

**TERMS OF REFERENCE FOR THE PROCUREMENT
OF TRANSPORT SERVICES FOR THE MINISTER’S LIAISON OFFICERS FOR
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 in 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.

II. OBJECTIVE

To procure transportation services for the Ministers’ Liaison Officers for the International Conference on Women, Peace, and Security.

III. TECHNICAL SPECIFICATIONS

Component	Particulars	Statement of Compliance
20 units of sedan (For Liaison Officers) meeting the criteria (see particulars)	<ul style="list-style-type: none">○ Modern and in good condition/well-maintained○ The vehicle must have a seating capacity to accommodate at least (4) 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 vehicle should be equipped with working air conditioning and comfortable seating.	

	<p>With uniformed driver for each car;</p>	
	<p>Inclusive of toll fees, fuel, parking fees, overtime, and food and accommodation of the drivers;</p>	
	<p>Comprehensive vehicle and passenger insurance;</p>	
	<p>Can provide transportation services from 27 October to 31 October 2024;</p> <p>Quoted price must already account for service of:</p> <p style="padding-left: 40px;">October 27, 29, 30, 31 - at least 12 hours/day</p> <p style="padding-left: 40px;">October 28 - at least 14 hours</p> <p>Please refer to Annex A for conference venue and hotels;</p>	

Tentative schedule of transport services (time may change):

DATE	TIME	REMARKS
1. 27 October 2024	12am onwards* <i>Vehicles can be deployed in batches/shifts</i>	TBD for exact time of arrival of the Ministers; Pick-up at the airport then drop-off at the hotel (TBD for the hotel) ;
2. 28 October 2024	7:00-9:00am - Hotel to PICC 7:00-9:00pm - PICC to Manila Hotel 9:00pm - Manila hotel to (TBD Hotel)	Route of the car is Hotel to PICC to Manila Hotel to Hotel (TBD) Transpo Standby for the whole day
3. 29 October 2024	7:00-9:00am - Hotel to PICC 6:00 - 6:30pm - PICC to Hotel	Route of the car is Hotel to PICC and vice versa Transpo Standby for the whole day
4. 30 October 2024	7:00-9:00am - Hotel to PICC 6:00 - 6:30pm - PICC to Hotel	Route of the car is Hotel to PICC and vice versa Transpo Standby for the whole day
5. 31 October 2024	12am onwards*	TBD for exact time of departure of the Ministers Pick-up at the hotel (TBD) and drop-off at airport

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:

Activity/Route	Hotel (TBC)
Hotel/Airport Transfer for 27 October and 31 October 2024	THE DIAMOND HOTEL Roxas Blvd. Corner Dr. J. Quintos Street, Manila, Philippines 1000 or THE MANILA HOTEL One Rizal Park, Ermita, Manila, 0913 Metro Manila or CONRAD HOTEL Seaside Boulevard corner Coral Way Mall of Asia Complex Pasay City, 1300 Philippines

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