

## TERMS OF REFERENCE

**I. BIDDER : TRANSPORTATION SERVICES**

**PROJECT TITLE :** IFTM Top Resa 2023  
October 3-5, 2023  
Venue: Porte de Versailles in Paris, France

**II. MINIMUM REQUIREMENTS:**

- a. Must be a transportation service company based in Paris, France
- b. Must be willing to provide services on send-bill arrangement, 100% after the event implementation.

**III. PROJECT BACKGROUND**

The Department of Tourism (DOT) requires the transportation service in line with the IFTM Top Resa 2023 from October 3 to 5, 2023, in Porte de Versailles, France. IFTM Top Resa is a comprehensive B2B travel exhibition encompassing various sectors like Business, Leisure, Groups, and MICE, aimed at serving professionals in the tourism industry.

**IV. SCOPE AND WORK DELIVERABLES**

1. Provision of 1 van (preferably 7–9-seater) 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
2. Duration of the service is from September 30 to October 6, 2023 (7 days) covering pre and post-event activities such as ingress, briefing meetings, and egress.
3. Maximum of 12 hours per day per transportation.
4. Quotation must include meals of driver, parking tickets, gas, and other incidentals
5. Provision of Trip Ticket after the event

**V. TIMELINE & PAYMENT:**

- Deadline for submission of proposal is September 20, 2023
- Invoice shall be billed to the DOT Head Office with address: 351 Sen Gil Puyat Avenue, Makati, Philippines

**VI. BUDGET:**

700 EUR for 12 hours from September 30 to October 6, 2023 (7 days)

Exceeding hours shall be billed 60 EUR per hour.

*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:**

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