

November 10, 2021

## REQUEST FOR QUOTATION

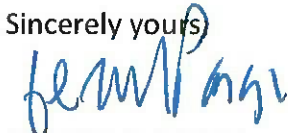
The Philippine Department of Tourism - London is inviting qualified companies/suppliers for the brochure lay-out of PH brochures (Spanish brochures) which will be used for PH marketing activities in Spain.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before November 17, 2021 to [proposals@itsmorefuninthephilippines.co.uk](mailto:proposals@itsmorefuninthephilippines.co.uk) or [kat@itsmorefuninthephilippines.co.uk](mailto:kat@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 : Lay-out of PH Brochure in Spanish Language  
Job Specification : Provider/ supplier for Brochure Lay-out  
Duration : 2021-2022

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be undertaking the lay-out of PH Tourism Brochures in Spanish language which will be used for the conduct of marketing and promotional activities in Spain.

### II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a printing-related company or supplier engaged with brochure lay-out services.

#### Objectives :

- To provide promotional materials in Spanish language that will be used during the conduct of trade and consumer fairs in Spain
- To ensure that the information about the Philippines are properly disseminated through brochures printed in the local language
- To provide support to local travel trade partners by providing PH Tourism Brochures in the local language

### III. CAPABILITY REQUIREMENTS

- Must be Spain-based/ and have the capacity to provide brochure lay-outing services of promotional materials/ brochures
- Must be a legitimate company registered in Spain
- Must have experience in the printing industry
- Must be willing to provide the required services on a send-bill arrangement
- Must be well-versed both in English and Spanish languages

### IV. DELIVERABLES/ REQUIRED SERVICES

Lay out 13 brochures

1. One brochure (Summary Destinations) 64 pages )
2. Twelve destination brochures (6 pages each one). - (Boracay, CALABARZON, Cebu & Bohol, The Cordilleras, Davao& Camiguin, Leyte & Samar, Iloilo& Negros, Metro Manila, Palawan

### V. BUDGET

The budget for the above required services is Euros700.00 to cover all expenses including taxes

The winning quotations/ proposals 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