



June 2,2025

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/service providers to provide transportation for the Migrants day on June 8,2025

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before June 4,2025 to jjng@pdotlondon.co.uk or marketing@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 Esmaña".

GINA MARIE LIBERTY ESMAÑA

STOO/AO

Philippine Department of Tourism - London





TERMS OF REFERENCE

Project Title : MIGRANTS DAY
Job Specification : Service provider for transportation service
Duration : 1 transaction

I. BACKGROUND:

The Philippine Department of Tourism (DOT) London will be participating in the Migrants Day event with the Philippine Embassy, London and OWWA on June 8, 2025

II. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) needs the services of a provider for transportation service. The said procurement of transportation service is aimed at the following:

- To provide transportation service for the event from the PDOT London to 51 Philbeach Gardens SW5 9EB.

III. CAPABILITY REQUIREMENTS

- Must be a London-based/registered company
- 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

- 1) Date of service: June 8, 2025
- 2) Pick up and drop off only
- 3) Pick up from PDOT London office at 7:00 am to Refettorio Felix, 51 Philbeach Gardens, SW5 9EB
- 4) Pick up from Refettorio Felix, 51 Philbeach Gardens, SW5 9EB to PDOT London office at 16:00
- 5) Must be able to assist in loading and unloading of materials

V. BUDGET

The budget for the above required services £250.00 all-inclusive of applicable

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

Prepared by


Gina Marie Liberty Esmaña

STOO/AO
PDOT London

