

**TERM OF REFERENCE: VEHICLE/TRANSPORTATION
FOR TOURISM EXPO JAPAN 2024**

I. SCOPE OF WORK/DELIVERABLES

The car company should provide service vehicles for the Congressional Participants and Department of Tourism staff who will assist relative to the implementation of Tourism Expo Japan 2024.

- Three (3) vehicles for transfer from airport to hotel on September 25, 2024.
- Two (2) vehicles for four (4) days from September 26 to 29, 2024
- Three (3) vehicles for transfer from hotel to airport on September 30, 2024

The vehicles are provided to ensure the safety and security of high-level government officials.

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 six (6) days (September 25 to September 30, 2024) inclusive of tax is **JPY 1,147,000**, inclusive of transportation, meals of the driver, 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 September 13, 2024.