

**Contract for TCEB 's one on one meeting , and networking  
dinner with key exhibition organizer in Singapore**

Contract no.67-031

This Contract is made at Thailand Convention & Exhibition Bureau (Public Organization), having its place of business at 25th-26th Floor, Siam Piwat Tower, 989 Rama 1 Road, Pathumwan District, Bangkok, 10330, Thailand, dated on April 23<sup>th</sup>, 2024, between Thailand Convention & Exhibition Bureau (Public Organization), represented by the authorized person, Mr. Chiruit Isarangkun Na Ayuthaya, hereinafter referred to as the "TCEB" of the one party and

Globe International Events Consultancy PTE.LTD., company registration Number 201414723C, is a company registered in Singapore, having its registered office at 70 Florence Road ,#05-08 The Florentine, Singapore (549561) , represented by the authorized person, Ms. Rosalind NG Ai Keng , hereinafter referred as "the Contractor" on the other part.

The Parties hereto has agreed as follows;

**CLAUSE 1 AGREEMENT ON THE COMMISSIONING**

TCEB agrees to commission, and the Contractor agrees to accept the commission for the activity: TCEB 's one-on-one meeting , and networking dinner with key exhibition organizer in Singapore which be according to the Terms and Conditions of this contract and Scope of Work that specified in Appendix 1 Terms of Reference ("TOR"), Appendix 2 proposal and Appendix 3 Quotation, (hereinafter referred as "the Work").

The Contractor agrees to provide labor, materials, tools and equipment, as well as various kinds of good equipment to be use in the works under this Contract.

**CLAUSE 2 DOCUMENTS THAT ARE PART OF THE CONTRACT**

The following the Appendix shall be regarded as part of the Contract;

- 2.1 Appendix 1 Terms of Reference (TOR), all 6 (six) pages.
- 2.2 Appendix 2 Proposal, all 2 (two) pages.
- 2.3 Appendix 3 Quotation, all 3 (three) pages.
- 2.4 Appendix 4 Corporate documents and passport, all 6 (six) pages.

In the event that any text in the Appendix is in conflict with the text of this Contract, the text of this Contract shall apply, and in the event that the text of Appendixes conflict with each other, the Contractor shall comply with the decision of TCEB. The decision of TCEB is deemed to be final and the Contractor has no right to claim any wage or damages or any additional expenses from TCEB.

If anything or any action that is not specified in the Appendix of this Contract, but it is necessary to complete the works correctly or achieve the objectives of this Contract, the Contractor shall arrange that without claiming any damages or compensation

### CLAUSE 3 PERFORMANCE SECURITY

At the time of this Contract, the Contractor has provided TCEB with deposit cash, in the amount of 1,181 SGD ( One thousand one hundred and eighty-one SGD ), which is equal to 5 % (five percent) of the Service fee under this Contract, as a performance security under this Contract.

The performance security, that the Contractor shall provide according to the preceding paragraph, must cover all liability of the Contractor throughout the contract period. If the performance security provided by the Contractor is reduced or deteriorated or does not cover the liability of the Contractor throughout contract period, for any reason, including the delay in work delivery of the Contractor that cause change of the completion period or the due date of liability for defects under the contract, no matter what time it occurs, the Contractor shall provide TCEB with new or additional performance security to the full amount under the first paragraph within 7 (seven) days from the day after the receipt of a written notice from TCEB.

TCEB will return performance security provided by the Contractor under this Contract to the Contractor without interest.

