



เจแปนฟาวนด์ชัน กรุงเทพฯ

The Japan Foundation, Bangkok

独立行政法人国際交流基金バンコク日本文化センター

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Bid for Domestic Hospitality Services for the 2026 Japan-ASEAN Youth Forum “Take Actions for Social Change in Thailand”

1. Contract Period

From the contract signing date until 10 March, 2027

2. Number of Participants

Approximately 40 participants

3. Scope of Work

(1) Hotel Arrangement in Bangkok

Reserve accommodations for approximately 38 pax in Bangkok at a hotel that meets the following conditions:

- Participants (30 pax): Twin room (2 pax per room) for total 15 rooms
- Accompanying staff/advisor (about 8 pax): Single room (1 pax per room) for total approx. 8 rooms
- Must have a function room that can accommodate approximately 50 people (approximately 160 sqm).
- Must be located in the area with convenient access from/to airport and other destinations described in the itinerary.
- Should be within walking distance from BTS Asoke/ MRT Sukhumvit Stations.
- Should include breakfast.

(2) Hotel Arrangement in Chiang Mai;

Reserve accommodations for approximately 40 pax in Chiang Mai:

- Participants (30 pax): Twin room (2 pax per room) for total 15 rooms
- Accompanying staff/advisor (about 10 pax): Single room (1 pax per room) for total approx. 10 rooms
- Must be located in the area with convenient access from/to airport and other destinations described in the itinerary.
- Should include breakfast.

(3) Land Transportation in Bangkok and Chiang Dao:

Arrange vans or equivalent ground transportation, including airport pick-up and drop-off, in both Bangkok, Chiang Mai and Chiang Dao for the duration of the forum. Daily van rental service shall be based on an 8-hour usage per day.

(4) Domestic Airfare Arrangement:

Arrange domestic airline tickets for a total of 40 participants traveling between Bangkok and Chiang Mai based on the itinerary. Each ticket must include at least 20 kilograms of check-in baggage.

(5) Interpreter (English - Thai):

Arrange one English–Thai translator during the program based on the itinerary.

(6) Escort Support Staff (English)

Arrange one English-speaking escort staff to accompany the group and offer general coordination assistance during the program, including airport arrival and

departure assistance, facilitation of transportation and hotel procedures, liaison with restaurants and other service providers, handling per diem distribution and receipt collection as instructed by JF, making on-site payments such as entrance fees when required, giving reminders of meeting times, and other related tasks as necessary.

(7) Arrangement of Meals

Arrangement of lunch, dinner, coffee breaks and snacks on certain days during the program as specified in the budget sheet.

(8) Other Arrangements:

The arrangements not included above will be specified separately, and the costs incurred for those arrangements will be settled based on actual expenses later. Furthermore, for any other changes (such as changes in the number of participants, schedule changes, and special arrangement requests needed for religious and health reasons such as halal and food allergies.), the arrangements will be made according to the instructions of the Japan Foundation, Bangkok, and any additional costs incurred will also be settled based on actual expenses later.

4. Eligibility/Conditions for participating in the Bid

The party taking part in this bid must meet the following conditions. Please note that if the following cannot be confirmed, the party may be disqualified from the bid:

- (1) Be a registered travel agency in Thailand, with an office in Bangkok;
- (2) Be able to perform all of the duties listed above in “3. Scope of Work”;
- (3) Be able to assign a person in charge who can communicate in English, well-equipped with knowledge and at least 3 years’ experience in handling and arranging travels for foreign groups in Thailand;
- (4) The travel agency must have a track record of at least 5 years’ experience and at least 5 similar projects handling and arranging travels for foreign groups within Thailand. Examples of past similar projects conducted should be attached.

5. Bidding:

Please include the total cost for all items listed above, as well as the management fee, which should not exceed 10% of the total cost.