



TERMS OF REFERENCE

Project Title	:	Provider/ supplier or transport services re Joint Promotion/ Product Presentation and Consumer Activation in Italy
Job Specification	:	Provision of transportation services
Duration	:	May 18-20, 2025

I. BACKGROUND:

The Philippine Department of Tourism (DOT) will conduct the Joint Promotion, Product Presentation and Consumer Activation in Italy (Rome leg) on May 18-20, 2025 at the Embassy of the Philippines in Rome, and the Tram Wrap project from May-June 2025. This event will be joined by Italian travel trade partners and media. The Office is in need of a legitimate transportation company that will provide transportation services to fully facilitate the implementation of the project.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a transport company duly registered and licensed in Rome to provide the services needed by DOT to fully facilitate the successful implementation of the above project.

Objectives :

- To ensure the timely delivery of promotional materials and presentation at the venue and facilitate the mobilization of the attendees and media covering the tram wrap project run.
- To promote transportation services, in order to expedite the preparation for the Product Presentation, pre-event coordination with PE Rome and post event meeting with media and tour operators;
- To transfer the excess promotional materials (brochures, roll-ups, backdrops) from the venue to the hotel and transfer the EMC representatives from venue to their hotel

III. CAPABILITY REQUIREMENTS

- Must be a Rome-based/ registered company
- Must be a legitimate provider of transportation services in Rome
- Must be able to provide a road-worthy vehicle with licensed driver
- Must be willing to provide the products/ services on a send-bill arrangement
- Must be able to comply with the DOT's requirements for the above event

IV. DELIVERABLES/ REQUIRED GOODS

- One unit of transportation vehicle on May 18-20, 2025 with below schedule
 - May 18, 2025 - whole day
 - Pick up DOT staff and EMC representatives from hotel to PE Rome to transport promotional materials, presentation kits, back-drops, roll-ups, posters
 - Venue set up and meeting with PE Rome
 - Conduct inspection and meeting with catering provider
 - May 19, 2025 - whole day
 - Pick up DOT staff and EMC representatives from hotel to PE Rome to transport raffle Filipino food baskets, additional venue decorations and presentation gadgets
 - PH Product Presentation (PE Rome)
 - Documentation and inspection of the actual run of the tram with media invitees

VI. BUDGET

The budget for the above required services is Euros1,300 all-inclusive of taxes and other services including congestion and parking fees.

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:

CONFORME:



GINA MARIE LIBERTY ESMANA
Administrative Officer, PDOT London

Printed Name
Company



May 8, 2025

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified transportation company in Italy who can provided the required services of PDOT London in connection with the conduct of the Joint Promotion, PH Product Presentation and Consumer Activation in Italy on May 18-19, 2025 in Rome, Italy.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before May 15, 2025 through jing@pdotlondon.co.uk or info@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,


GINA MARIE LIBERTY ESMAÑA
Administrative Officer
Philippine Department of Tourism - London