



April 9, 2025

REQUEST FOR QUOTATION


The Philippine Department of Tourism - London is inviting qualified companies/suppliers for the printing of PH Consolidated Brochures with LTP logo which will be used for the conduct of various DOT London LTP campaigns and consumer activations from May to October 2025.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before April 15, 2025 to info@pdotlondon.co.uk or jing@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,


GINA MARIE LIBERTY ESMANA
Administrative Officer
Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : Printing of DOT Brochures
Job Specification : Provider/ supplier for the Printing of DOT Promotional Brochures
Duration : May-October 2025

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be conducting LTP marketing and promotion activities in markets under the PDOT UK. These activities include participation in various institutional tourism trade and consumer fairs under the PDOT London 12 markets jurisdiction.

To carry out the above campaign in a more effective manner, the PDOT London Office needs promotional materials (brochures) with the new LTP Campaign logo. These materials are crucial to provide information and updates about the Philippines as a "must experience" holiday destination under the purview of the Love The Philippines campaign.

PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) London Office's requirement for a printing services of the tourism brochures with the new LTP logo, is aimed at the following:

Objectives :

- To provide updated tourism brochures with the new Love The Philippines campaign logo
- To ensure the availability of promotional materials in the conduct of marketing and promotional activities under the purview of the new tourism campaign, Love The Philippines, in all the markets under the PDOT London jurisdiction
- To provide material support for the effective implementation of marketing and promotional programs of DOT under the PDOT London Office

II. CAPABILITY REQUIREMENTS

- Must be a London-based/ registered company
- Must be a legitimate service provider/ printing company in London
- Must be willing to provide the products on a send-bill arrangement

IV. DELIVERABLES/ REQUIRED GOODS

Printing of DOT Consolidated brochures

Technical Specifications

Size	220 x 220 mm
No. of pages	64 pp
	4/4 plus seal throughout cover
	150 gsm cover

Silk Text	115 gsm silk
	Lam and PUR bound
File	Repro of existing file with change of IMFTP to LTP logo
No. of pcs.	2,000 pcs

V. DELIVERY DATE

The above items should be delivered to PDOT London Office on or before 15 May 2025.

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:



GINA MARIE LIBERY ESMÑA
Administrative Officer
Philippine Department of Tourism-London