



21 November 2023

## INVITATION TO BID

The Philippine Department of Tourism-Taiwan (PDOT-Taiwan) is in need of services of a well-experienced Events Organizer who will provide the necessary service for the Year-End Appreciation Nights in Kaohsiung and Taipei on December 6 & 8, 2023, respectively.

Interested party may submit their proposal following the attached Terms of Reference on or before 6:00 PM, 28 November 2023 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)

A handwritten signature in blue ink, appearing to read "Hazel Habito-Javier".

**HAZEL HABITO-JAVIER**  
Tourism Attache

**LOVE**  
THE PHILIPPINES



## TERMS OF REFERENCE

### I. REQUIREMENT

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

Kaohsiung, December 6, 4:30 PM to 10:00 PM

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

### II. Description/Specification

Kaohsiung, December 6, 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. Dinner Banner
5. Food and Beverages for 50-60 pax including alcohol
6. Give-aways for 60 pax
7. Raffle Prizes
8. 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. Dinner Banner
5. Food and Beverages for 100-130 pax including alcohol
6. Give-aways for 130 pax
7. Raffle Prizes
8. Emcee and Entertainer preferably live band and Sound System
9. PR Service

III. **Estimated Amount:** NT\$548,125.00 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](mailto:philtour@ms57.hinet.net)

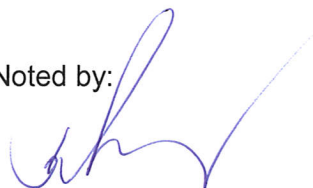
Telephone: 886-2-2685-2851

Prepared by:



**LUISA A. LLAVE**  
Administrative Officer

Noted by:



**HAZEL H. JAVIER**  
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