

## **TERMS OF REFERENCE**

### **PRODUCTION COMPANY, TRAVEL ARRANGEMENT AND GROUND HANDLING FOR THE PHILIPPINE DELEGATION TO TOURISM EXPO JAPAN 2020**

#### **I. BACKGROUND:**

The Philippine Department of Tourism and its marketing arm the Tourism Promotions Board are in need of a production company to organize and manage a group of artist that DOT Tokyo will bring to Okinawa, Japan for the Tourism Expo Japan (TEJ) 2020.

TEJ is the biggest travel fair in Japan. It is organized by the Japan Travel and Tourism Association (JTTA), Japan Association of Travel Agents (JATA), and the Japan National Tourism Organization (JNTO) to stimulate demand for overseas travel among the Japanese.

#### **II. DELIVERABLES**

1. Arrange the talent requirements of the Philippine booth for the consumer event in the Tourism Expo Japan 2020
2. Organize artist and secure their participation as part of the TEJ 2020 Philippine delegation
3. Screen and select artists/talents satisfy at least two of the following criteria :
  - Artists have a Filipino or Japanese affiliation or roots
  - The artist/s can speak about his/their experience about the Philippines
  - The artists or talents have done projects in the Philippines
  - The artists/ talents must have a positive image
  - The artist has good number of social media following or has appeared on TV, magazine and newspaper
  - Preference will be given in the hiring the services of the artists below:
    - Maria Teresa Gow
    - Lumad
    - Shogen
    - Filipino artists based in Okinawa
4. Coordinate the travel requirements of the artists/ talents to Okinawa, Japan such as coordination of domestic roundtrip air tickets (Tokyo-Naha), meals, hotel accommodations and land arrangement in Okinawa.
5. Coordinate the travel requirements of DOT Tokyo staff and officers to Okinawa, Japan such as coordination of air tickets (Roundtrip – Haneda-Naha, hotel accommodations and land arrangement in Okinawa). The arrangement for DOT staff must be rebookable without extra cost to the DOT.
6. Provide and coordinate that there are facilitators, MCs, Speakers and Coordinators of the activities / activations programs in the Philippine booth.
7. Ensure a dedicated person to coordinate with DOT for the duration of the event
8. Provide transportation for the Philippine delegation to include DOT Officers and staff and artists/ talents based on the proposed attached itinerary.

9. Coordinate the shipment of instruments from Tokyo to Okinawa (maximum of 50 kilos excess baggage)
10. Reimbursement of train or bus ticket (maximum of JPY 5,000, Tokyo costs only) for each artist.

### III. TECHNICAL ELIGIBILITY

- Must have experience rendering services at an international exhibition
- Must have experience in travel arrangement and connection to ensure that the prices are offered in terms of accommodation, hotel and transportation
- Must have a dedicated team who has connection with in Tokyo and Okinawa
- Must have the capability to coordinate the requirements of the artist including pick-up, transfer to and from airport, hotel and venue.

### IV. DOCUMENTARY REQUIREMENTS

- Proposal and detailed estimate reflecting the best negotiated prices
- Proposal must reflect the requirements of the Terms of Reference

### V. TIME FRAME AND SCHEDULE OF WORK:

PARTICULARS	DATE
1. Submission of program concept	Oct 12, 2020
2. Notice of Award/ Notice to Proceed	Oct 14, 2020
3. Dress Rehearsal in Tokyo	TBA
4. Dress Rehearsal in Okinawa	TBA

### VI. BUDGET:

PARTICULARS	AMOUNT	
A. Talent Fee	JPY900,000	
B. Accommodation	JPY583,784	
C. Airticket	JPY522,000	
D. Transportation	JPY 416,000	
<b>TOTAL</b>	<b>JPY 2,421,784</b>	

### VII. SELECTION CRITERIA

The most responsive proposal and price effective bid will be selected.

### VIII. PAYMENT PROCEDURE

Full payment after the successful delivery and completion of the project