



07 August 2025

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified events companies to send quotations/ proposals to provide PA system, Gazebo, stage and manpower during the Cardiff activation in St Davis mall in August 22 until August 25, 2025

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents to jing@pdotlondon.co.uk or marketing@pdotlondon.co.uk on or before **August 18,2025**.

Thank you and we look forward to receiving your proposals.

Sincerely yours,


GINA MARIE LIBERTY ESMANA
ST/00/AO
Philippine Department of Tourism - London





TERMS OF REFERENCE

Project Title : PA system, Gazebo and stage provider for Cardiff
Consumer's Activation of PDOT London
Job Specification : Events Company
Duration : August 22-25,2025

I. BACKGROUND:

The Philippine Department of Tourism (DOT) London will be conducting the LTP Mall Activation Project in St Davids Sant Mall in Cardiff, Wales on August 22-25,2025 This activity is part of the series of branding activities being conducted by PDOT London as part of it continues Love the Philippines brand campaign.

II. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) needs the services of an Event company to provide PA system, Gazebo, manpower and stage during the PDOT's conduct of the LTP mall activation project in St David's Dewi Sant in Cardiff, Wales.

This is specifically aimed at the following objectives:

- To provide a gazebo (6x3m) for the safe keeping of the materials after event
- To ensure a smooth seamless implementation of the event through sound system, gazebo, stage and manpower
- To comply with the event requirements of the mall
- To provide music and sound system during the entire event
- To provide 2x2m stage for the program
- To provide manpower for dismantling and packing of materials for the collection of the van

III. CAPABILITY REQUIREMENTS

- The events company must be a licenced and registered company in the UK
- The company must provide qualified manpower with the risk assessment certificate to assist during the event
- The company must be able to provide sound system required for the entire duration of the program
- The manpower must be trained and knowledgeable in operating the sound system, setting up gazebo, stage and dismantling after event





IV. DELIVERABLES/ REQUIRED SERVICES

V.	DATE/TIME	PARTICULARS	REMARKS
	August 22,2025 7:00 AM – 7:00 PM	Proceed to the event venue at St Davids Dewi Sant mall, junction of The Hayes and Hill Street	Set up Gazebo, sound system and stage Pack up the equipment after daily activities
	August 23,2025 10:00 AM – 7:00 PM	Proceed to the event venue at St Davids Dewi Sant mall, junction of The Hayes and Hill Street	Prepare the sound system and stage Pack up the equipment after daily activities
	August 24, 2025 10:00 AM – 5:00 PM	Proceed to the event venue at St Davids Dewi Sant mall, junction of The Hayes and Hill Street	Prepare the sound system and stage Pack up the equipment after daily activities
	August 25,2025 7:00AM	Proceed to the event venue at St Davids Dewi Sant mall, junction of The Hayes and Hill Street	Dismantle the materials and load in the van

VI. BUDGET

The budget for the above required services £4,200.00 inclusive of applicable taxes and other requirements of the organizer.

The winning quotation/proposal will be based on the lowest proposed bid price and compliance to the required specifications of the request services.

Prepared by:


GINA MARIE LIBERTY ESMaña
STOO/AO
PDOT London

