



June 23, 2025

## **REQUEST FOR QUOTATION**

The Philippine Department of Tourism - London is inviting qualified companies to send quotations/ proposals for two (2) support staff during the consumers activation in St David's Dewi mall, Cardiff, Wales from August 21-25,2025

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents to [ijng@pdotlondon.co.uk](mailto:ijng@pdotlondon.co.uk) or [marketing@pdotlondon.co.uk](mailto:marketing@pdotlondon.co.uk) on or before **August 6,2025**.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

  
**GINA MARIE LIBERTY ESMAÑA**  
STOO/AO  
PDOT London





## TERMS OF REFERENCE

**Project Title** : Support Staff for LTP Mall Activation of PDOT London  
**Job Specification** : Staff support for activation  
**Duration** : August 21-25,2025

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) London will be conducting a consumers activation in St David's Dewi Sant Mall in Cardiff, Wales on August 22-24,2025.

### II. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) needs the services of two (2) support staff to assist delivery, transfer materials from PDOT London to venue and facilitate the venue set-up including the hauling and lifting of materials and dismantling during the LTP mall activation at St David's Dewi Sant in Cardiff, Wales.

Objectives:

- To provide support services to project officers during the transfer of materials to the venue and venue set up
- To provide support service on dismantling set-up after the event
- To ensure that the above event is prepared and ready for the event
- To ensure that the above event venue is clear after the event
- To provide support service to project officer during the transfer of materials from the venue to PDOT London office

### III. CAPABILITY REQUIREMENTS

- Must be based in London
- Must be capable of lifting/hauling of heavy materials
- Must be able to provide the requirements of PDOT London based on the detailed required services
- Must be willing to provide required services on a send-bill arrangement

### IV. DELIVERABLES/ REQUIRED SERVICES

DATE	PARTICULARS	VENUE
August 21,2025	Assist in PDOT London office for preparation of materials from 9:00am	PDOT London office
	Transport materials to venue	St Davids Dewi Sant Mall





August 22,2025	Setting up of materials from 12:01am	St Davids Dewi Sant mall Cardiff, Wales
August 25,2025	Dismantle materials at the venue from Transport materials to PDOT London office	St Dewi Dewi Sant Mall PDOT London office

## V. BUDGET

The budget for the above required services for two support staff is £1.300 all-inclusive of applicable taxes and other requirements of the organizer.

The winning quotation/proposal will be based on the lowest proposed bid price and compliance to the required specifications of the request services.

Prepared by:

  
**GINA MARIE LIBERTY ESMAÑA**  
STOO/AO  
PDOT London

