



November 20, 2021

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/ suppliers to send quotations for the translation of DOT tourism consolidated brochure and PH Dive Map which will be used for the DOT/TPB's promotional and marketing activities in Italy for 2022.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before November 27, 2021 to [proposals@itsmorefuninthephilippines.co.uk](mailto:proposals@itsmorefuninthephilippines.co.uk) or [info@itsmorefuninthephilippines.co.uk](mailto:info@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 : Translation of PH Tourism Brochure to Italian Language  
Job Specification : Provider/ supplier for Brochure Translation to Italian Language  
Duration : 2021

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be undertaking the printing of PH Tourism Brochures in Italian language which will be used for the conduct of marketing and promotional activities in Italy.

### II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a company that can provide translation services for brochures into Italian language.

Objectives :

- To provide promotional materials in Spanish language that will be used during the conduct of trade and consumer fairs in Italy
- To ensure that the information about the Philippines are properly disseminated through brochures printed in the local language
- To provide support to local travel trade partners by providing PH Tourism Brochures in the local language

### III. CAPABILITY REQUIREMENTS

- Must be Italy-based/ and have the capacity to translate PH Tourism Brochures into Italian language
- Must be a legitimate company registered in Italy
- Must have experience in the printing-related industry
- Must be willing to provide the required services on a send-bill arrangement
- Must be well-versed both in English and Spanish languages

### IV. DELIVERABLES/ REQUIRED SERVICES

1. Translation of consolidated brochure into Italian language	13 brochures (61 pages )
2. Dive Map	

## **V. BUDGET**

The budget for the above required services is Euros3,500 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