

TERM OF REFERENCE: VEHICLE/TRANSPORTATION TOURISM EXPO JAPAN

I. OBJECTIVE

The Department of Tourism (DOT) Tokyo Office requires the services of a professional transportation company to provide a dedicated service vehicle. The vehicle will support the logistical, mobility, and administrative requirements of DOT Tokyo personnel and DOT officers visiting during the Tourism Expo Japan 2026.

II. SCOPE OF WORK AND DELIVERABLES

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

1. **Vehicle Requirements:** Provision of one (1) service vehicle (Van).
2. **Service Period:** A total of four (4) days, specifically on September 23, 24, 25 and 26, 2026.
3. **Vehicle Standard:** The deployed vehicle must be clean, sanitized, mechanically sound, and in excellent running condition to ensure passenger safety.
4. **Insurance Coverage:** The vehicle must be fully covered by comprehensive insurance policies compliant with Japanese laws and regulations.

III. PROJECT COST AND BUDGET

1. **Total Approved Budget:** JPY 320,000 (gross amount for the entire four-day engagement).
2. **Cost Inclusions:** The contract price is all-inclusive and covers:
 - Vehicle rental fees and fuel costs
 - Professional driver services and driver's meals
 - Applicable Japanese consumption tax

IV. ELIGIBILITY CRITERIA

Prospective bidders must meet the following legal and operational qualifications:

1. The service provider must be a commercial entity legally established and based in Japan.
2. The company must be duly registered with the appropriate Japanese institutions and authorized to provide commercial passenger transportation services.

V. SUBMISSION AND EVALUATION OF PROPOSALS

1. **Deadline for Submission:** Complete technical and financial proposals must be submitted on or before **September 18, 2026**.