



November 8, 2022

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/suppliers for land transport services company re PH Mega Familiarization Trip for UK Travel Agents (Nov. 25-Dec. 5, 2022) and Media (Nov. 21-Nov. 30, 2022).

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before November 15, 2022 to proposals@itsmorefuninthephilippines.co.uk or jing@itsmorefuninthephilippines.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	:	Provider/ supplier for Transport Services for the PH Mega Familiarization Tour for UK Tour Operators and Media
Job Specification	:	Transportation services (Full-service transport with driver)
Duration	:	November 20, 21, 30, 2022 - UK Media Group November 24, 25 and Dec. 5, 2022 -UK Tour Operators Group

BACKGROUND:

The Philippine Department of Tourism (DOT) will be conducting the PH Mega Familiarization Tour for UK Media and Tour Operators on November 21-30, 2022 and November 25-Dec. 5, 2022 respectively. The media group will be composed of five (5) media personalities/ companies while the tour operators' group will be composed of five (5) UK-based tour companies. This project is the second leg of the Joint Marketing and Promotion Project with Turkish Airlines.

I. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a UK-based, licensed transportation supplier that will provide the transport service requirements of PDOT London for the PH Mega Familiarization Tour for UK Media and Tour Operators.

Objectives :

- To provide licensed, road worthy transportation vehicles with licensed drivers on the dates prescribed by PDOT London for the above project.
- To ensure a seamless and smooth implementation of the above project and impress a good and professional handling of familiarization tours to UK tourism stakeholders

III. CAPABILITY REQUIREMENTS

- Must be a London-based/ registered company with duly licensed drivers
- 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

IV. DELIVERABLES/ REQUIRED SERVICES

SCHEDULE OF TRANSPORTATION SERVICES

DATE	TIME	ACTIVITY	No. of vehicles
UK MEDIA GROUP			
Nov. 20, 2022	5:00PM	Pick-up brochures/ kits for participants from Ace Cutters (London) Ltd., Chantry Works, Faraday Way, Orpington, Kent, BR5 3QW	1
Nov. 21, 2022	5:00AM	Vehicle 1 to pick up first batch of participants from 59 Torkilsden Way, Harlow, Essex CM20 1AW	2
		Proceed to airport	
	6:30AM	Vehicle 2 to pick up 2nd batch of participants from King's Cross Station	
		Proceed to airport/ drop-off	
Nov. 30, 2022	5:30PM	Pick-up participants from airport	2
		Vehicle 1 to drop-off Batch 1 - King's Cross Station	

		Vehicle 2 to drop-off batch 2 - 59 Torkilsden Way, Harlow, Essex CM20 1AW	
UK TRAVEL AGENTS GROUP			
Nov. 24, 2022	5:00PM	Pick-up brochures/ kits for participants and bring to Chiswick	1
Nov. 25, 2022	11:30 am	Vehicle 1 to pick up first batch of participants from Chiswick	2
	12:30 pm	Vehicle 2 to pick-up 2nd batch from Earl's Court Station	
		Proceed to airport	
Dec. 5, 2022	8:30 pm	Pick-up participants from airport	2
		Vehicle 1 to drop-off Batch 1 at Earl's Court	
		Vehicle 2 to drop-off Batch 2 at Chiswick	

*All vehicles should be road-worthy, licensed, clean, and properly maintained daily. Drivers should be licensed and with proper dress-code.

V. BUDGET

The budget for the above required services is £450/unit/ day all inclusive of petrol, driver's fee, congestion charges, parking fees, etc) and other applicable taxes.

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:



GERARD O. PANGA

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Philippine Department of Tourism-London