

## TERMS OF REFERENCE

### I. PROJECT:

#### TRANSPORTATION/VEHICLE REQUIREMENT FOR ATTENDANCE PROMOTION CAMPAIGN IN TOKYO, JAPAN FOR THE WORLD TRAVEL AND TOURISM COUNCIL 21<sup>st</sup> CONFERENCE

### III. PURPOSE/OBJECTIVES:

Transportation to be used during the World Travel and Tourism Council 21<sup>st</sup> Conference attendance promotion campaign.

### IV. SCOPE OF WORK DELIVERABLES AND TRIP SCHEDULE

Day	Time (TBA) / Number of Hours	Area	Vehicle	Number of Vehicles
Day 1	Airport transfers (6 hours)	Embassy – Haneda	Van (8 seater)	2
Day 2	8 hours	Ginza/ Roppongi	Van (8 seater)	2
Day 3	8 hours	Ginza/ Roppongi	Van (8 seater)	2
Day 4	8 hours	Tokyo (Greater Tokyo Area) and Gotemba	Van (8 seater)	2
Day 5	6 hours	Ginza / Tokyo Station	Van (8 seater)	2

### V. BUDGET:

The budget for this project is JPY530,000 inclusive of toll fee, tax, driver, driver's meal and parking.

### VI. OTHER CONDITIONS

- Cancellation fee equivalent to 50% of the total one day charges.
- Credit limit (maximum of 30 days)
- Extra charges of JPY3,000/ hour in excess of 8 hours per vehicle

### VII. PAYMENT PROCEDURE:

Billing upon successful execution and completion of the project.  
(Note: Allowable credit limit of 30 days from date of billing)

### VIII. DEADLINE OF SUBMISSION OF PROPOSAL AND COFORME QUOTATION : 08 MARCH 2022

- Proposal
- Conforme - Quotation