philippine delegation in FITUR 2026. This is aimed at the following objectives:

- To provide a venue for Philippine delegation to discuss and brief on the overall participation of the Philippines in FITUR 2026 highlighting directives on agreed strategies and messaging especially during B2B meetings with travel trade partners in Spain.
- To provide a platform for updates, recommendations and required support from Philippine representation in Spain;
- To ensure a unified stance in FITUR 2026 with a major aim of securing business opportunities and gathering leads that will translate to actual tourism traffic to the Philippines;
- To provide last minute reminders, guidance, and direction to the entire delegation to achieve a successful participation in FITUR 2026.

III. CAPABILITY REQUIREMENTS

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

IV. DELIVERABLES/ REQUIRED GOODS

- Venue with dinner package on January 20, 2026 at 8:00 PM
- Dinner package good for 35 pax
- All inclusive rate
- Venue should be along Gran Via area (Madrid) accessible to all types of transport services

V. IMPLEMENTATION/DELIVERY DATE

The event will be on January 20, 2026 at 8:00 PM

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:



GINA MARIE LIBERTY ESMAÑA
OIC Tourism Attaché
Philippine Department of Tourism-London
05 January 2026