



June 02, 2025

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for the Van Hire Transportation Service for PDOT London staff and promotional materials for the Consumer Activation in Glasgow, Scotland from June 26-29, 2025.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before June 20, 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,

**GINA MARIE LIBERTY ESMANA**  
Administrative Officer  
Philippine Department of Tourism - London



## TERMS OF REFERENCE

Project Title : Van Hire for Consumer Activation in Glasgow, Scotland  
Job Specification : Transportation Service  
Duration : June 26-29, 2025

### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be conducting a consumer's activation in Strathclyde Country Park Glasgow, Scotland on June 26-29, 2025. 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 Glasgow, Scotland.

- To ensure the timely and safe transport of DOT activation materials and equipment
- To ensure the safe transfer of PDOT London staff 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 26 to 29, 2025  
Start of project : June 26, 2025

Total of 1Van– 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 26-29, 2025

## V. BUDGET

The Budget for the above required services is £2,500.00 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