

TERMS OF REFERENCE

- I. **BIDDER :** **TRANSPORTATION SERVICES**
- II. **PROJECT TITLE :** International Tourismus Börse 2023 & Bisita Be My Guest International Launch
- III. **PROJECT DATE :** March 5-9, 2023
- IV. **MINIMUM REQUIREMENTS:**
- Must be a transportation service company based in Berlin
 - Must be willing to provide services on send-bill arrangement, 100% after the event implementation

V. **PROJECT BACKGROUND**

On March 7-9, 2023, the Philippines will take part in the ITB Berlin Convention held in Messe Berlin, Germany. Spearheaded by the Department of Tourism (DOT) and its marketing and promotion arm, the Tourism Promotions Board (TPB) Philippines, the country's delegation comprised 26 co-exhibitors from both the public and private sectors. The primary objective of the Philippines' participation in ITB Berlin was to bolster its global tourism campaign by forging partnerships with various private sectors in the tourism industry, such as tour operators, online travel agencies, new online distribution platforms, travel websites, communities, journalists, influencers, and others.

In addition, the DOT will also be launching the Bisita Be My Guest International Launch on March 9, 2023 in Berlin.

VI. **SCOPE AND WORK DELIVERABLES**

- Provision of 7 vans including driver for official use for technical and official meetings to stakeholders, consul/s or ambassador/s, also to cover transportation of materials, ingress, egress, and private sector activities, not including DOT Personnel
- Maximum of 10 hours per day per transportation

VII. **TIMELINE & PAYMENT:**

- Deadline for submission of proposal is February 17, 2023.
- The payment procedure will follow a 100% send-bill arrangement, after the event implementation.

VIII. **BUDGET:**

600 EUR per day per van or 21,000 EUR

The financial proposal should allow for modifications in accordance with the needs and requirements of the end user. The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Contact Persons:

Dakila F. Gonzales
Tourism Attaché
Department of Tourism – Frankfurt

Jamille Francine A. Concel
Operations Officer
Department of Tourism – Frankfurt