



May 23, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers to send quotations for the **supply of Cork/Wheat straw ballpen, Tuko fitness towel, Fenicks 5 panel cap, Magnetic photo frame.**

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before May 25, 2023 to proposals@itsmorefuninthephilippines.co.uk or jing@itsmorefuninthephilippines.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : Give aways Supplier (pens, fitness towels, cap and magnetic picture frame)
Job Specification : Supplier of promotional products
Duration : 1 Transaction
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I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in different projects : 2 City Road show, PH Product Presentation Malaga, Co- Marketing in Spain and Joint promo with PE Denmark

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a UK-based, licensed supplier of promotional products for the above mentioned activities.. The above items will be used for give aways.

Objectives :

- To supply cork/wheat straw ballpen, tuko fitness towel, finicks 5 panel cap and magnetic photo frame.
- To deliver the items in time for the fair

III. CAPABILITY REQUIREMENTS

- Must be a London-based/ registered company
- Must be able to provide the requirements of PDOT London based on the detailed required services
- Must be willing to provide the required services on a send-bill arrangement

IV. DELIVERABLES/ REQUIRED SERVICES

Delivery must be within 1st week or 2nd week of June 2023

V. BUDGET

The budget for the above required services are as follows (inclusive of tax) :

- Cork/wheat straw ballpen, one colour print for logo – 1000 units (£375.00)
- Tuko Towel , one colour print for logo – 100 units (£395.00)
- Feniks 5 panel cap, full colour print for logo – 20 units (£600.00)
- Magnetic Photo frames, full colour print for logo – 660 units (£390.60)

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

Prepared by:

GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism-London

CONFORME:

Signature