



## TERMS OF REFERENCE

Project Title : Storage Unit for DOT Promotional Materials  
Job Specification : Provision of Storage Unit for the DOT Promotional Materials  
Duration : July 2023 to July 2024

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) has conducted an inventory of its promotional materials (brochures) that will be used for the implementation of its marketing activities in London and other markets under its jurisdiction, namely, Spain, Italy, Denmark, Sweden, Norway, Israel, Turkey, Portugal, Ireland, Finland, and Greece. The office currently has a total of 20,000 pcs (14 pallets) of brochures (consolidated, destination brochures, dive maps, dive brochures) in Pilot Plus free of charge from February 2022 to January 2023. However, Pilot Plus will be charging storage fee from July onwards as the space is up for rental. DOT has extended use Pilot Plus storage from February 2023 to June 2023 free of charge. Likewise, the existing office of PDOT London does not have space to hold/store the above brochures, thus the need to rent a storage area to keep and store the above brochures.

Further, the above brochures are essential to the implementation of PDOT London's marketing activities in view of the absence of new marketing assets/ materials under the new brand campaign.

### II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a storage unit with enough capacity to accommodate PDOT London's marketing materials/ brochures from July 2023 to July 2024.

This is aimed at the following objectives :

- To provide a safe and secure storage area for PDOT marketing materials/ brochures for the implementation of PDOT marketing activities and programs in all markets under its jurisdiction;
- To ensure easy access to tourism marketing materials/ brochures anytime or as the need arises;
- To maximize the use of PDOT marketing materials/ brochures that are still relevant and usable pending the production of new marketing materials under the new Love The Philippines brand campaign;
- To provide info support through the use of marketing materials strengthen presence in the market as the country moves forward to a strong recovery rate in the Italian market

### III. CAPABILITY REQUIREMENTS

- Must be capable to accommodate the required storage space of PDOT that can store and keep the above number of brochures
- Must be a legitimate entity/ company in London
- Must be willing to provide the services on a send-bill payment arrangement
- Must be compliant to fire hazard requirements of the government and other safety regulatory compliance requirements

#### IV. DELIVERABLES/ REQUIRED GOODS

1. One unit storage area at least 20 square meters in space
2. Area can accommodate 20,000 pcs of brochures or 18 palettes of brochures
3. Must be available from January 15 to June 15, 2024
4. Must be accessible anytime

#### V. IMPLEMENTATION/DELIVERY DATE

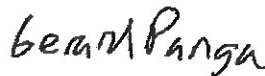
The storage rental should commence on July 2023 to July 2024.

#### VI. BUDGET

Budget for the this project is £450 every 2 weeks or £900 per month inclusive of all applicable taxes.

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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June 10, 2023

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for the storage space in London from July 1, 2023 to July 1, 2024 in relation to the safekeeping and storage of DOT marketing and promotional materials (brochures).

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before June 21, 2023 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,

*Gerard Panga*

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London