



07 August 2025

## **REQUEST FOR QUOTATION**

The Philippine Department of Tourism - London is inviting qualified companies to send quotations/ proposals for Security Service during the Cardiff activation in St Davis mall in August 22 until August 25, 2025

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents to [jing@pdotlondon.co.uk](mailto:jing@pdotlondon.co.uk) or [marketing@pdotlondon.co.uk](mailto:marketing@pdotlondon.co.uk) on or before **August 15, 2025**.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

  
**GINA MARIE LIBERTY ESMANA**  
STOO/AO  
Philippine Department of Tourism - London





## TERMS OF REFERENCE

**Project Title** : Security Service provider for Cardiff  
Consumer's Activation of PDOT London  
**Job Specification** : Security service (professional Security Guard)  
**Duration** : August 22-25,2025

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) London will be conducting the LTP Mall Activation Project in St Davids Sant Mall in Cardiff, Wales on August 22-25,2025 This activity is part of the series of branding activities being conducted by PDOT London as part of its continues Love the Philippines brand campaign.

### II. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) needs the services of a security guard service to secure the event and site during the PDOT's conduct of the LTP mall activation project in St David's Dewi Sant in Cardiff, Wales.

This is specifically aimed at the following objectives:

- To maintain safety and order in the event venue
- To ensure a smooth seamless implementation of the event
- To comply with the event requirements of the mall
- To secure the event area from trespassers beyond mall hours

### III. CAPABILITY REQUIREMENTS

- The security company must be a licenced and registered company in the UK
- The security guards must be in proper uniform
- Company must provide experienced guards for the event
- The security must be well trained and capable of delivery emergency responses when needed

### IV. DELIVERABLES/ REQUIRED SERVICES

V. DATE/TIME	PARTICULARS	REMARKS
August 22,2025 00:01 AM	Proceed to the event venue at St Davids Dewi Sant mall, junction of The Hayes and Hill Street	24 hours of service until next day. August 23 (on a shifting schedule)
August 23,2025 00:01 AM	Proceed to the event venue at St Davids Dewi Sant mall, junction of The Hayes and Hill Street	24 hours of service until next day August 24 (on a shifting schedule)





August 24, 2025 00:01 AM	Proceed to the event venue at St Davids Dewi Sant mall, junction of The Hayes and Hill Street	24 hours of service until August 25 4AM (on a shifting schedule)
August 25, 2025 00:01 AM – 7:00AM	Proceed to the event venue at St Davids Dewi Sant mall, junction of The Hayes and Hill Street	Secure the area while dismantling the materials and loading in the van (on a shifting schedule)

## VI. BUDGET

The budget for the above required services £2,500 exclusive 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:

A handwritten signature in blue ink, appearing to read "Gina Marie Liberty Esmaña".

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

