

## **TERMS OF REFERENCE (TOR)**

### **I. PROJECT: THANK YOU DINNER**

### **II. REQUIREMENT: FOOD AND BEVERAGE**

### **III. BACKGROUND:**

The Department of Tourism Tokyo Office will host a dinner to thank Japanese industry partners for their continuous support in promoting the Philippine tourism in Japan. The dinner is to personally thank industry partners as well as to update them of the recent travel advisories particularly on the aspect of safety and well-being of the international visitors and the new tourism products to cater to the new activities and consumer demands.

### **IV. PURPOSE:**

The thank you dinner with industry partners, these are the travel partners and media that helps promote the image of the Philippines as a business and tourist destination.

The networking dinner is a customary business practice in Japan which they call Bōnenkai (Year-end party) and Shinenkai (Welcoming the New Year) gathering. The DOT Tokyo will invite 60 Japanese guests from travel agency, media and airlines to personally thank you them for their continuous support and to initiate discussion on our recovery plans and programs to support and sustain the promotion of the Philippine tourism in Japan.

### **V. OBJECTIVES:**

- 1.To communicate the preparations and efforts of the Philippine tourism industry relative to the WTTC health safety and security standards.
- 2.To gather market intelligence from leaders of the Japanese travel industry.
- 3.To network with travel agents and initiate talks on immediate tourism recovery partnerships and collaborations.

### **VI. SCOPE OF WORK DELIVERABLES:**

1. Set-up the venue for 60 guests with complete table and chairs, cutlery materials and centerpiece table decorations.
2. Provision for drinks, food and desserts for 60 guests using Philippine and Japanese menu, ingredients, and supplies.
3. Food should be fresh and hot upon delivery and should be kept warm using food warmers on the day of the event.
4. The service provider must have the capability and resources to deliver the food and drinks to the venue at least 3 to 4 hours before the event.

**VII. TECHNICAL AND ELIGIBILITY REQUIREMENT:**

1. Japan based company or Filipino owned or an individual with extensive experience and engaged in food business, legally registered under the Japan laws.
2. With a dedicated team, waiters/servers who are experienced in catering business.

**VIII. BUDGET:**

Estimated budget is Japanese Yen Five Hundred Fifty Thousand (JPY550,000), inclusive of tax.

**IX. DEADLINE FOR SUBMISSION:**

Proposals to be submitted no later than December 2, 2021.

**DEPARTMENT OF TOURISM-TOKYO**

Prepared By:

Approved By:

---

**JEROME DIAZ**  
Administrative Officer

---

**NIEL P. BALLESTEROS**  
Tourism Attaché