



October 10, 2023

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers to send quotations for the transportation service (2 units of buses) during the DOT's participation in the World Travel Market 2023 side activities (BBMG Launching) on November 6, 2023 at the Millennium Hotel, Gloucester Road, London.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 17, 2023 to [jing@pdotlondon.co.uk](mailto:jing@pdotlondon.co.uk) or [admin@pdotlondon.co.uk](mailto:admin@pdotlondon.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink that reads "Gerard O Panga".

**GERARD O PANGA**  
Tourism Attaché  
Philippine Department of Tourism - London





## TERMS OF REFERENCE

Project Title : Provider/ supplier for Transport Services for the Tourism for the BBMG Campaign Launching -Tourism Promotions Board  
Job Specification : Transportation services (Full-service buses with driver)  
Duration : November 6, 2023  
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### I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be launching the Bisita Be My Guest Campaign in London on November 6, 2023 which will be attended by DOT and TPB officials, PH private sector delegation, members of the HOR, and Filipinos based in London and other VIP guests on November 6, 2023 in the Millennium Hotel, London.

### II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of UK-based, licensed transportation service providers that will provide the transport service requirements (2 buses) of TPB for the PH participation in WTM 2023 including the conduct of side activities during the above event.

Objectives :

- To provide licensed, road worthy transportation vehicles with licensed drivers on November 6, 2023.
- To ensure a seamless and smooth implementation of the above project including the conduct of side activities such as meetings, media interviews, consultations, listening sessions, etc.

### III. CAPABILITY REQUIREMENTS

- Must be a London-based/ registered company with duly licensed drivers
- 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

### IV. DELIVERABLES/ REQUIRED SERVICES

DATE	TIME	ASSIGNED PASSENGER/S	Vehicle No.
Nov. 6, 2023	Half Day	TPB Staff, PH Private sector delegation, performers	Bus 1 and 2

\*All vehicles should be road-worthy, licensed, clean, and properly maintained daily. Drivers should be licensed and with proper dress-code.

\*Detailed schedule of daily reporting shall be provided after the contract/conforme is signed.

### V. BUDGET

The budget for the above required services is £900/unit/ day all inclusive (5 hours of service inclusive of petrol, driver's fee, congestion charges, parking fees, etc in Central London only) and other applicable taxes. Total of £1,800 for the 2 units of buses.

Additional £40 per hour for the excess hours beyond the 10-hour period rate will be applied.

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:



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