



02 January 2026

REQUEST FOR QUOTATION


The Philippine Department of Tourism - London is inviting qualified suppliers/ providers for the transportation services of the members of the House of Representatives and Senate of the Philippines re PDOT Participation in FITUR 2026 on January 20-26, 2026 in Madrid, Spain.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before January 9, 2026 through jing@pdotlondon.co.uk or marketing@pdotlondon.co.uk or info@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,


GINA MARIE LIBERTY ESMAÑA
OIC Tourism Attaché
Philippine Department of Tourism - London



TERMS OF REFERENCE

Project Title : Provider/ supplier for Transport Services for Members of the House of Representatives and Senate of the Philippines to DOT Participation in FITUR 2026
Job Specification : Transportation services (Full-service transport with driver)
Duration : January 20-26, 2026

BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the FITUR 2026 in Madrid, Spain. This event will be participated by the members of the House of Representatives and Senate of the Philippines from January 20-26, 2026. The above participation is part of the country's bid to make an aggressive presence in FITUR 2026.

PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a transportation/tour company that will provide the transport service requirements of the members of the House of Representatives and Senate of the Philippines in FITUR 2026, with the following objective:

- To provide licensed, road worthy transportation vehicles with licensed driver on January 20 to 26, 2026 (or based on the detailed transportation requirement as per attached Transportation Schedule)
- To ensure a seamless and smooth implementation of the Philippine participation in FITUR 2026 and all its related activities/ meetings.

III. CAPABILITY REQUIREMENTS

- Must be a duly licensed/ registered company with duly licensed drivers operating in Madrid and the rest of European region
- Must be able to provide the requirements of PDOT London based on the detailed required services
- Must be capable to provide road-worthy vehicles as required by DOT

IV. DELIVERABLES/ REQUIRED SERVICES

DATE	TIME	ASSIGNED PASSENGER/S	Van/s
January 20, 2026	Whole Day (1st van). Half Day (2nd van)	Members of the House of Representatives and Senate of the Philippines	2
January 21, 2026	Whole day	Members of the House of Representatives and Senate of the Philippines	1
January 22, 2026	Whole day	Members of the House of Representatives and Senate of the Philippines	1
January 23, 2026	Whole day	Members of the House of Representatives and Senate of the Philippines	1
January 24, 2026	Whole day	Members of the House of Representatives and Senate of the Philippines	1
January 25, 2026	Whole day	Members of the House of Representatives and Senate of the Philippines	1
January 26, 2026	Half day	Members of the House of Representatives and Senate of the Philippines	2

Detailed schedule and itinerary will be provided by {PDOT London Office. The above transportation services will only cover official functions within Madrid area only.

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

V. BUDGET

The budget for the above required services is Ten Thousand Eight Hundred Twenty Four Euros and Sixty Three Cents (EUR10,824.63) only 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:

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