



## TERMS OF REFERENCE

Project Title : Provider/ supplier for Transport Services for PH Tourism Product presentation in Florence, Italy (Pre TTG Event)  
Job Specification : Transportation services  
Duration : October 8 and 10, 2023  
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### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will conduct the Philippine Tourism product Presentation in Florence, Italy on October 9, 2023. This activity is a pre-TTG activity to be held in conjunction with the PH participation in TTG Incontri 2023 from October 11-13, 2023 in Rimini, Italy.

### II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a Florence-based, licensed transportation company that will provide the transport service requirements of DOT and private sector participants including the transport of event materials, on October 8 and 10, 2023.

#### Objectives :

- To provide licensed, road worthy transportation vehicles with licensed drivers On October 8 and 10, 2023.
- To ensure a seamless and smooth implementation of the above project.

### III. CAPABILITY REQUIREMENTS

- Must be a Florence-based/ registered company with duly licensed driver
- Must be able to provide the requirements of PDOT London based on the detailed required services

### IV. DELIVERABLES/ REQUIRED SERVICES

Day	Time	Passengers	Activity/ies
October 8, 2023	Whole Day	DOT London/DOT Manila/PH Private sector	Arrivals/ Airport to hotel
October 10, 2023	Whole day	DOT London/DOT Manila/PH Private sector	Departures

### V. BUDGET

The budget for the above required services is Euros550/unit/day for two days or a total of Euros1,100 all inclusive (first 10 hours of service inclusive of petrol, driver's fee, congestion charges, parking fees, etc) and other applicable taxes.

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

Prepared by:

*Gerard Panga*

GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism-London



September 22, 2023

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified transport companies to provide transport services (van hire) for the PH delegation to the PH Tourism Product presentation in Florence, Italy on October 9, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before September 29, 2023 to [info@pdotlondon.co.uk](mailto:info@pdotlondon.co.uk) or [jadmin@pdotlondon.co.uk](mailto:jadmin@pdotlondon.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London