### CLAUSE 4 COST OF THE SERVICE FEE AND PAYMENT

TCEB agrees to pay and the Contractor agrees to accept the payment of the service fee in the amount of 23,609.10 SGD (Twenty-three thousand six hundred and nine point one zero SGD only). This amount is inclusive of value added tax, other taxes and duties, and all expenses already paid, and the payment shall be made in payments as follows;

1) The first payment of 7,082.73 SGD (Seven thousand and eighty-two point seven three SGD), which is equal to 30% (Thirty) of the service fee, shall be paid to the Contractor when the Contractor has submitted the first deliverable (specified in Appendix 1 )

2) The last payment of 16,526.37 SGD (Sixteen thousand five hundred and twenty-six point three seven SGD), which is equal to 70% (Seventy) of the service fee, shall be paid to the Contractor when the Contractor has submitted the third deliverable (specified in Appendix 1).

The Payment herein above will be made after the Delivery work is submitted in accordance with Appendix 1 (TOR) and TCEB's inspection committee or representative has inspected and accepted such the Work under Clause 10.

### CLAUSE 5 COMPLETION DATE AND THE RIGHT TO TERMINATE THE CONTRACT OF TCEB

The Contractor shall start working within April 24<sup>th</sup>, 2024, and shall complete all works within a period of 180 (One hundred and eighty) days after contract signed date. If the Contractor does not start working within the prescribed period of time, or unable to complete the works on time, or there is a reason to believe that the Contractor is unable to complete the work within the prescribed period of time, or the works will be completed later than the prescribed period of time, or the contractor breaches any provision of the Contract, or become absolute receivership or bankrupt, or ignore the order of the Committee for Receiving Supplies, TCEB has the right to terminate this Contract and has the right to hire new contractors to substitute for the Contractor as well. The exercise of the right to terminate the contract does not affect the right of TCEB to claim damages from the Contractor.

Failure to exercise the right to terminate the contract mentioned above by TCEB does not release the Contractor from contractual liability.

#### **CLAUSE 6 RESPONSIBLE FOR DEFECTS IN THE HIRED WORK**

When the work is completed and TCEB has accepted the works from the Contractor, or the new contractor in the event that this Contract is terminated under Clause 5, if such defects or damage occurs from this employment within - year (-) from the day after such acceptance, which the defect or damage is caused by the defect of the Contractor caused by incorrect use of the material or work is done incorrectly or does not meet academic standards, the Contractor shall correct the defect without delay, while TCEB does not have to pay any costs in this regard. If the Contractor fails to do so within 15 days (fifteen) from the day after the receipt of a written notice from TCEB or does not make corrections within the time specified by TCEB, TCEB has the right to do it by itself or to hire someone else to do at the expense of the Contractor.

In urgent cases, that it is necessary to correct the defect or damage quickly and cannot wait for the Contractor to make corrections within the period specified in the first paragraph, TCEB has the right to manage to correct the defect or damage by itself or hire someone to correct the defect or damage and the Contractor shall be responsible for all costs.

Correcting the defect by TCEB itself or hiring others to substitute for the Contractor does not release the Contractor from liability under this Contract. If the Contractor does not compensate for the expenses or damages as TCEB claims, TCEB has the right to enforce repayment from the retention or performance security.

#### **CLAUSE 7 SUB-CONTRACTING**

The Contractor has not right to sub-contract the works under this Contract, whether in whole or in part, except for partially sub-contracting that have been permitted in writing from TCEB. Permission to partially sub-contracting of TCEB does not release the Contractor from liability or obligation under this Contract and the Contractor shall be liable for the fault and negligence of the Sub-contractor or the Sub-contractor's representatives or employees in all respect.

In case that the Contractor has partially sub-contracted in violation of the provisions of the first paragraph, the Contractor shall pay fine to TCEB at the rate of 10 % (ten percentage) of the amount of the sub-contracted works, without prejudice to TCEB's right to terminate this Contract.

#### **CLAUSE 8 LIABILITIES OF THE CONTRACTOR**

The Contractor shall be liable for any accident, damage or danger arising from the work of the Contractor and shall be liable for damage caused by actions of the employees or the representatives of the Contractor as well as the performance of the sub-contractor (if any).

