



25 October 2025

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified suppliers/ providers for the transportation services of PDOT London re World Travel Market 2025 on November 3-7, 2025 in London, UK.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before November 1, 2025 through [jing@pdotlondon.co.uk](mailto:jing@pdotlondon.co.uk) or [info@pdotlondon.co.uk](mailto:info@pdotlondon.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

  
DAKILA F. GONZALES

OIC Tourism Attachè, PDOT London Office





## Terms of Reference

<b>Project Title</b>	: Land Transportation Requirements for the DOT re World Travel Market (WTM) 2025
<b>Venue</b>	: London, United Kingdom
<b>Duration</b>	: 03 to 07 November 2025
<b>Job Specification</b>	: Transportation Service

### I. Background

The Philippine Department of Tourism-London Office (PDOT-London) is participating in the annual World Travel Market (WTM) 2025 from November 4 to 6, at the Exhibition Center-London (ExCel), United Kingdom. This participation is in support of the Philippines' bid to create a string presence in this year's WTM with the Manila delegation being organized by the Tourism Promotions Board.

World Travel Market London is home to the world's travel trade - the most influential travel and tourism event globally. WTM London brings together the international leisure travel community; providing inspiration, education, sourcing, and benchmarking to travel professionals while providing exhibitors a place to do business and showcase their services to the international press.

### II. Objectives

The DOT London Office, as DOT's operating unit at post, aims to provide the needed assistance on site to ensure that the Philippine participation in the World Travel Market 2025 is successful and fruitful not only to the DOT/TPB but most especially for the Philippine-based travel trade partners, and the country as a whole.

As such, the need to hire a transportation service for the entire event period, is deemed crucial and essential in order to mobilize the office staff and ensure the speedy and efficient delivery of required services for the delegation. It is also needed to ensure that the required diplomatic protocol for the accompanying government officials are provided as required by the Philippine Embassy in London.

### III. Capability Requirements

1. Must be a transportation company registered in London, United Kingdom with duly licensed drivers, insurance, safety and other motor vehicle requirements;
2. Must have a minimum of five (5) years' experience in providing transportation services;
3. Must be able to provide the requirements based on the deliverables stated herein.

### IV. Deliverables

Van rental with driver

Date	Time	No. of Vans
03 November 2025	Whole day	1 van
04 November 2025	Whole day	2 vans
05 November 2025	Whole day	1 van
06 November 2025	Whole day	1 van
07 November 2025	Whole day	1 van

1. Itinerary should include within central London only and shall not cover any outside destination.
2. Schedule may be subject to change, provided that the end-user will give prior notice.
3. Excess/Overtime will be based on actual hours rendered after ten (10) hours
4. All vehicles should be road-worthy, licensed, insured, clean, and must be properly maintained daily. Drivers should be licensed and in proper dress code for the duration of the service and should be familiar with the local routes and destinations;
5. Inclusive of driver's fees, fuel expenses, toll fees, except parking fees as needed.
6. Service provider shall submit daily trip tickets and official receipts on 07 November 2025.

## **V. Contract Duration**

The contract duration is from 03 to 07 November 2025.

## **VI. Payment Procedure and Billing Details**

Payment shall be processed upon the submission of the invoice, trip ticket, original signed contract and other supporting documents as may be required.

**Prepared by:**



**Gina Marie Liberty Esmaña**

*Administrative Officer*

Philippine Department of Tourism - London