



## **THE JAPAN FOUNDATION, MANILA**

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### **Bid for Domestic Hospitality Services for the 2025 Japan-ASEAN Youth Forum “Take Actions for Social Change in the Philippines”**

#### **1. Implementation Period:**

August 30 – September 5, 2025

Please refer to the attached itinerary for details.

#### **2. Number of Participants:**

38 participants

#### **3. Scope of Work:**

##### **(1) Hotel Arrangement in Cebu:**

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

- Participants (30 pax): Twin room (2 pax per room) for total 15 rooms
- Accompanying staff/advisor (8 pax): Single room (1 pax per room) for total 8 rooms
- Must have a function room that can accommodate approximately 50 people (approximately 160 sqm).
- Must be located on Mactan Island, with convenient access from/to airport and other destinations described in the itinerary.

##### **(2) Hotel Arrangement in Manila:**

Reserve accommodations for 36 pax (single use) in Manila at a hotel that meets the following condition:

- Participants (30 pax): Twin room (2 pax per room) for total 15 rooms
- Accompanying staff/advisor (6 pax): Single room (1 pax per room) for total 6 rooms
- Must have a function room that can accommodate approximately 50 people (approximately 160 sqm).
- Must be located in Makati, with convenient access from/to airport and other destinations described in the itinerary.

##### **(3) Land Transportation in Cebu and Manila:**

Arrange vans or equivalent ground transportation, including airport pick-up and drop-off, in both Cebu and Manila 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 38 participants traveling between Cebu and Manila based on the itinerary. Each ticket must include at least 20 kilograms of check-in baggage.

**(5) English Guide:**

Arrange one English guide throughout the program based on the itinerary.

**(6) 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 or schedule changes), the arrangements will be made according to the instructions of the Japan Foundation, Manila, and any additional costs incurred will also be settled based on actual expenses later.

**4. 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.