Any damage caused by the work performed by the Contractor, even if due to force majeure, the Contractor shall be responsible for the reparation or the replacement at the Contractor's own expense, unless the damage is caused by TCEB's fault. In this regard, the liability of the Contractor in this clause shall end when TCEB has accepted the final assignment. After that, the Contractor shall be liable for the defects or damages mentioned in Clause 6 only.

The Contractor shall be liable to third parties for any damage arising from the work of the Contractor or an employee or representative of the contractor, including subcontractors (if any) under this contract. If TCEB has been demanded or sued or required to pay compensation to the third party, the Contractor must take any action to defend TCEB at the Contractor's own cost, including the contractor. Moreover, the Contractor must compensate the damages as well as any costs arising from claims or lawsuits to TCEB immediately.

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#### CLAUSE 9 PAYMENT TO EMPLOYEES

The Contractor shall pay the employee that the Contractor has hired at the rate and according to the time that the Contractor agreed or contracted with the said employee.

If the Contractor does not pay wages or any other compensation to such employee under the first paragraph, TCEB has the right to pay cost of commissioning to be paid to the Contractor to the employee of the Contractor and it shall be deemed that TCEB has paid such amount as cost of commissioning to the Contractor under the Contract.

The Contractor shall provide insurance for all employees hired to work, which shall cover all liability of the Contractor, including the sub-contractor (if any) in the case of damages that compensation claimable by law, which is caused by an accident or any danger that may occur to the employees or other persons hired by the Contractor or sub-contractor. Upon the request of TCEB, the Contractor shall deliver such insurance policy together with proof of payment of premiums to TCEB.

#### CLAUSE 10 ACCEPTANCE OF THE WORKS

When TCEB has inspected and accepted the delivered the works and deem that such work is correct and complete according to the contract, TCEB will issue proof of acceptance in writing for the Contractor to be used as evidence for requesting the cost of commissioning of such hired work.

If the result of the inspection turnout that the works delivered by the Contractor does not conform with the Contract, TCEB has the rights to reject such the works. In this case, the Contractor shall correct the works to be in accordance with the Contract at its own expenses. And the time that is wasted because of the above reasons, the Contractor cannot refer to it as the reason for requesting to extend the delivery period according to the Contract or to cancel or reduce the fines.

#### CLAUSE 11 DEVIATION OF JOB DESCRIPTION

The Contractor certifies that it has thoroughly examined and understood the details of the employment already. If it appears that the details of the employment are incorrect or deviate from the professional and technical principles, the Contractor agrees to comply with the decision of TCEB, the Committee for Receiving Supplies, in order the complete work. Such decision shall be deem final. The Contractor cannot claim for more cost of commissioning, damages, or any other expenses from TCEB, nor request extension of the Contract period.

#### CLAUSE 12 FINE

If the Contractor is unable to complete the works within the time specified in the Contract and TCEB has not terminated the Contract, the Contractor shall pay the fine to TCEB on a daily basis, at the rate of 0.1 % price of the of the value of the undelivered work, it must not be lower than 100 baht per day, from the day after the completion date under the Contract or the end of working period extended by TCEB until the actual completion of work. In addition, the Contractor allows TCEB to claim for damages caused by the delay in working of the Contractor, only for the excess of the said fine.

While TCEB has not terminated the Contract, if TCEB considers that the Contractor is unable to comply with the Contract, TCEB may exercise the right to terminate the Contract and exercise the rights under Clause 13 (Temporary suspension and contract termination), and if TCEB has notified the claim to the Contractor at the end of completion period and demand the Contractor to pay the fine, TCEB has the right to impose the fine against the Contractor until the date of termination.



#### **CLAUSE 13 RIGHT OF TCEB AFTER THE TERMINATION OF CONTRACT**

In the event that TCEB terminates this Contract, TCEB may continue the works by itself or hire the other person to complete the works. In such case, TCEB has the right to forfeit or enforce repayment from performance security, in whole or in part, as deem appropriate. Furthermore, the Contractor shall be liable for damages in excess of the performance security, including the additional expenses in working toward the completion under this Contract, which TCEB may deduct from any money to be paid to the Contractor.

