



September 22,2025

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified company that can provide transportation service for the TTG Incontri 2025 in Rimini on October 6-12, 2025

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before September 30,2025 ,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 proposal

Sincerely yours,

  
**GINA MARIE LIBERTY ESMAÑA**  
STOO/AO  
PDOT London





**Project Title** : Provider/ supplier for transportation service for the TTG Incontri 2025

**Job Specification** : Transportation service for TTG Incontri 2025 in Rimini

**Duration** : October 6-12,2025

### I. BACKGROUND:

The Philippine Department of Tourism (PDOT) will be participating in TTG Incontri 2025 on October 8-10,2025. TTG Incontri is the biggest travel and tourism fair in Italy and is being participated by more than 1,000 exhibitors. The DOTs participation in the above fair will be composed of Manila-based tour operators and DOT manila and London representatives.

### II. PURPOSE/ OBJECTIVES

The Department of Tourism (PDOT) needs the services of a licensed transportation services provider based in Italy who can provide transport service required during the TTG Incontri travel show:

#### Objectives:

- To ensure the timely and safe transport of DOT activation materials and equipment
- To ensure the safe transfer of PDOT London staff who will conduct/implement the said activity
- To ensure the timely and safe transport from exhibition centre to accommodation of the participants.
- To ensure the timely drop off the PDOT staff and materials to and from the airport

### III. CAPABILITY REQUIREMENTS

- Must be Italy-based/ registered transportation company
- 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	REMARKS
October 6,2025	Pick-up from Rimini Central Station and drop off at the hotel	pick up and drop off only of materials and passenger at the hotel
October 7,2025	Pick-up from Rimini Central Station and drop off at the hotel	pick up and drop off only of materials and passenger at the hotel
October 8, 2025	Transportation service (pick up and drop off) only	AM- Pick-up of materials from the hotel to the venue PM – pick up of materials and passenger back to the hotel


October 9,2025	Transportation service (pick up and drop off) only	AM- Pick-up of materials from the hotel to the venue PM – pick up of materials and passenger back to the hotel
October 10,2025	Transportation service (pick up and drop off) only	AM- Pick-up of materials from the hotel to the venue PM – pick up of materials and passenger back to the hotel
October 11,2025	Transportation service from hotel to Rimini Station	Time to be confirm
October 12,2025	Transportation service from hotel to airport	Time to be confirm

## V. BUDGET

The budget for the above required services is €1,760 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