

Terms of Reference

THAI FESTIVAL FUKUOKA 2022

The Royal Thai Consulate-General, Fukuoka(RTCG) intends to organize the Thai Festival Fukuoka 2022 (hereinafter referred to as “Event”) as following;

1.The Event Description. The RTCG intends to host the below described event (the “Event”):

Event Title:	THAI FESTIVAL FUKUOKA 2022
Date and time:	26[Fri] - 28[Sun] August, 2022 (3 days) Time 16:00-21:00
Venue:	Tenjin Chuo Park (in front of Former Prefectural Guest House)
Opening Ceremony:	26 August 2022, 17:00-17:30
Host of the Event:	Royal Thai Consulate-General, Fukuoka
Co-organizers:	Tourism Authority of Thailand Fukuoka Office, Thai Trade Center
Theme:	Provide Thai Food/Drink and Thai Cultural contents for people in Kyushu, Okinawa Chugoku area with the ambience of Thai Night Market.
Specification:	-Booths: Total 17 Booths (1) Thai Food / Drink Booth: 10 Booths (2) Vender Booth: 4 Booths (3) PR Booth: 3 Booths -Stage: 1 Stage sized W7.2 x D3.6 x H0.6 with roof
Stage Performances:	-Thai Dance -Muay Thai Performance -Thai music Band
Special Activities:	-Thai Lucky Draw “Soi Dao” -Attractive SNS Photo Spot.

2.The Organizer Obligations. The Selected Organizer engages services to perform the following obligations with regards to the Event:

- (1) The Organizer shall be responsible for the management, planning and implementation of the entire event entrusted by RTCG.
- (2) The Organizer shall set up and remove the venue such as a stage, lightning and sound systems, booths and other structures according to the proposal.
- (3) The Organizer shall engage for conducting stage program, including prior negotiation, detail meetings, and guidance on the days of Event. Stage performers will be selected after the discussion between the two Parties.
- (4) The Organizer shall conduct the Opening Ceremony as described in Article 1.
- (5) Exhibitors for the food and drink booths and vender booths will be decided through discussions between the two Parties. The Organizer will coordinate with all booth exhibitors.
- (6) The Organizer shall provide and operate a Thai-style interactive play spot (Soi Dao Lucky Draw).
- (7) The Organizer shall set up SNS Photo Spot at least one place in the venue.
- (8) The Organizer shall carry out the permission application procedure (Police, Firefighting Bureau, Public Health Center, Venue, etc.) to related organizations.
- (9) The Organizer will carry out operations of the administration headquarters, visitor guidance, security, garbage collection and disposal, and visitor counting.

3. Performance Security.

At the time of signing of the Contract the Organizer shall furnish to RTCG a Performance Security in cash or in the prescribed form issued by a bank in Thailand or Japan and acceptable to the Client. The amount of Performance Security shall be five percent (5%) of the Contract Price.

The said security shall be released after the completion of the Event or at such later time as the Organizer has discharged all his obligations to RTCG under the Agreement. The Organizer shall maintain the validity of the security accordingly.

4. Submitting documents for bid.

RTCG shall conduct the bid for the Organizer of the Event as indicated in Article 2.

Companies to wish to bid must submit the documents such as Proposal, Quotation to RTCG by electric mail or printed documents. The Period for submitting the documents is during 1 July 2022 to 15 July 2022

5. Notification of the result of the Bid.

RTCG shall announce the result of the bid notifying to the successful bidder by 25 July 2022.