#### **CLAUSE 14 ENFORCE PAYMENT FROM FINE, DAMAGES AND EXPENSES**

In the event that the Contractor fails to comply with any provision of this Contract for any reason, causing the fine, damages, or expenses to TCEB, the Contractor shall compensate such fine, damages, or expenses to TCEB within 30 (thirty) days from the day after the receipt of written notice from TCEB. If the Contractor fails to compensate in full within the prescribed period, TCEB shall have the right to deduct such amount from the Service fee that TCEB shall pay the Contractor or enforce payment from performance security immediately.

In the event that the Service fee to be paid to the Contractor and performance security are not sufficient to cover the fine, damages, or expenses, the Contractor agrees to pay the shortfall of the full amount of the fine, damages or expenses within 30 (thirty) days from the day after the receipt of written notice from TCEB.

TCEB shall refund all the remaining amount of the Service fee after being deducted to pay fine, damages or expenses to the Contractor.

#### **CLAUSE 15 CANCELLATION OR REDUCTION OF FINE, OR EXTENSION OF WORK PERIOD ACCORDING TO THE CONTRACT**

In the event that there is a cause caused by the fault or defect of TCEB, or force majeure, or caused by any circumstances that the Contractor is not liable under the law, or any other cause as specified in the ministerial regulations issued under the laws on Government Procurement and Supplies Management causing the Contractor to not be able to complete the works according to the conditions and schedule of this Contract, the Contractor shall inform TCEB of such circumstances with evidence in writing for the purpose of cancelling or reducing the fine or extension of the work period within 15 (fifteen) days from the day after such cause has ended or as prescribed in the said ministerial regulations, as the case may be.

If the Contractor fails to comply with the first paragraph, it shall be deemed that the Contractor has waived the right to claim or reduce the fines or extend the working hours without any conditions at all, except in the case of the default or the defect caused by TCEB, with clear evidence, or in which TCEB already knows from the beginning.

Cancellation or reduction of fines or extend the working period under the first paragraph is in the discretion of TCEB to consider as appropriate.

## CLAUSE 16 PERSONAL DATA

The Contractor is deemed as the personal data processor pursuant to this Contract, having the duties to implement the procedure of personal data collection, use or disclosure for or on behalf of TCEB in accordance with the Personal Data Protection Act B.E. 2562 and other laws enacted in accordance with the Personal Data Protection Act B.E. 2562, hereinafter referred to as the "Personal Data Protection Law" being in force and effect at the date of this Contract and its amendment thereafter. Both parties hereto accept and mutually agree as follows:

(1) TCEB, as personal data controller, agrees to designate the Contractor as personal data processor, to implement the procedure of personal data collection, use, or disclosure of organizers. The personal data includes first name, surname, positions held, picture, telephone number and email address for TCEB's one on one meeting, and networking dinner with key exhibition organizer in Singapore, business matching as a database to coordinate and for invitations to attend future activities.

In this regard, the Contractor must complete the personal data processing within the specified period of time pursuant to this Contract, except for the case that the parties agree to amend the Contract or extend the period of time in performing the work pursuant to the Contract.

(2) The Contractor must explain TCEB's Privacy Notice to the data subject for acknowledgement pursuant to (1). The details of which are available at <https://www.businesseventsthailand.com/en/policy> or the documents attached to this Contract. Additionally, it shall request for the data subject's consent prior to processing of the personal data.

(3) The Contractor shall limit the access to the personal data under this Contract solely to the officer and/or employee, agent or any person assigned and having the duty or necessity to access the personal data under this Contract only.

