



July 4, 2025

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for the Van Hire Transportation Service for sales call meeting and product presentation in Audley Travel Office in Oxfordshire.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before July 9, 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 Sales Meeting and Product Presentation  
Job Specification : Transportation Service  
Duration : July 11, 2025

### I. BACKGROUND:

The Philippine Department of Tourism- London Office will be conducting a sales call meeting with our travel trade partners in the United Kingdom as part of our ongoing efforts to promote the Philippines as a premier tourist destination. In line with this, we are seeking transportation support to facilitate pick up staff and materials from PDOT London Office and drop off to Audley Travel in Oxfordshire Office.

### 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 sales call/ product presentation meeting.

- 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 : July 11, 2025  
Start of project : July 11, 2025

Total of 1 Van

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

#### **IV. CONTRACT DURATION**

The above service contract duration is from July 11, 2025

#### **V. BUDGET**

The Budget for the above required services is £300.00 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:



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Philippine Department of Tourism - London