



October 1,2025

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified company that can provide transportation service for the PDOT Staff for the participation in OFW Serbisyo Caravan on October 10,2025

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 8,2025,through [ijing@pdotlondon.co.uk](mailto:ijing@pdotlondon.co.uk) or [marketing@pdotlondon.co.uk](mailto:marketing@pdotlondon.co.uk).

Thank you and we look forward to receiving your proposal

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Gina Marie Liberty Esmaña".

**GINA MARIE LIBERTY ESMAÑA**

STOO/AO

PDOT London





**Project Title** : Provider/ supplier for transportation service for the PDOT Staff for the OFW Serbisyo Caravan

**Job Specification** : Transportation service for PDOT London for OFW Serbisyo Caravan

**Duration** : October 10,2025

### **I. BACKGROUND:**

The Philippine Department of Tourism (PDOT) will be participating in the upcoming program for the OWWA Care Wellness and Membership Caravan event in London on October 10,2025 to support the program for the OFW.

### **II. PURPOSE/ OBJECTIVES**

The Department of Tourism (PDOT) needs the services of a licensed transportation services provider based in the UK that can provide transport service required during the OWWA Care Wellness and Membership Caravan.

#### **Objectives:**

- To ensure the timely and safe transport of PDOT promotional materials
- To ensure the safe transfer of PDOT London staff who will conduct/implement the said activity
- To ensure the timely arrival of PDOT staff and materials at the venue

### **III. CAPABILITY REQUIREMENTS**

- Must be a London-based/ registered company
- 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
- Must be able to provide road-worthy transportation vehicles with properly licensed and experienced drivers

### **IV. DELIVERABLES/ REQUIRED SERVICES**

<b>DATE</b>	<b>EVENT</b>	<b>PERFORMANCES VENUE</b>	<b>REMARKS</b>
October 10, 2025	Pick up at Novotel at 17:30pm	Novotel Hammersmith	

## V. BUDGET

The budget for the above required services is £90.00 inclusive of all applicable taxes and other requirements.

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:

  
**GINA MARIE LIBERTY ESMAÑA**  
STOO/AO  
PDOT London