



December 15, 2022

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for transport service company for the PH participants (cultural performers and private sector participants) uring the PH participation in FITUR 2023 in Madrid, Spain from January 16-22, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before December 22, 2022 to proposals@itsmorefuninthephilippines.co.uk or jing@itsmorefuninthephilippines.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : Provider/ supplier for Transport Services for the conduct of technical inspection in Spain by the PH Delegation in FITUR 2023
 Job Specification : Transportation services (Full-service transport with driver)
 Duration : January 16-22, 2023

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the FITUR 2023 in Madrid, Spain. This event will be participated by the Philippine private sector companies, the DOT head Office representatives, performers from the Philippines, and representatives from Congress from January 16-22, 2023

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a Madrid-based transportation/tour company that will provide the transport service requirements of the DOT in FITUR 2023 for the transport of PH-based performers, and the PH private sector representatives. It is specifically aimed at the following:

- To provide licensed, road worthy transportation vehicles with licensed driver from January 16-22, 2023 for the PH-based performers and private sector delegates;
- To ensure a seamless and smooth implementation of the PH participation in FITUR 2023 including the timely arrival/departure of the PH private sector delegates to the venue and the PH -based performers.

III. CAPABILITY REQUIREMENTS

- Must be a Madrid-based/ registered company with duly licensed drivers
- Must be able to provide the requirements of PDOT London based on the detailed required services
- Must be willing to provide the required services on a send-bill arrangement

IV. DELIVERABLES/ REQUIRED SERVICES

Date	Time/Duration	Assigned Passengers	Contact Person	No. of Units
January 16, 2023	Airport transfer	PH Cultural performers (Sindaw)	Randy Guevarra/Jing Esmana	1
January 17, 2023	Whole day	PH Cultural performers (Sindaw) PH Private Sector	Randy Guevarra/Jing Esmana	2
January 18, 2023	Whole day	PH Cultural performers (Sindaw) PH Private Sector	Randy Guevarra/Jing Esmana	2
January 19, 2023	Whole day	PH Cultural performers (Sindaw) PH Private Sector	Randy Guevarra/Jing Esmana	2
January 20, 2023	Whole day	PH Cultural performers (Sindaw) PH Private Sector	Randy Guevarra/Jing Esmana	2
January 21, 2023	Whole day	PH Cultural performers (Sindaw) PH Private Sector	Randy Guevarra/Jing Esmana	2
January 22, 2023	Whole day	PH Cultural performers (Sindaw) PH Private Sector	Randy Guevarra/Jing Esmana	2

*The vehicles should be road-worthy, licensed, clean, and properly maintained. The drivers should be licensed and with proper dress-code.

V. BUDGET

The budget for the above required services is Euros360/unit/day plus 10% VAT (first 8 hours of service inclusive of petrol, driver's fee, congestion charges, parking fees, etc) and other applicable taxes. Additional Euro35 per hour for the excess hours beyond the 10-hour period rate will be applied.

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:



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