

TERMS OF REFERENCE

VAN RENTAL FOR THE SERVICING OF SPEAKERS, FOREIGN BUYERS, AND VIP GUESTS DURING THE NATIONAL EXPORTERS WEEK

BACKGROUND

The National Exporters' Week (NEW) is an annual event led by the Department of Trade & Industry (DTI), in partnership with the Philippine Exporters Confederation Inc. (PHILEXPORT) and the Export Development Council (EDC). Presidential Proclamation 931, series of 1996, and House Resolution No.33 declared the first week of December as the NEW in order to obtain the total commitment of the government and the private sector to continuously work together to sustain export promotion and development. Hence, the yearly celebration of the NEW has evolved into an important national event. Regional offices of the DTI, PHILEXPORT, and the academe also celebrate the event with various activities in line with the year's chosen theme.

The NEW will feature a line-up of thematic sessions/forums on a wide variety of export-related topics, business-to-business matching activities, and exhibitions featuring exporters, export enablers, and e-commerce platforms and service providers. The National Export Congress (NEC) will be the culminating event of the NEW where identified initiatives of the government and the private sector that support and empower exporters will be laid out. The new Philippine Export Development Plan (2023-2028) will also be launched during this year's NEC.

DELIVERABLES

Lease of transport service vehicle (van) for the following activities:

- Servicing of 10 Foreign buyers for the Business Matching Sessions and out-of-town site visits for supply capabilities check on December 4, 5, 6 & 8, 2022
- Thematic Sessions Guests and Speakers on December 1, 5, 6, 2022
- National Export Congress Speakers and VIP Guests on December 7, 2022

Date	No. of Units	Destination	Time	Passengers	Estimated Budgetary Requirements
Nov. 30, 2022	1	Metro Manila	8:00 am 5:00 pm	Arrival of Speakers for NEW UE Session	7,000
Dec 1, 2022	1	Metro Manila	8:00 am 5:00 pm	Speakers for NEW UE Session	7,000

Date	No. of Units	Destination	Time	Passengers	Estimated Budgetary Requirements
Dec 4, 2022	1	Metro Manila	8:00 am 5:00 pm	Arrival of Foreign Buyers	7,000
Dec 5, 2022	1	Metro Manila	7:00 am 5:00 pm	Foreign Buyers Speakers and Guests of National Exporters Week Thematic Sessions	7,000
Dec 6, 2022	1	Metro Manila	7:00 am 10:00 pm	Foreign Buyers and Thematic Speakers, Exporters Awarding Night	8,000
	1	Metro Manila	9:00 am 10:00 pm	Foreign Buyers and Exporters Awarding Night	8,000
	1	Bulacan/ Pampanga/ Tarlac/	8:00 am 10:00 pm	Site visit of Foreign Buyer to Exporter's Factories to check the supply capabilities	15,000
	1	Batangas or Laguna	8:00 am 8:00 pm	Site visit of Foreign Buyer to Exporter's Factories to check the supply capabilities	15,000
Dec 7, 2022	1	Metro Manila	8:00 am 5:00 pm	Foreign Buyers, Speakers and VIP Guests	7,000
	1	Metro Manila	9:00 am 5:00 pm	Foreign Buyers, Speakers and VIP Guests	7,000

Date	No. of Units	Destination	Time	Passengers	Estimated Budgetary Requirements
Dec 8, 2022	1	Metro Manila	8:00 am 5:00 pm	Foreign Buyers (Departure NAIA)	7,000
Total	11				81,000

INCLUSIONS:

Unit Hired, Fuel, Driver's Fee, Driver's Meal, Toll and Parking Fees, and Comprehensive Insurance

REQUIREMENTS:

- The supplier shall ensure the safety of the passengers and that the vans are clean fit for human use, properly maintained, and roadworthy in accordance with the LTFRB Memorandum Circular
- In the event of van breakdown while transporting the passengers to or from the venue, the supplier shall provide the contingent vehicle at no additional cost to the procuring entity
- The drivers must be fully vaccinated
- Availability of alcohol, sanitizers and/or disinfectants inside the vehicles while in use
- Disinfection of high-touch surfaces of vehicles
- 12 passengers van unit, at least 2018 model and up or the latest model

MODE OF PAYMENT

Payment to the supplier shall be based on actual services rendered.

Prepared by:


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