(4) The Contractor shall control and supervise the officer and/or employee, agent or any person, who perform the duty of personal data processing, to maintain the confidentiality of the personal data with the same standard and to strictly comply with the Personal Data Protection Law. The Contractor must process the personal data pursuant to the purpose of the operation as specified in this Contract only, and shall strictly not reproduce, duplicate, make copy or take photo of the personal data, whether in whole or in part, except that it complies with the terms of the Contract.

(5) In case the data subject submits the request for exercising the data subject's right in accordance with the Personal Data Protection Law directly to the Contractor, then, the Contractor shall immediately notify and send such request to TCEB. Additionally, the Contractor shall take the action to assist or support TCEB for responding to the data subject's request. In this regard, the Contractor shall not respond to such request by itself, except that TCEB shall designate the Contractor to take the action for specific matter relevant to such request.

(6) The Contractor shall prepare and keep all Record of Processing processed by the Contractor within the scope of this Contract and the data as specified below, and shall deliver such record to TCEB upon the termination of Contract and/or upon TCEB's request promptly.

(a) Type of personal data processing;

(b) Name and contact details of subcontractor (if any, in case of being permitted by TCEB in writing);

(c) Name and contact details of subcontractor's personal data protection officer (if any, in case of being permitted by TCEB in writing);

(d) Transfer of data abroad or to the international organization, and the documents specifying the appropriate protection measurement;

(e) General explanation of technical measurement and administrative measurement for personal data protection;

(7) The Contractor shall establish and maintain the appropriate security measurement for data processing as prescribed by the Personal Data Protection Committee and/or in accordance with the international standard, by mainly taking into consideration the nature, scope and purpose of data processing as specified in this Contract. This aims to protect the personal data from risk in connection with the personal data processing, such as the damage arising from the infringement, accident, unlawful deletion, destruction, loss, alteration, change, access, use, disclosure or transfer of personal data, etc.

(8) Unless specified otherwise by the relevant laws, the Contractor shall delete, destroy or return (pursuant to TCEB's notification) the personal data processed under this Contract within 15 days from the date of completion of the processing or the date at which TCEB and the Contractor have agreed in writing to terminate the Contract or cancel the processing pursuant to this Contract, as the case may be. The Contractor shall confirm the deletion, destruction or return of such personal data in writing with TCEB.

(9) In case the Contractor has found any circumstance affecting the security of personal data processed by the Contractor under this Contract which may cause the damage due to the infringement, accident, unlawful deletion, destruction, loss, alteration, change, access, use, disclosure or transfer of personal data, then, the Contractor shall immediately notify TCEB, no later than 12 hours from which such circumstance become known to the Contractor.

(10) Regarding the notification of personal data infringement under this Contract, the Contractor must specify the cause of infringement and the measurement for preventing the recurrence of such issue. Additionally, the Contractor shall provide TCEB with the information under the scope as specified by the Personal Data Protection Law as follows:

- (a) The details, nature and impact possibly occurring from the infringement;
- (b) The measurements used for preventing or mitigating the impact of the infringement;
- (c) Types of personal data and the data subject being infringed (if appearing);
- (d) Other information related to the infringement.

(11) The Contractor has the duty to strictly maintain the confidentiality of the personal data known by it.

(12) The Contractor shall not subcontract any other persons for TCEB's personal data processing without written permission. In case the permission has been granted, then, such permission shall be granted to the specific subcontractor only. Additionally, the Contractor shall sign the Contract with the subcontractor, by which such Agreement shall contain the personal data protection clauses not less than those applicable to the Contractor pursuant to this Contract. The Contractor shall also be liable to TCEB for the performance of such subcontractor.

(13) The Contractor's duty and responsibility to comply with the Contract shall be terminated from the date of the agreed work completion or the date at which the Contractor and TCEB have agreed in writing to terminate the Contract, as the case may be. However, the termination of this Contract shall not prejudice to the Contractor's duty to delete or destroy the personal data as specified in clause 16 (8) and the confidentiality obligation as specified in clause 16 (4) and clause 16 (11) of this Contract.

