

**TERM OF REFERENCE
VEHICLE/TRANSPORTATION FOR THE
PHILIPPINE BUSINESS MISSION & PHILIPPINE FESTIVAL**

One of the marketing initiatives of the Department of Tourism and Tourism Promotions Board which has been instrumental in the expansion and strengthening of Philippines-Japan relations in the area of travel and tourism for many years is the Philippine Business Mission (PBM).

Today, the Philippine Business Mission (PBM) is considered to be the Philippines' premier, biggest and most vital source of business travel and tourism leads helping both Japanese and Philippine companies achieve their business objectives. PBM brings the Philippines closer to the Japanese travel and tourism market by providing a venue where key travel and tourism players in both countries will have the opportunity to meet in person and transact business with one another.

PBM is a multifaceted event that includes a Philippine Travel Seminar, Business-to-Business Meetings, Press Event, and the PBM Reception which caps the event and highlights Filipino talents.

I. SCOPE OF WORK/DELIVERABLES

The car company should provide a vehicle for six (6) days that will be used during the Philippine Business Mission and Philippine Festival 2022. The vehicle will be used as a service for the Department of Tourism officials, Tourism Promotions Board officials, and the Department of Tourism-Tokyo (DOT-Tokyo) officers and staff on November 30 to December 5, 2022, relative to Philippine Business Mission 2022 at Ritz Carlton Tokyo and Philippine Festival 2022 to be held at Yoyogi Park. The vehicle will be used by the DOT officials, Tourism Board officials, DOT-Tokyo officers & staff for the preparations, inspection, and meetings.

The vehicle that will be used should be in good condition, with a complete insurance policy that covers third-party compensation, injury compensation, or compulsory automobile liability insurance. The driver of the vehicle should have a valid Japanese driver's license.

II. PROJECT COST

The total transportation fee for six (6) days inclusive of tax is Two Hundred Ninety Thousand Yen (JPY 290,000), inclusive of transportation, meals, and consumption tax.

III. ELIGIBILITY

The car company shall:

- A. be a Japan-based company and duly registered with the appropriate Japanese institutions;
- B. have at least five (5) years of experience in car hiring services

IV. DEADLINE AND ACCEPTANCE OF PROPOSAL

The deadline for the submission of proposal is on November 25, 2022.