



April 3, 2026

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified Event Management/ PR and Marketing Company in Spain re PDOT's projects in Spain, specifically the Travel Trade Campaign with Airline Partners in Spain from April 16 to May 30, 2026.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before April 14, 2026 to jing@pdotlondon.co.uk or info@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

~~JEROME B. DIAZ~~

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title	:	Provider/ supplier for Event Management Company/ PR and Marketing Company in Spain
Job Specification	:	An event management company or tourism marketing company or public relations company to assist in the planning, coordination, and implementation of Travel Trade Campaign with Airline Partners in Spain Project of PDOT London
Duration	:	April 16 - May 30, 2026

I. BACKGROUND:

The Department of Tourism (DOT) is in need of the services of a Spain-based events management company or tourism destination marketing company or public relations company engaged in the business of providing services for the management of private and public events, tourism-related marketing and promotion events and/or activities for national tourism organizations (NTO). The winning bidder will be tasked with assisting the Philippines Department of Tourism in the planning, coordination and implementation of projects in Spain including, specifically the Travel Trade Campaign with Wholesalers and the Travel Trade Campaign with Airline Partners in Spain as well as well institutional coordination in Spain for the period of April 16 to May 30, 2026

II. OBJECTIVES:

The following are the Department's objectives for the above project :

- Strengthen awareness and interest about Philippine destinations and tourism products among the Spanish travel trade and consumers;
- Explore potential collaborations with partners in the market to maintain if not to increase tourist traffic to the country amidst the Middle East crisis;
- Engage travel trade partners for a joint marketing initiative in conducting multi-channel marketing activities that will ensure top-of-mind market recall of the Philippines as a safe and exciting destination for the Spanish travelers;
- Provide an active touch point in the market that will provide regular updates about the Philippines to both the travel trade partners and the consumers

III. MINIMUM REQUIREMENTS:

- A duly registered events management or tourism destination marketing company or PR company in Spain. Must provide proof of business in the said country like business registration, business permit, etc. indicating the location of the office.
- A company capable of planning and executing events and/or activities related to tourism marketing or public relations events and activities in Spain or European Union. Experience as a market representative for a tourism destination or national tourism organization (NTO) is an advantage.
- With work experience (minimum 3 years) in the Spanish and Ibero-America travel and tourism industry, preferably in planning and executing tourism-related marketing events and/or activities of an ASEAN country;
- Must not be a travel agency, tour operator, and/or visa facilitating agency.
- Must be willing to provide services on send-bill arrangement;

IV. SCOPE OF WORK

- Propose and submit to PDOT London list of potential partners for the projects;
- Schedule and facilitate coordination meetings with potential partners;
- Assess, evaluate and recommend proposals with supporting documents and insights;
- Plan, prepare and facilitate the actual implementation of the projects as approved by PDOT London

- Conduct regular sales calls to project partners including potential partners (travel trade and media) for future projects of DOT in the Spanish market
- Maintain presence in the social media including facilitation of media releases on the Philippines during the project period.
- Prepare and submit post event reports

V. APPROVED BUDGET OF THE CONTRACT

- For the abovementioned services to be provided, DOT has allocated a budget of EU5,500.00 (Five Thousand Five Hundred Euros), inclusive of (Spanish) government and other related taxes.
- The winning bid however shall be determined based on the proposal with the most advantageous financial and design package cost, provided that the bid amount does not exceed the above total budget.

VI. PAYMENT

Must send billing statement to PDOT London after the conduct of the projects with all necessary supporting documents to facilitate the payment of the services provided.

CONTACT PERSON:

Contact Person(s): MS. GINA MARIE LIBERTY N. ESMAÑA
Administrative Officer
PDOT London

Address: Philippine Department of Tourism London Office
Philippine Embassy in London
10 Suffolk Street, SW1Y 4HG, London, United Kingdom

Contact Number: +44 7944947737
Email Address: jing@pdotlondon.co.uk

APPROVED BY:


JEROME B. DIAZ
Tourism Attaché
PDOT London Office