



September 11, 2023

### **REQUEST FOR QUOTATION**

The Philippine Department of Tourism - London is inviting qualified companies/suppliers to send quotations for the transportation service at the World Travel Market 2023 from November 3-10, 2023 (including pre/post activities at Excel, London).

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before September 202, 2023 to [jing@pdotlondon.co.uk](mailto:jing@pdotlondon.co.uk) or [admin@pdotlondon.co.uk](mailto:admin@pdotlondon.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, reading "Gerard O Panga".

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London





## TERMS OF REFERENCE

Project Title : Provider/ supplier for Transport Services for the Tourism for PH Participation in WTM 2023  
 -Tourism Promotions Board  
 Job Specification : Transportation services (Full-service transport with driver)  
 Duration : November 3-10, 2023  
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### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the World Travel Mart 2023 including the conduct of side activities with DOT and TPB officials from November 3 to 10, 2023.

### II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of UK-based, licensed transportation service providers that will provide the transport service requirements of TPB for the PH participation in WTM 2023 including the conduct of side activities during the above event.

Objectives :

- To provide licensed, road worthy transportation vehicles with licensed drivers from November 3 to 10, 2023.
- To ensure a seamless and smooth implementation of the above project including the conduct of side activities such as meetings, media interviews, consultations, listening sessions, etc.

### III. CAPABILITY REQUIREMENTS

- Must be a London-based/ registered company with duly licensed drivers
- Must have worked with the PE London, PDOT London or other PH government agencies in London
- 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	ASSIGNED PASSENGER/S	CONTACT PERSON	Vehicle No.
Nov. 3, 2023	Whole day	TPB Staff (1 <sup>st</sup> Batch Arrival)	TBA	Total of 1 unit for Nov. 3
Nov. 4, 2023	Whole day	TPB Staff (2 <sup>nd</sup> Batch Arrival) TPB COO (Arrival)	TBA	Total of 2 units for Nov. 4
Nov. 5, 2023	Whole day	TPB COO / DOT Sec CGF/ TPB Staff/ DOT London Staff	TBA	Total of 4 units for Nov. 5
Nov. 6, 2023	Whole day	TPB COO / TPB Staff/ DOT Sec CGF/ DOT London Staff	TBA	Total of 4 units for Nov. 6
Nov. 7, 2023	Whole day	TPB COO / DOT Sec CGF/ DOT London Staff	TBA	Total of 3 units for Nov. 7
Nov. 8, 2023	Whole day	TPB COO / TPB Staff/ DOT Sec CGF/ DOT London Staff	TBA	Total of 4 units for Nov. 8

Nov. 9, 2023	Whole day	TPB Staff (Departure), TPB COO / DOT Sec CGF	TBA	Total of 3 units for Nov. 9
Nov. 10, 2023	Whole day	TPB COO (Departure)	TBA	Total of 1 unit for Nov. 10

\*All vehicles should be road-worthy, licensed, clean, and properly maintained daily. Drivers should be licensed and with proper dress-code.

\*Detailed schedule of daily reporting shall be provided after the contract/conforme is signed.

## V. BUDGET

The budget for the above required services is £400/unit/ day all inclusive (first 10 hours of service inclusive of petrol, driver's fee, congestion charges, parking fees, etc in Central London only) and other applicable taxes.

Additional £40 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:



**GERARD O. PANGA**  
Tourism Attaché  
Philippine Department of Tourism-London