

**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 four (4) 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 October 27 to October 30, 2023. The vehicles will be used by the DOT officials and DOT-Tokyo officers & staff for the preparations, inspection, and meetings.

The vehicles 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 four (4) days inclusive of tax is Six Hundred and Forty Thousand Yen (JPY 640,000), inclusive of transportation, meals, toll fees, parking fees 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 October 13, 2023.