

24 November 2020

REQUEST FOR QUOTATION

The Philippine Department of Tourism – Sydney is inviting Australia-based law firms to send quotes for the drafting of Website Terms and Conditions, Online Directory Terms and Conditions and Privacy Policy. Attached for your guidance is the detailed Terms of Reference.

Please submit your quotes on or before 27 November 2020 to:

norjdelosreyes@morefuninthephilippines.com.au

cc: ely@morefuninthephilippines.com.au

PDOT reserves the right to accept the quote that it finds the most beneficial to the office. Requests for clarifications may also be sent by email to the same addresses mentioned above.

Thank you.

Sincerely,



NORJAMIN G. DELOS REYES
Tourism Attaché
Philippine Department of Tourism – Sydney

TERMS OF REFERENCE

I. REQUIREMENT:

Procurement of legal services for the drafting of Website Terms and Conditions, Online Directory Terms and Conditions and Privacy Policy.

II. BACKGROUND:

The Philippine Department of Tourism (PDOT) is a Philippine government agency promoting the Philippines as a tourist destination to the Australian and New Zealand market. PDOT, with business address at Suite 11.01/92 Pitt St., Sydney, NSW, and with ABN No. 68 017 144 671, is updating its website and has added microsites for the travel trade and for consumers. The updated website requires Website Terms and Conditions, Online Directory Terms and Conditions and Privacy Policy that are consistent with relevant Australian laws and principles.

III. SPECIFICATIONS:

1. Website Terms and Conditions

This should set out rules visitors to the website must follow when using PDOT's website. This should also include necessary disclaimers relating to information displayed on the website.

2. Online Directory Terms and Conditions

This should set out the terms and conditions by which users can access the online directory both as consumers and as businesses.

3. Privacy Policy

This should disclose what information is collected and how personal information that is collected will be handled and used by PDOT and/or disclosed to third parties.

IV. BUDGET:

PDOT is allocating a total of \$2,000 for the drafting of the 3 required documents.

V. PAYMENT PROCEDURE:

Payment will be made to the winning bidder's nominated bank account.