

TERMS OF REFERENCE (TOR)

I. PROJECT: THANK YOU DINNER

II. REQUIREMENT: SOUVENIRS / GIFTS

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 WTTTC 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. Source and provide 60 pieces of giveaways.
2. The souvenirs/gifts should be delivered on December 8, 2021 or at least two days before the event.
3. The giveaway items should have Philippine elements (e.g. materials or designs).

VII. TECHNICAL AND ELIGIBILITY REQUIREMENT:

1. A Filipino or Japanese owned company with office in Tokyo and registered under the Japan laws.

VIII. BUDGET:

Estimated budget is Japanese Yen One Hundred Twenty-Seven Thousand Seven Hundred Fifty (JPY127,750), inclusive of tax.

VIII. DEADLINE FOR SUBMISSION:

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

DEPARTMENT OF TOURISM-TOKYO

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