



October 7,2025

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified company that can provide transportation service for the PDOT Staff for the participation in OFW Serbisyo Caravan on October 11,2025 in Rome

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 9,2025,through jjing@pdotlondon.co.uk or marketing@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposal

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Gina Marie Liberty Esmaña".

GINA MARIE LIBERTY ESMAÑA
STOO/AO
PDOT London





Project Title : Provider/ supplier for transportation service for the PDOT Staff for the OFW Serbisyo Caravan for Rome

Job Specification : Transportation service for PDOT London for OFW Serbisyo Caravan for Rome

Duration : October 11,2025

I. BACKGROUND:

The Philippine Department of Tourism (PDOT) will be participating in the upcoming program for the OWWA Care Wellness and Membership Caravan event in Rome on October 11,2025 to support the program for the OFW.

II. PURPOSE/ OBJECTIVES

The Department of Tourism (PDOT) needs the services of a licensed transportation services provider based in the UK that can provide the PDOT London staff transport service required to participate during the OWWA Care Wellness and Membership Caravan in Rome.

Objectives:

- To ensure the timely and safe transport of PDOT promotional materials to the airport
- To ensure the safe transfer of PDOT London staff to the airport who will conduct/implement the said activity
- To ensure the timely arrival of PDOT staff and materials at the airport
- To assist the loading and unloading of materials at the airport

III. 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

IV. DELIVERABLES/ REQUIRED SERVICES

DATE	EVENT	DESTINATION	REMARKS
October 11, 2025	Pick up of Ms. Gina Esmana at residence, Bream Close to Gatwick airport	Gatwick Airport	

V. BUDGET

The budget for the above required services is £190.00 inclusive of all applicable taxes and other requirements.

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:



GINA MARIE LIBERTY ESMAÑA
STOO/AO
PDOT London