



May 08, 2024

REQUEST FOR QUOTATION

The Philippine Department of Tourism- London is inviting qualified companies/suppliers to send quotations for the supply of **Love the Philippines Tote Bag**

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before May 15, 2024, to info@pdotlondon.co.uk, or jing@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Gerard O. Panga", is written over the printed name.

GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : Love the Philippines Tote Bag- Promotional Giveaway
Job Specification : Supplier of Promotional Products

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be purchasing promotional giveaways in support of the request from different organizations for travel and promotions of Philippines as country of destination.

PURPOSE / OBJECTIVES

The Department of Tourism (DOT) needs the services of a UK based licensed supplier of a promotional products for the above product giveaways.

II. CAPABILITY REQUIREMENTS

- Must be a London-based/ registered company;
- Must be capable of providing the requirements of PDOT London.
- Must be able to deliver the required services within the DOT's required marketing period;
- Must be a reputable company in London with similar projects previously.

III. DELIVERABLES/ REQUIRED SERVICES

Delivery must be within 2 weeks after confirmed order

IV. BUDGET

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

Promotional 5oz Natural Cotton Shopper	200 units £499.20
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Payment shall be processed upon the submission of the invoice and other supporting documents.

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

Prepared by:



GERARD O. PANGA

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