(14) Apart from the duty and responsibility as specified in this Contract, in case of damage arising from the Contractor's noncompliance with TCEB's order in relation to the collection, use or disclosure of the personal data, or breach of the provisions on part of the personal data, then, the Contractor shall be responsible for such damage occurring to TCEB. Additionally, the Contractor shall be deemed as personal

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data controller in accordance with the Personal Data Protection Act B.E. 2562 in substitution of TCEB, and in which the Contractor shall be responsible as if the Contractor were the personal data controller.

(15) In case the Contractor does not strictly comply with TCEB's order on part of the personal data, then, TCEB shall be entitled to immediately terminate this Contract.

#### CLAUSE 17 COPYRIGHT

The Copyright of all documents prepared by the Contract or in connection with the Contract rests with TCEB. All documents prepared by the Contract or in connection with the Contract shall be confidential and shall be the property of TCEB. The Contract or shall deliver all these documents to TCEB upon the completion of the Contract. The Contract or may take copies of such documents but shall not use the contents thereof for any purposes unrelated to the Work without the prior written approval of TCEB.

#### CLAUSE 18. GOVERNING LAW

The Contract shall be construed according to the Law of Kingdom of Thailand. Each party shall have the right to institute suit against the other in the Court in Bangkok, Thailand.

This Contract is made in duplicate. The parties hereto, each retaining one copy, have read and fully understand the contents therein, and accordingly sign their names and affix their seal (if any) in the presence of witnesses.

Signed  TCEB

by (Mr. Chiruit Isarangkun Na Ayuthaya)  
The authorized person  
Thailand Convention & Exhibition Bureau  
(Public Organization)

Signed  The Contractor

by (Ms. Rosalind NG Ai Keng)  
The authorized person  
Globe International Events Consultancy PTE.LTD.

Signed Thanthita S. Witness

(Ms.Thanthita Inman)  
Thailand Convention & Exhibition Bureau  
(Public Organization)

Signed Jalene Seah Witness

( MS. Jalene Seah)  
Globe International Events Consultancy PTE.LTD.

Project number 67039594653  
Reference no. 670424004068



อ.ส.5 ใบสัณหลังตราสาร

เลขที่ 11691  
วันที่ 25 เมษายน 2567

เลขประจำตัว 0994000112165

เลขที่สาขา

ชื่อผู้เสียภาษีอากร สำนักงาน ส่งเสริมการจัดประชุมและนิทรรศการ (องค์การมหาชน)

ในฐานะ ผู้มีหน้าที่เสียภาษี

ชื่อผู้ : เลขรหัสประจำตัว

ชื่ออาคาร สยามพิวรรธน์ทาวเวอร์

ที่ตั้งเลขที่

ชั้นที่ 25, 26

เลขที่

เลขที่

เลขที่ 989 ชุด A2, B1 และ B2

เลขที่

ตรงออก/ขอบ

แขวง/ตำบล ปทุมวัน

ถนน พระราม 1

จังหวัด กรุงเทพมหานคร

เขต/อำเภอ ปทุมวัน

รหัสไปรษณีย์ 10330

คู่สัญญา

เลขประจำตัวผู้เสียภาษีอากร

เลขที่สาขา

ชื่อ Globe International Events Consultancy PTE.LTD.

