

**TERMS OF REFERENCE FOR THE PROCUREMENT  
OF TRANSPORT SERVICES FOR ORGANIZERS, SECRETARIAT, AND SPEAKERS OF THE  
INTERNATIONAL CONFERENCE  
ON WOMEN, PEACE, AND SECURITY, 27-31 OCTOBER 2024**

**I. BACKGROUND**

The Philippines will host an International Conference on Women, Peace, and Security on 28-30 October 2024 at the Philippine International Convention Center (PICC), Manila with the theme, "***Forging Collaboration and Convergence for Advancing Women, Peace, and Security***".

The conference is to serve as an international stocktaking on the implementation of the women, peace, and security (WPS) agenda ahead of the 25th anniversary of UN Security Council Resolution 1325 (UNSCR 1325).

It aims to contribute to efforts to carve pathways and develop collaborative strategies for overcoming barriers to women's full and meaningful participation in peacemaking and the mainstreaming of gender in the promotion of peace and security.

The conference will have two parts:

Ministerial/High-Level Segment (Day 1) - The Ministerial Segment will serve as the primary platform for government stakeholders to review and assess the implementation of the WPS agenda since the adoption of UNSCR1325, while also strengthening consensus toward the common goal of advancing solutions to challenges in the meaningful participation of women in peace and security. An Outcome Document will be adopted at the end of the session.

Thematic Discussions (Days 2 and 3) – Four Thematic Sessions will delve into best practices and visions on the policy and practical aspects of the implementation of the WPS agenda, including in relation to emerging issues. A Special Forum will highlight the role of multi-stakeholder and cross-regional partnerships.

**II. OBJECTIVE**

To procure transportation services for the organizers, secretariat, delegates, and speakers for the International Conference on Women, Peace, and Security.

**III. TECHNICAL SPECIFICATIONS**

The service provider is required to provide:

- **12 units of vans** meeting the following criteria:
  - New, modern, and well-maintained van
  - The vehicle must have a seating capacity to accommodate at least twelve (12) passengers, including luggage.
  - The vehicle must be clean, both interior and exterior, and free from any unpleasant odors. Regular maintenance and inspections must be evident.
  - The van/shuttle should be equipped with working air conditioning and comfortable seating.

- With uniformed driver for each van;
- 1 Transportation coordinator/dispatcher;
- Inclusive of toll fees, fuel, parking fees, overtime, and food of the drivers;
- Can provide transportation services from **27 October to 31 October 2024**;
- Please refer to Annex A for conference venue and hotels;

**Tentative schedule of transport services (exact time may change):**

<b>DATE</b>	<b>TIME</b>	<b>REMARKS</b>
<b>1. 27 October 2024</b>	<b>12am onwards</b>	TBD for the exact time of arrival of the delegates and speakers;  Pick-up at the airport then drop-off at the hotel (Admiral Hotel Manila) ;  Transportation interval is every 1-2 hours with vans making multiple trips
<b>2. 28 October 2024</b>	<b>7:00-9:00am - Hotel to PICC</b>  <b>8:30pm - 9:00pm - PICC to Hotel</b>	Route of the van is Hotel (see Annex A for list of hotels) to PICC and vice versa  Transpo Standby for the whole day
<b>3. 29 October 2024</b>	<b>7:00-9:00am - Hotel to PICC</b>  <b>6:00 - 6:30pm - PICC to Hotel</b>	Route of the van is Hotel (see Annex A for list of hotels) to PICC and vice versa  Transpo Standby for the whole day
<b>4. 30 October 2024</b>	<b>7:00-9:00am - Hotel to PICC</b>  <b>6:00 - 6:30pm - PICC to Hotel</b>	Route of the van is Hotel (see Annex A for list of hotels) to PICC and vice versa  Transpo Standby for the whole day
<b>5. 31 October 2024</b>	<b>12am onwards</b>	TBD for the exact time of departure of delegates and speakers;  Pick-up at the hotel (Admiral Hotel Manila) and drop-off at airport  Transportation interval is every 1-2 hours with vans making multiple trips

#### **IV. PAYMENT TERMS**

- Send Bill/Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.
- UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

**ANNEX A**

**CONFERENCE VENUE: PHILIPPINE INTERNATIONAL CONVENTION CENTER**

**HOTEL DETAILS:**

<b>Activity/Route</b>	<b>Airport/Hotel</b>
<b>Hotel/Airport Transfer for 27 October and 31 October 2024</b>	<b>NAIA Terminals 1-3</b> <b>Admiral Hotel Manila - MGallery</b> 2131 Roxas Boulevard, Malate, Manila
<b>Shuttle from PICC to Hotel and vice versa for 28, 29, 30 October 2024</b>	<b>Admiral Hotel Manila - MGallery</b> 2131 Roxas Boulevard, Malate, Manila  <b>Century Park Hotel Manila</b> 599 P. Ocampo St. Malate, Manila  <b>Diamond Hotel Manila</b> Roxas Boulevard, corner Dr. J. Quintos st. Manila  <b>Manila Hotel</b> 1 Rizal Park, Ermita, Manila  <b>Lime Resort Manila</b> Atang Dela Rama St, Seascapes Village, Pasay City  <b>Tryp Hotel by Wyndham</b> Seaside Blvd. corner J.W. Diokno Blvd., Mall of Asia Complex, Pasay City  <b>Lanson Place</b> Blk 12 Palm Coast Avenue Corner Seaside Blvd, Pasay  <b>Microtel by Wyndham</b> Coral Way Ave. cor. Seaside Blvd., Mall of Asia Complex, Pasay  <b>Seda Manila Bay</b> Asean Avenue Cor. Abueva Road, Aseana City, Paranaque, 1701 Metro Manila

We will provide final details and a list of every participant containing the names and hotel details for the driver's reference.