



December 12, 2025

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers to send quotations for the supply of Bamboo Ballpoint Pens with LTP Engraving.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before December 19, 2025 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 "Gina Marie Liberty Esmara".

GINA MARIE LIBERTY ESMANA
Administrative Officer, DOT London



TERMS OF REFERENCE

Project Title : Giveaways (Bamboo Ballpoint Pens 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 FITUR (Feria Internacional del Turismo) in Madrid, Spain on January 21-25, 2026 and Selling Mission in Barcelona on January 26, 2026 under FITUR 2026 budget OPMD-MDD Funds.

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 Pens with LTP Engraving)
- To deliver the items in time for the event

II. CAPABILITY REQUIREMENTS

- Must be UK-based/ and have the capacity to provide the promotional products
- 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)

Bamboo Ballpoint Pens with LTP Engraving	300 units- £250.00
---	---------------------------

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