



April 30, 2025

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers to send quotations for the supply of Bamboo Ballpoint Pen- with LTP engraving and Bamboo Phone Stand- with LTP engraving

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before May 3, 2025 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,

**GINA MARIE LIBERTY ESMANA**  
Administrative Officer, DOT London



## TERMS OF REFERENCE

Project Title : Giveaways (Bamboo Ballpoint Pen- with LTP engraving,  
Bamboo Phone Stand- with LTP engraving)  
Job Specification : Provider/Supplier for Giveaways

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be undertaking the purchase of Promotional Giveaways which will be used for Consumer Activation in Oslo, Norway under the DOT Branding Campaign

### PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a UK based licensed supplier of a promotional products for the above-mentioned activities.

Objectives:

- To provide promotional products (Bamboo Ballpoint Pen- with engraving, Bamboo Phone Stand- with LTP engraving)
- To deliver the items in time for the event

### II. CAPABILITY REQUIREMENTS

- Must be UK-based/ and have the capacity to print promotional materials/brochures
- Must be legitimate company registered in UK
- Must be willing to provide the required services on a send bill-arrangement

### IV. DELIVERABLES/ REQUIRED SERVICES

Delivery must be within 1 week after confirmed order

### V. BUDGET

The budget for the above required services is as follows (exclusive of tax)

<b>Bamboo BallPoint Pen</b>	<b>300 units</b>
<b>Bamboo Phone Stand</b>	<b>200 units</b>

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 LIBERTY ESMANA**  
Administrative Officer, DOT London