



13 January 2025

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified suppliers/ providers for the transportation services in Madrid for the PH Congressional Participation in FITUR 2025 on January 21 to 27, 2025 in Madrid, Spain.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before January 16, 2025 through jing@pdotlondon.co.uk or marketing@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London

TERMS OF REFERENCE

Project Title	: Land Transportation Requirements for the Congressional Participation in the Feria Internacional De Turismo (FITUR) 2025
Venue	: Madrid, Spain
Duration	: 21 to 27 January 2025
Job Specification	: Transportation Service

I. Background

The Philippine Department of Tourism (DOT), together with the Congressional Members and Officers of both Houses of Congress, will be participating in the Feria Internacional De Turismo (FITUR) 2025 from January 22 to 26, at the IFEMA, Madrid, Spain.

The annual Feria Internacional De Turismo is the global meeting point for tourism professionals and the leading trade fair for inbound and outbound markets in Ibero-America. It is a unique forum for promoting brands, presenting new products, learning about the latest trends, and filling the participant's agenda with new contacts and opportunities.

II. Objectives

The DOT-Legislative Liaison Unit needs the services of a licensed transportation services provider based in Madrid, Spain that can provide the transport service requirements of the Congressional Participants to the Feria Internacional De Turismo (FITUR) and other event-related activities. This is to ensure a seamless and smooth implementation of the said project including the conduct of side activities.

III. Capability Requirements

1. Must be a service provider who can provide land transportation service in Madrid, Spain with duly licensed drivers, insurance, safety, and other motor vehicle requirements;
2. Vehicle rental with professional licensed drivers who can speak English;
3. Must have a minimum of five (5) years experience in providing transportation services;
4. Must be able to provide the requirements based on the deliverables stated herein.

IV. Deliverables

1. Van rental, preferably, with captain seats, inclusive of drivers

Date	Time	No. of Vans
21 January 2025 (Airport transfers)	At least eight (8) hours	2 vans
22 January 2025	At least eight (8) hours	2 vans
23 January 2025	At least eight (8) hours	2 vans
24 January 2025	At least eight (8) hours	2 vans
25 January 2025	At least eight (8) hours	2 vans
26 January 2025	At least eight (8) hours	2 vans
27 January 2025 (Airport transfers)	At least eight (8) hours	2 vans

2. With the option to carry over or apply unutilized hours or vans to other days, as far as practicable.
3. Schedule may be subject to change, provided that the end-user will give prior notice.
4. Excess/Overtime will be based on actual hours rendered after eight (8) hours.
5. All vehicles should be road-worthy, licensed, insured, and 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;

6. Inclusive of driver's fees, accommodation and meals of driver, fuel expenses, toll fees, parking fees, and other applicable fees;
7. The service provider shall submit daily trip tickets and official receipts on 27 January 2025.

Note: Vehicle Itinerary (including flight details/itinerary and hotel accommodation of the delegation) for the duration of the FITUR shall be provided as soon as possible

V. Contract Duration

The contract duration is from 21 to 27 January 2025.

VI. Budget

The budget allocation for the required services is Eight Hundred Eighty-Eight and 67/100 Euros (EUR888.67) per day for each unit. This covers the first eight (8) hours of service inclusive of all applicable fees, parking fees, driver fees, congestion fees, driver meals, gasoline, and taxes, if applicable. Excess hours rendered beyond eight (8) hours will be charged One Hundred Eleven and 08/100 Euros (EUR111.08) per hour.

The total budget for the above-required services is **Sixteen Thousand Eight Hundred Eighty-Four 58/100 Euros (EUR16,884.58)** or approximately **One Million Fifty-Three Thousand Nine Hundred Thirty-Five Pesos and 48/100 (PHP1,053,935.48)**

The winning quotation will be based on the lowest proposed bid price and compliance with the required specifications of the requested services.

VII. 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.

Billing Details:

Legislative Liaison Unit
Philippine Department Tourism
351 Senator Gil Puyat Avenue
Makati City 1200, Philippines

Prepared by:



Mr. Gerard O. Panga

Tourism Attaché

Philippine Department of Tourism – London, United Kingdom