

TERMS OF REFERENCE

I. PROJECT:

BANQUET / MEETING ROOMS REQUIREMENT FOR THE ATTENDANCE PROMOTION CAMPAIGN IN TOKYO, JAPAN WORLD TRAVEL AND TOURISM COUNCIL 21st CONFERENCE

II. BACKGROUND:

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

III. PURPOSE/OBJECTIVES:

Banquet / meeting rooms to be used by Secretary Romulo-Puyat and delegates during meetings with Japanese government and private officials and cocktail reception on 14 & 15 March, 2022.

IV. SCOPE OF WORK DELIVERABLES

The rental fees of the banquet hall are in accordance with the “Confirmation of Reservation” or “Estimate” made on March 2, 2022.

Date	Time	Purpose	Number of Guests
Day 1: March 14, 2022	16:00-17:00	Meeting with free-flowing tea/coffee	10
	17:00-19:00	Cocktail Buffet	30
Day 2: March 15, 2022	10:00-11:00	Meeting with free-flowing tea/coffee	10
	16:00-17:00	Meeting with free-flowing tea/coffee	30
	17:00-19:00	Cocktail Buffet	50

V. BUDGET:

The budget for this project is JPY1,703,173, inclusive of the service charge and consumption tax for meetings stated above.

VI. OTHER CONDITIOS:

- Total cost related to the banquet hall rental (minus any amount credited as partial payment and/or advance payment) by April 28, 2022.
- Cancellation fee or postponement charge in case reservation is cancelled or postpone use of the banquet rooms. Partial payment and/or advance payment will not be returned.

- Please submit quotation on or before 08 March 2022

VII. PAYMENT PROCEDURE:

Billing upon successful execution and completion of the project.