



August 15, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers to send quotations for the transportation service during the DOT's participation in 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 August 31, 2023 to jing@pdotlondon.co.uk or admin@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 : Provider/ supplier for Transport Services for the DOT London Participation in WTM 2023 and side activities
 Job Specification : Transportation services (Full-service transport with driver)
 Duration : November 3-10, 2023

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 officials and PH private sector delegation from November 3 to 10, 2023. The DOT London Office will need transportation services to ensure speedy and on-time facilitation of all requirements for the above event as the venue is located in North London and will require hired transportation services to transport requirements from DOT London Office in central London to the venue.

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 DOT London Office in line with 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	Vehicle No.
Nov. 5, 2023	Whole day	Vehicle 1 - Y.Ortega, S. Iscala, A. Mendoza Vehicle 2 - G. Esmana, R. Mendoza	Vehicles 1, and 2
Nov. 6, 2023	Whole day	Vehicle 1 - Y.Ortega, S. Iscala, A. Mendoza Vehicle 2 - G. Esmana, R. Mendoza	Vehicles 1, and 2
Nov. 7, 2023	Whole day	Vehicle 1 - Y.Ortega, S. Iscala, A. Mendoza Vehicle 2 - G. Esmana, R. Mendoza	Vehicles 1 and 2
Nov. 8, 2023	Whole day	Vehicle 1 - Y.Ortega, S. Iscala, A. Mendoza Vehicle 2 - G. Esmana, R. Mendoza	Vehicles 1 and 2
Nov. 9, 2023	Whole day	Vehicle 1 - Y.Ortega, S. Iscala, A. Mendoza	Vehicle 1
Nov. 10, 2023	Whole day	Vehicle 1 - Y.Ortega, S. Iscala, A. Mendoza	Vehicle 1

*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.

- 6) That, the RA Transport Service Provider is willing to provide the required services on a send-bill arrangement
- 7) That, all vehicles should be road – worthy, licensed, clean and properly maintained daily. Drivers should comply with proper dress-code
- 8) That the number of transport service required on a whole day is a minimum of 10 hours inclusive of petrol, driver's fee, congestion charges and other applicable taxes, excluding parking fee, for a fee of £400/unit/day. Excess hours after 10 hours of service, will be charged at £40.00 per hour.
- 9) That, RA Transport Service Provider will provide the services whole day from November 3 until November 10, 2022. Please refer below for the schedule of services required:

10) DATE	TIME	ASSIGNED PASSENGER/S	Vehicle No.
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10. That, the payment for the above services shall be made upon submission of necessary documents i.e. but not limited to trip tickets, parking fee ticket/s if any, and invoice.

This agreement shall be deemed as part of the Service Agreement and signed on this day 27th of September year 2023. Any modification of this Agreement shall be binding agreed by both parties accordingly.

Signed :

GERARD O. PANGA
Tourism Attaché
PDOT – London

ROGER AVINANTE
Transport Provider
RA Transport