



January 09, 2024

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for the Van Hire Transportation Service for the House of Representatives joining FITUR and Madrid Fusion 2024 for the Philippine Department of Tourism

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before January 16, 2023 to [info@pdotlondon.co.uk](mailto:info@pdotlondon.co.uk), or [jing@pdotlondon.co.uk](mailto:jing@pdotlondon.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink that reads "Gerard Panga".

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London



## **TERMS OF REFERENCE**

Project Title : Van Hire for HOR -FITUR and Madrid Fusion 2024  
Job Specification : Transportation Service for members of the House of Representative in FITUR and Madrid Fusion 2024  
Duration : January 23 to February 01, 2024

### **I. BACKGROUND:**

The Philippine Department of Tourism (DOT) will be participating in FITUR 2024 including the participation of the House of Representative in both FITUR and Madrid Fusion 2024 and conduct of side activities with DOT Officials from January 23 to February 01, 2024.

### **PURPOSE / OBJECTIVES**

The Department of Tourism (PDOT) needs the services of Spain based, licensed transportation service providers that will provide the transport service requirements of DOT for the participation of HOR in FITUR and Madrid Fusion 2024 including the conduct of side activities during the above event.

#### **Objectives:**

- To provide licensed, road worthy transportation vehicles with licensed drivers from January 23 to February 01, 2024
- To ensure a seamless and smooth implementation of the above project including the conduct of side activities.

### **II. CAPABILITY REQUIREMENTS**

- Must be a Spain based/ registered company;
- Must have worked with PE Spain, or other government agencies in Spain
- Must be able to deliver the required services within the DOT's required services

### **IV. DELIVERABLES/ REQUIRED SERVICES**

Period of services : January 23 to February 01, 2024  
Start of project : January 23, 2024

Total of Six Vans – Whole Day Service (8 hours)

\*Excess/Overtime hours will be based on actual hours renders after 8 hours.

### **V. CONTRACT DURATION**

The above service contract duration is from January 23 to February 01, 2024

### **VI. BUDGET**

□□The Budget for the above required services is EUR 400 per unit/day (8 hours) inclusive of all applicable fees parking fees, congestion fees, driver meals and gasoline. Excess hours rendered beyond 8 hours will be charged at EUR 40/hour.

The budget allocation for the above project is Two Million and Two Hundred Thousand Pesos or Approximately Thirty-Four thousand and Four Hundred Twenty-Six Euros

Payment shall be processed upon the submission of the invoice and other supporting documents.

The winning quotation/ proposal will be based on the lowest proposed bid price and compliance to the required specifications of the requested product/s.

Prepared by:



**GERARD O. PANGA**

Tourism Attaché

Philippine Department of Tourism - London