



October 15, 2025

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified supplier for the Office Repair (main reception room) on October 27-28, 2025 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 22, 2025 to info@pdotlondon.co.uk or jing@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,


DAKILA F. GONZALES

OIC Tourism Attaché
Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title	:	Office Repair (main reception room)
Job Specification	:	Repair of the PDOT Office (main reception room)
Duration	:	October 27-28, 2025

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 reception area cum office used by the DOT attache, staff, and visitors/ guests. The last office repair conducted was in 2017.

On October 25, 2025, the said office have to be refurbished/ repaired in preparation for the forthcoming World Travel Market and other official functions in the office. The repairs needed include repair of office lights, wall backdrop mounting, office lay-out including re-positioning of office fixtures.

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 27-28, 2025 in time for the forthcoming arrival of the Philippine Delegation to the World Travel Market 2025.

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-main reception office area on October 27-28, 2025 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 main reception areas and office rooms 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 de-clutter the office from waste and unused fixtures and re-lay out the office for a functional, more aesthetic office ambience.

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: PDOT London Main Reception Area cum Attaché's office

Work coverage:

- Check, fix/ replace unserviceable ceiling lights in the main reception area
- Check, fix wall fixtures and replace broken fixtures
- Fix electrical wiring for fixtures and equipment
- Dismantle, fix, replace air cooler ductings
- Mount wall frames, wall TV, and other room fixture
- Dispose all wastes, unserviceable fixtures
- Clean and tidy area
- Clear and leave site

Materials included:

- Fluorescent light tubes (3 units F58W 5FT T8 Fluorescent tube 840 - cool white)
- Starters - 2 FSU 4-80W
- 5 Ft LED Twin Non-Corrosive T8 Batten fitting indoor
- Square Wood Dowel Rods Wooden Craft Sticks, 10 PCS 9.5 x 300mm Wooden Square Dowel Rods for Crafting (for framing)
- Adhesive
- Rubble bags and consumable materials

V. DELIVERY DATE

The above required services should be delivered/completed by October 28, 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:


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