



February 10, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/ suppliers to send quotations for the printing of PH Dive brochure and PH Dive Pad map/ leaflets which will be used for the DOT/TPB's participation in Go Diving Show 2023 on March 3-5, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before February 17, 2023 to proposals@itsmorefuninthephilippines.co.uk or jing@itsmorefuninthephilippines.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Gerard O Panga".

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : Printing of PH Dive Brochure for Go Diving 2023
Job Specification : Provider/ supplier for Brochure Printing

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be undertaking the printing of PH Dive Brochures (which will be used for TPB's participation in Go Diving Show 2023)

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a printing company or supplier engaged with printing services in UK.

Objectives :

- To provide promotional materials (PH Dive Brochures and Dive Map pads) that will be used during the DOT/TPB's participation in Go Diving Show 2023;
- To ensure that the information about Dive Tourism in the Philippines are properly disseminated through brochures/ printed promo materials
- To provide support to local travel trade partners by providing PH Dive Tourism Brochures

III. CAPABILITY REQUIREMENTS

- Must be UK-based/ and have the capacity to print promotional materials/ brochures
- Must be a legitimate company registered in UK
- Must have experience in the printing industry
- Must be willing to provide the required services on a send-bill arrangement

IV. DELIVERABLES/ REQUIRED SERVICES

Printing of PH Dive Brochures	Quantity
Size - A3 / 12 page printed Printed on 115 gsm 4 colour process Sealer varnish Folded to DL	10,000 pcs.
Dive pad map/leaflets Size. - A3 50 sheets/pad Glued all head with grey backing board	150 pads
FILES READY TO PRINT	

V. BUDGET

The budget for the above required services is £4,175.00 to cover all expenses including taxes

The winning quotations/ proposals will be based on the lowest proposed bid price and compliance to the required specifications of the requested services.

Prepared by:



GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism-London