



## TERMS OF REFERENCE

Project Title : Provider/ supplier for Transport Services for the Tourism for PH Participation in WTM 2023 by the Members of the House of Representatives (HOR)

Job Specification : Transportation services (Full-service transport with driver)

Duration : November 5-10, 2023

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the World Travel Mart 2023 including the conduct of side activities (BBMG Launching in London, technical inspection of tourism-related conservation sites, etc.) by the members of the House of Representatives from November 5-10, 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 DOT-LLU re the PH participation of the members of the HOR 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 5 to 10, 2023.
- To ensure a seamless and smooth implementation of the above project including the conduct of side activities such as the BBMG, technical inspection of tourism-related conservation sites, etc., meetings, 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	Arrivals of HOR (arriving in different terminals and different schedules)	Vehicle Nos. 1-4
Nov. 6, 2023	Whole Day	HOR members	Vehicle Nos. 1 - 4
Nov. 7, 2023	Whole Day	HOR members	Vehicle Nos. 1 - 4
Nov. 8, 2023	Whole Day	HOR members	Vehicle Nos. 1 - 4
Nov. 9, 2023	Whole Day	HOR members	Vehicle Nos. 1 - 4
Nov. 10, 2023	Whole Day	Departures (Departing from different terminals and different schedules)	Vehicle Nos. 1 - 4

\*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:



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October 10, 2023

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for Transport services Company re the participation of the members of the PH House of Representatives in the World Travel Market 2023 with DOT and other side activities (launching of BBMG in London, technical inspection of tourism-related conservation sites, meetings, etc. from November 5-10, 2023.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 17, 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,

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London