



May 28, 2025

## **REQUEST FOR QUOTATION**

The Philippine Department of Tourism - London is inviting qualified companies to send quotations/ proposals for supply of 250 natural Tote Bags.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents to [ijng@pdotlondon.co.uk](mailto:ijng@pdotlondon.co.uk) or [marketing@pdotlondon.co.uk](mailto:marketing@pdotlondon.co.uk) on or before **June 2, 2025**.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

  
**GINA MARIE LIBERTY ESMaña**  
Administrative Officer , PDOT London





## TERMS OF REFERENCE

**Project Title** : Denmark Philippine Cultural Day  
**Job Specification** : Supplier of promotional products for PE London Independence Day  
**Duration** : 1 transaction

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) London will be joining the Philippine Independence day celebration of PE London on June 11, 2025.

### II. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) needs the services of a provider materials/corporate giveaways that can be delivered on time for the Philippine Independence Day. The said procurement of giveaways/promotional materials are aimed at the following:

- To provide giveaways/promotional materials, specifically cotton tote bags that can be used/given away during the event.

### 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

Dates of delivery : 06 June 2025

Number of bags : 250 units of tote bags

### V. BUDGET

The budget for the above required services, £1,600 all-inclusive.

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

Prepared by:

  
**GINA MARIE LIBERTY ESMAÑA**  
Administrative Officer, PDOT London

