

11 November 2022

## INVITATION TO BID

The Philippine Department of Tourism-Taiwan (PDOT-Taiwan) is in need of services of a well-experienced events organizer who will handle the Philippine Department of Tourism Year-End Appreciation Dinner in Kaohsiung and Taipei on December 8 and 13, respectively.

Interested party may submit their proposal following the attached Terms of Reference on or before 6:00 PM, 18 November 2022 to:

Philippine Department of Tourism-Taiwan  
2F., No. 55/57, Zhouzi Street, Neihu District  
Taipei 114, Taiwan  
Fax : +886 2 2658-2836  
Email: [philtour@ms57.hinet.net](mailto:philtour@ms57.hinet.net)



**HAZEL HABITO-JAVIER**

Tourism Attache



## TERMS OF REFERENCE

### I. REQUIREMENT

Event Organizer for the Philippine Department of Tourism Appreciation Dinner in Taipei and Kaohsiung, to wit:

Kaohsiung, December 8, 4:30 PM to 10:00 PM  
Taipei, December 13, 4:30 PM to 10:00 PM

### II. Description/Specification

Kaohsiung, December 8, 4:30 PM to 10:00 PM

1. Invitation and RSVP
2. Venue Rental for 6 hours including ingress and egress in a hotel or banquet venue
3. Set-up and Reception
4. Food and Beverages for 50-60 pax including alcohol
5. Raffle Prizes
6. PR Service

Taipei, December 13, 4:30 PM to 10:00 PM

1. Invitation and RSVP
2. Venue Rental for 6 hours including ingress and egress in a banquet venue
3. Set-up and Reception
4. Food and Beverages for 100-130 pax including alcohol
5. Give aways for 130 pax
6. Emcee and Entertainer preferably live band and Sound System
7. PR Service


### III. Estimated Amount: NT\$505,000.00 inclusive of taxes

### IV. Payment Procedure: Send Bill Arrangement

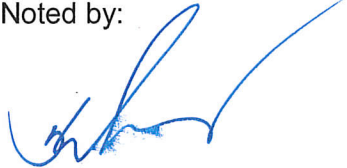
### V. CONTACT PERSON

DAPHNE TSENG  
Department of Tourism - Taiwan  
2F., No. 55/57, Zhouzi St., Neihu Dist., Taipei  
E-Mail: philtour@ms57.hinet.net  
Telephone: 886-2-2685-2851

Prepared by:

  
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Noted by:

  
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