

## TERMS OF REFERENCE

### I. PROJECT:

#### TRANSPORTATION EXPENSE REQUIREMENT FOR THE PHILIPPINE EXPO 2021

### II. BACKGROUND:

The Philippine Expo was created in 2019 to foster and strengthen friendship between the Filipinos and the Japanese through cultural exchanges. Its maiden event which was held in Ueno Park for nine days had around 60,000 visitors composed of Japanese, Filipinos and other nationalities.

This is an annual event jointly organized by the Philippine Expo Committee and the Asian Conclusion and Action Organization that celebrates the friendship and goodwill between Japan and the Philippines.

As a platform for cultural promotion, the event offered an equal mix of talents, product exhibitors and food sellers from Japan and the Philippines. In 2020, despite the Covid-19 pandemic, the event was held but only had around 10,000 visitors and due to the typhoon, the event was cut short.

### III. PURPOSE/OBJECTIVES:

1. Transportation expense - Hiring of a vehicle for three (3) days to be used during the Philippine Expo 2021. The vehicle will be used to transport DOT-Tokyo materials/flyers and for use of the officers/staff from the Philippine Embassy to Shin-Koiwa.

### IV. SCOPE OF WORK DELIVERABLES

See below schedule:

Day 1: Friday, October 8	-	7:00 a.m. to 6:00 p.m.
Day 2: Saturday, October 9	-	8:30 a.m. to 6:00 p.m.
Day 3: Sunday, October 10	-	8:30 a.m. to 6:00 p.m.

### V. BUDGET:

The proposed budget for the vehicle during the Philippine Expo 2021 is JPY135,000, inclusive of tax.

Particular	Breakdown
<b>Transportation</b> JPY45,000 x 3 days	JPY135,000
Total Proposed Budget (Inclusive of Tax)	<b>JPY135,000</b>

### VI. DURATION / VENUE:

The Philippine Expo 2021 is scheduled on October 8 to 10, 2021. This will be held at the Shin-Koiwa Park at Katsushika, Tokyo.

### VII. SUBMISSION

Deadline October 4, 2021.

### VIII. PAYMENT PROCEDURE:

Billing upon successful execution and completion of the project.