

**TERM OF REFERENCE
VEHICLE/TRANSPORTATION FOR THE
OFFICIAL MEETING OF SECRETARY CHRISTINA FRASCO IN TOKYO**

I. SCOPE OF WORK/DELIVERABLES

The car company should provide two vehicles for three (3) days that will be used as service vehicles for the Department of Tourism officials and the Department of Tourism-Tokyo (DOT-Tokyo) officers relative to the official meetings of Secretary Christina Frasco in Tokyo from August 28 to August 30, 2023. The vehicle will be used by the DOT officials and 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 three (3) days inclusive of tax is Four Hundred Eighty Thousand Yen (JPY 480,000), 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 August 18, 2023.