

TERMS OF REFERENCE

VEHICLE/TRANSPORTATION FOR THE SECRETARY OF THE DEPARTMENT OF TOURISM DURING THE WORK VISIT IN TOKYO, JAPAN

I. Objective

The Department of Tourism (DOT) Tokyo Office requires a professional transportation company to provide a dedicated service vehicle. The vehicle will assist the Tourism Secretary's arrival and departure in connection to the Work Visit to Tokyo, Japan.

II. Scope of Work and Deliverables

The service provider must fulfill the following operational and technical requirements:

- **Vehicle Type:** One (1) commercial passenger Toyota Alphard.
- **Service Period:** Two (2) days total: May 23 and May 31, 2026.
- **Vehicle Standard:** Clean, sanitized, and in excellent mechanical condition.
- **Insurance:** Full comprehensive coverage compliant with Japanese laws.

III. Project Budget and Inclusions

- **Total Budget:** JPY 116,300 (Maximum Approved Budget).
- **Price Inclusions:** All-inclusive contract covering:
 - Vehicle rental and fuel costs
 - Professional driver services and driver's meals
 - Japanese consumption tax

IV. Eligibility Criteria

Prospective bidders must meet the following qualifications:

- Legally established commercial entity based in Japan.
- Registered and authorized by Japanese authorities for passenger transport.

V. Proposal Submission

- **Deadline of submission on or before May 21, 2026**