

**TERM OF REFERENCE  
VEHICLE/TRANSPORTATION FOR THE  
DOT FINANCE INTERVENTION GROUP IN TOKYO**

**I. SCOPE OF WORK/DELIVERABLES**

The car company should provide two vehicles for seven (7) days that will be used as service vehicles relative to the visit of the DOT Finance Intervention Group in Tokyo from August 20 to August 26, 2023. The vehicles will be used by the members of the DOT Finance Intervention Group and the DOT-Tokyo officers & staff for the preparations, inspection, and meetings.

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

**II. PROJECT COST**

The total transportation fee for seven (7) days inclusive of tax is Eight Hundred Ninety Six Thousand Yen (JPY 896,000), 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 the proposal is on August 15, 2023.