



October 1, 2024

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified supplier for the Office Repair/ Floor Repair (Pantry area) to be undertaken on October 26-27, 2024 at the PDOT Office at 10 Suffolk Street SW1Y 4HG.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 7, 2024 to [info@pdotlondon.co.uk](mailto:info@pdotlondon.co.uk) or [jing@pdotlondon.co.uk](mailto:jing@pdotlondon.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink that reads "Gerard Panga".

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London



## TERMS OF REFERENCE

Project Title : Office Repair (Floor Repair-Pantry Area)  
Job Specification : Repair of the PDOT Office (Floor repair at the pantry are-full package)  
Duration : October 26-27, 2024

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) Office at No. 10 Suffolk Street SW1Y 4 HG is renting the said space as its office. Its features include among others, a pantry/toilet used by the DOT staff and its office visitors/ guests. The last office repair conducted was in 2017.

In September 2024, it was noticed that the floor in the pantry area needs a massive repair/ replacement due to water leak from the water dispenser. While the water leak issue was managed and repaired, it was deemed necessary that the said floor area should also undergo a replacement/repair and refurbishing to avoid further deterioration of the area.

As such, the PDOT London needs a repair/services package that is all inclusive of materials and labor and all other applicable fees, taxes, etc. to be undertaken on October 26-27, 2024 in time for the forthcoming arrival of the Philippine Delegation to the World Travel Market 2024.

### II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a supplier of repair/service package for the repair of the PDOT London Office-Floor repair(pantry area) on October 26-27, 2024 to achieve the following:

Objectives :

- To ensure that the PDOT Office including all its premises are properly maintained and in good, functional condition at all time;
- To keep the office facilities including floors and walls in good condition in adherence to the guidelines and requirements of the lessor and the city as the current DOT Office is part of the historical buildings being preserved by the City of London;
- To avoid further deterioration of the office's floors

### III. CAPABILITY REQUIREMENTS

- Must be a London-based/ supplier
- Must have served the PDOT or the PE London in the past;
- Must offer an all-inclusive package with materials and services
- Must be willing to provide the products on a send-bill arrangement

#### IV. DELIVERABLES/ REQUIRED GOODS AND SERVICES

Required work area: 10 sq meter floor area plus 10% wastage

Work coverage:

- Emptying the all furniture and appliance in the pantry room
- Removal of damage flooring underlay, beading and door threshold
- Trimming of the floor behind the fridge prior to installation of new floor
- Install new ply sub floor base
- Install underlay and vinyl planks wood effect similar or to close match the existing floor
- Install corner bearing
- Install door threshold
- Reinstall all furniture and appliance
- Dispose all floor wastes and off cuts
- Clean and tidy area
- Clear and leave site

Materials included:

- Materials vinyl planks around 10 sq meter
- Corner bead
- Threshold
- Underlay
- Adhesive
- Rubble bags and consumable materials

#### V. DELIVERY DATE

The above required services should be delivered/completed by October 27, 2024.

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 Panga*

**GERARD O. PANGA**

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Philippine Department of Tourism-London