



TERMS OF REFERENCE

Project Title : Provider/ supplier for Transport Services for the Tourism for PH Participation in WTM 2022
 -Tourism Promotions Board
 Job Specification : Transportation services (Full-service transport with driver)
 Duration : November 2-10, 2022
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I. BACKGROUND:

The Philippine Department of Tourism (DOT) will be participating in the World Travel Mart 2022 including the conduct of side activities with DOT and ~TPB officials and PH private sector delegation from November 4 to 10, 2022.

II. PURPOSE / OBJECTIVES

The Department of Tourism (PDOT) needs the services of a UK-based, licensed transportation company that will provide the transport service requirements of TPB for the PH participation in WTM 2022 including the conduct of side activities during the above event.

Objectives :

- To provide licensed, road worthy transportation vehicles with licensed drivers from November 2 to 10, 2022.
- To ensure a seamless and smooth implementation of the above project including the conduct of side activities such as meetings, media interviews, consultations, listening sessions, etc.

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
- Must be willing to provide the required services on a send-bill arrangement

IV. DELIVERABLES/ REQUIRED SERVICES

DATE	TIME	ASSIGNED PASSENGER/S	CONTACT PERSON	Vehicle No.
Nov. 2, 2022	Whole day	TPB Staff	Neri Cruz	1 & 2
				Total of 2 units for Nov. 2
Nov. 3, 2022	Whole day	TPB Staff	Neri Cruz	1
				Total of 1 unit for Nov. 2
Nov. 4, 2022	Whole day	TPB Staff	Neri Cruz	1
	Whole day	COO Nograles and party	TBA	2
	Whole day	DOT Back-up	TBA	3
				Total of 3 units for Nov. 4
Nov. 5, 2022	Whole day	TPB Staff		1
	Whole day	COO Nograles and party	Yso	2
	Whole day	Media	TBA	3
				Total of 3 vehicles for Nov. 5
Nov. 6, 2022	Whole day	TPB Staff	Neri	1

	Whole day	COO Nograles and party	Yso	2
	Whole day	DOT Back up	TBA	3
				Total of 3 vehicles for Nov. 6
Nov. 7, 2022	Whole Day	TPB Staff	Neri	1
	Whole day	COO Nograles and party	Yso	2
	Whole day	Media	Jerone	3
				Total of 3 vehicles for Nov. 7
Nov. 8, 2022	Whole day	TPB Staff	Neri	1
	Whole day	COO Nograles and party	Yso	2
	Whole day	Media	TBA	3
				Total of 3 vehicles for Nov. 8
Nov. 9, 2022	Half Day	TPB Staff	Neri	1
	Whole day	COO Nograles and party	Yso	2
	Whole day	DOT London	TBA	3
				Total of 3 vehicles for Nov. 9
Nov. 10, 2022	Whole day	COO Nograles and party	Yso	1
	Whole day	TPB Staff	TBA	2
				Total of 2 vehicles for Nov. 10

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

*Detailed schedule of daily reporting shall be provided after the contract/conforme is signed.

V. BUDGET

The budget for the above required services is £410/unit/ day all inclusive (first 10 hours of service inclusive of petrol, driver's fee, congestion charges, parking fees, etc) and other applicable taxes.

Additional £35 per hour for the excess hours beyond the 10-hour period rate will be applied.

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:

Gerard Panga

GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism-London

Signature

Printed Name

Title

Company Name