



May 27, 2025

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for the Van Hire Transportation Service for transporting promotional materials for the Consumer Activation in Madrid, Spain.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before June 2, 2025 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,

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

**GINA MARIE LIBERTY ESMANA**

Administrative Officer

Philippine Department of Tourism - London



## TERMS OF REFERENCE

Project Title : Van Hire for Consumer Activation in Madrid, Spain  
Job Specification : Transportation Service  
Duration : June 4-6, 2025

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be conducting a consumer's activation in Madrid, Spain on June 15, 2025. We are seeking Van rental and professional driving services to support the transport materials re: brochures, roll ups and backdrops on June 4-6. This event is to promote DOT's new branding "Love the Philippines" and Philippines as a country of destination.

### PURPOSE / OBJECTIVES

The Department of Tourism needs the services of licensed transportation services provider based in the UK that can provide transport services required during the consumer's activation in Madrid, Spain.

- To ensure the timely and safe transport of DOT activation materials and equipment
- To ensure the safe transfer of PDOT London staff and materials who will conduct/implement the said activity
- To ensure a successful implementation of the activation

### II. 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

### III. DELIVERABLES/ REQUIRED SERVICES

Period of services : June 4-6, 2025  
Start of project : June 4, 2025

Total of 1 Van– Whole Day Service (8 hours)

\*Excess/Overtime hours will be based on actual hours renders after 8 hours.

### IV. CONTRACT DURATION

The above service contract duration is from June 4-6, 2025

## V. BUDGET

The Budget for the above required services is £1,000.00 inclusive of all applicable taxes and other requirements.

Payment shall be processed upon the submission of the invoice and other supporting documents.

The winning quotation/ proposal will be based on the lowest proposed bid price and compliance to the required specifications of the requested product/s.

Prepared by:



**GINA MARIE LIBERTY ESMANA**

Administrative Officer

Philippine Department of Tourism - London