



2 December 2021

INVITATION TO BID

The Philippine Department of Tourism-Taiwan (PDOT-Taiwan) is in need of services of a well-experienced Event Organizer for the Philippine Department of Tourism Taiwan requirement relative to its DOT-MECO Appreciation Night on December 13, 2021.

Interested party may submit their proposal following the attached Terms of Reference on or before 6:00 PM, 6 December 2021 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

HAZEL HABITO-JAVIER
Tourism Attache



菲律賓觀光部—台灣分處 DOT-TAIWAN
台北市內湖區洲子街 55 號 2 樓
TEL: (02) 2658-2851/61/71 FAX: (02) 2658-2836
E-MAIL: philtour@ms57.hinet.net
WEB: www.itsmorefuninthephilippines.com.tw

**TERMS OF REFERENCE
Event Organizer**

I. REQUIREMENT

Event Organizer for the 2021 DOT-MECO Appreciation Dinner
18:30 - 21:30, Howard Hotel Taipei

II. Description/Specification

1. Event Management to include the following:
 - a. Sending and confirmation of invitation
 - b. Event Program in coordination with the organizers
 - c. Venue Set-up and Decor
2. Entertainment
 - a. Live Band Performer
 - b. Sounds and Lighting System
 - c. Bilingual Event Emcee
3. Receptionist and Photographer

III. Estimated Amount: NT\$126,000.00 inclusive of taxes

IV. Payment Procedure:
Send Bill Arrangement

V. CONTACT PERSON

ANGEL 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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