



October 18, 2024

## REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified individuals for transportation service providers from November 3-9, 2024 in connection with the PH Congressional Participation in the World Travel Market 2024 London.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before October 25, 2023 to [info@pdotlondon.co.uk](mailto:info@pdotlondon.co.uk) or [jing@pdotlondon.co.uk](mailto:jing@pdotlondon.co.uk).

Thank you and we look forward to receiving your proposals.

Sincerely yours,

*Gerard Panga*

**GERARD O PANGA**

Tourism Attaché

Philippine Department of Tourism - London



## TERMS OF REFERENCE

**Project Title** : Land Transportation Requirements for the Congressional Participation in the World Travel Market (WTM) 2024  
**Venue** : London, United Kingdom  
**Duration** : 03 to 09 November 2024  
**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 World Travel Market (WTM) 2024 from November 5 to 7, at the Exhibition Center-London (ExCel), United Kingdom.

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-Legislative Liaison Unit needs the services of a licensed transportation services provider based in London, United Kingdom that can provide the transport service requirements of the Congressional Participants to the WTM 2024 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 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

1. Van rental with driver, preferably, with captain seats;

Date	Time	No. of Vans
03 November 2024	At least ten (10) hours	3 vans
04 November 2024	At least ten (10) hours	3 vans
05 November 2024	At least ten (10) hours	3 vans
06 November 2024	At least ten (10) hours	3 vans
07 November 2024	At least ten (10) hours	3 vans

08 November 2024	At least ten (10) hours	3 vans
09 November 2024	At least ten (10) hours	3 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 ten (10) hours. Excess hours shall not exceed eighteen (18) hours for the entire Project.
5. 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;
6. Inclusive of driver's fees, fuel expenses, toll fees, parking fees, and other applicable fees;
7. Service provider shall submit daily trip tickets and official receipts on 09 November 2024.

#### **V. Contract Duration**

The contract duration is from 03 to 09 November 2024.

#### **VI. Budget**

The budget allocation for the required services is Four Hundred Pounds (GBP400.00) per day for each unit. This covers the first ten (10) 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 ten (10) hours will be charged Forty and 40 Pounds (GBP40) per hour.

The winning quotation will be based on the lowest proposed bid price and compliance to the required specification 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:

Legal Affairs Service  
Philippine Department Tourism  
351 Senator Gil Puyat Avenue  
Makati City 1200, Philippines

Prepared by:

*Gerard O. Panga*

**Gerard O. Panga**

*Tourism Attache*

Philippine Department of Tourism - London