

**TERMS OF REFERENCE
FOR VENUE FOR THE PHILIPPINE BUSINESS MISSION (TOKYO LEG)**

One of the marketing initiatives of the Department of Tourism and Tourism Promotions Board which has been instrumental in the expansion and strengthening of Philippines-Japan relations in the area of travel and tourism for many years is the Philippine Business Mission (PBM).

Today, the Philippine Business Mission (PBM) is considered to be the Philippines' premier, biggest, and most vital source of business travel and tourism leads helping both Japanese and Philippine companies achieve their business objectives. PBM brings the Philippines closer to the Japanese travel and tourism market by providing a venue where key travel and tourism players in both countries will have the opportunity to meet in person and transact business with one another.

PBM is a multifaceted event that includes a Philippine Travel Seminar, Business-to-Business Meetings, Press Event, and the PBM Reception which caps the event and highlights Filipino talents and culinary traditions.

This year's PBM will have two legs including Osaka and Tokyo. The scope of work for this TOR is limited to the Philippine Business Mission in Tokyo which is to be held at Ritz Carlton Tokyo on December 1, 2022.

I. SCOPE OF WORK/DELIVERABLES

A. Room requirement

- a. Venue for Lunch/ Briefing that can accommodate a maximum of 100 pax with basic sound and light
- b. Venue for Meetings/ Seminar that can accommodate a maximum of 100 pax with basic sound and light
- c. Venue for Press Conference that can accommodate a maximum of 100 pax with basic sound and light
- d. Venue for B2B that can accommodate 50 sellers with basic sound and light
- e. Venue for Dinner/Cocktail that can accommodate a maximum of 300 pax
- f. Two waiting rooms for VIP guests
- g. Staff Room where the staff can store away materials
- h. Exhibit area

B. Food and Beverage

- a. Lunch box for 30 pax
- b. Standing buffet for 280 pax with free flowing drink for two hours

II. PROJECT COST

The total project cost is **JPY 8,623,800 (inclusive of all taxes)**

III. ELIGIBILITY

- A. The hotel should be within Tokyo and is easily accessible by train and other public transportation.
- B. The hotel should be a 5-star hotel.