



## TERMS OF REFERENCE

### I. REQUIREMENT: Supply of 500 pcs. of Coffee Mugs with logos on 2 sides

### II. BACKGROUND

The Philippine Department of Tourism (PDOT) with office at Suite 11.01/92 Pitt St., Sydney, requires 500 pcs of coffee mugs with logos of the 75<sup>th</sup> Philippines-Australia Friendship Anniversary and It's More Fun in the Philippines.

### III. OBJECTIVES

To highlight the 75<sup>th</sup> Philippines-Australia Friendship Anniversary and to promote the It's More Fun in the Philippines brand through promotional giveaways.

### IV. DELIVERABLES

The winning bidder will supply 500 pcs of coffee mugs with logos on 2 sides, 3 colours according to artwork to be provided by PDOT;

Each mug should be in an individual packaging box, preferably but not required to be of the same colour as the mug;

Delivery to PDOT not later than 19 May 2021.

### V. DOCUMENTARY REQUIREMENT

Bidders are required to provide their Australian Business Number (ABN)

**VI. BUDGET:** Total of AUD 4,000.00 inclusive of GST, print set-up fee, delivery and other charges.

### VII. PAYMENT PROCEDURE

Electronic Fund Transfer of payment to winning bidder's nominated bank account.

Prepared by:

ELEANOR A. PALIMA

Administrative Officer and Officer-in-Charge  
Philippine Department of Tourism - Sydney