



May 5, 2025

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers to send quotations for the supply of Foldable Cacha Bag, Glass Water Bottle and Jeepney Keyring with TLP Full Print colour.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before May 9, 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 (Foldable Cacha Bag, Glass Water Bottle and Jeepney Keychain with LTP Full print color)  
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 (Foldable Cacha Bag, Glass Water Bottle and Jeepney Keychain)
- 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>Foldable Cacha Bag</b>	<b>300 units- £940.00</b>
<b>Glass Water Bottle</b>	<b>300 units- £900.00</b>
<b>Jeepney Keychain</b>	<b>300 units- £400.00</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