ได้เสียภาษีแสดงเป็นตัวเงินสำหรับชำระตามบัญชีอัตราภาษีแสดงปี 4  
ลักษณะตราสาร จำหน่ายของ ดังนี้ :

	บาท	สต.
มูลค่าตราสาร	649,250	25
ค่าภาษีแสดงปี	650	00
เงินเพิ่ม	0	00
รวมเงิน	650	00

จำนวนเงินเป็นตัวอักษร (หกร้อยห้าสิบบาทถ้วน)

ตามใบเสร็จ เลขที่ 019225

ลงวันที่ 25 เมษายน 2567

เลขระบุเอกสาร อ.ส.4 คือ 01003071-25670425-1-02-000065

ลงชื่อ

(นางสาวณัฏฐา สุธรรมปวง)

ตำแหน่ง

นักวิชาการสรรพากรปฏิบัติการ

ใบสัณหลังตราสารนี้จะสมบูรณ์เมื่อ เสร็จสิ้นการชำระเงินค่าภาษีแสดงปีของหน่วยงานผู้เสียภาษีอากร  
ได้ลงชื่อและออกใบเสร็จรับเงินเรียบร้อยแล้ว



## TERMS OF REFERENCE for the procurement specific method

### 1. Name of Project

**Project:** Attract new international trade exhibitions to Thailand especially in EEC Area.

**Activity:** TCEB's One-on-one Meeting and networking dinner with key exhibition organizers in Singapore

### 2. Budget

Financial amount 650,000 THB (Non-VAT).

### 3. Principle and Reason

As one of the most important exhibition industry markets with a considerable number of needs, Professional Exhibition Organizers (PEOs) based in Singapore are one of Thailand's exhibition industry source markets. To organize One-on-one Meeting and networking dinner with potential exhibition organizers in Singapore to inspire and discuss on the exhibition industry situation in Thailand, with the goal of increasing confidence in the industry, demonstrating the market opportunities of Thailand exhibitions in various dimensions, and raising awareness as an exhibition destination. Furthermore, to meet with potential organizers who have experienced in the 12 focus industries to update Thailand's situation, particularly the supreme area development of the Eastern Economic Corridor (EEC), exchange business opportunities for future consideration in organizing international exhibitions in Thailand.

### 4. Objective

4.1 To promote EEC as new potential destination of exhibition in Thailand.

4.2 To update Thailand's situation and exchange business opportunities for future consideration in organizing international exhibitions in Thailand.

4.3 To build awareness to the international organizers based in Singapore regarding TCEB's support for international exhibition.

4.4 To encourage regional events organized by international organizers in Asia to move to Thailand.

4.5 To develop connection with the international organizers based in Singapore for future new show opportunity.

## 5. Scope of Work

5.1 To provide the most productive approach to key exhibition organizers based in Singapore both existing clients and new potential clients including desk research, details relevant to possibility of organizing trade show in Thailand to prepare for one-on-one meeting and networking dinner invitation list.

5.2 To arrange and organize one-on-one meetings with the key potential exhibition organizers.

5.3 To invite key potential exhibition organizers to attend networking dinner and manage registration on RSVP participants. Target is 25 people.

5.4 To arrange and organize networking dinner on the following tasks:

5.4.1 Arrange a venue that offers full-service for networking dinner e.g. catering facilities including food & beverage for 25 participants.

5.4.2 Arrange audio and visual equipment at the venue such as screen, projector, microphone, and amplifier which is suitable for business presentation.

5.4.3 Arrange one professional photographer to capture the overall ambience of networking dinner.

5.5 To arrange an appropriate number of staff for onsite preparation and during the event.

5.6 To arrange transportation services including airport transfers, transport for meeting.

5.7 The Contractor must notify about TCEB's privacy policy to the data subject for acknowledgement, and request for the data subject's consent in order to proceed with the data subject's personal data.

5.8 The Contractor must establish and maintain the appropriate security measurement for data processing, by mainly taking into consideration the nature, scope and purpose of data processing pursuant to the scope of work. This aims to protect the personal data from risk in connection with the personal data processing.

  
Thanthita S.

## 6. Qualifications of the Contractor

Section 64. Subject to section 51 and section 52, a person who intends to tender a proposal in procurement by a State agency must at least have the qualifications and must not be under prohibitions, as follows:

- (1) Having legal capacity;
- (2) Not being a bankrupt;
- (3) Not being under dissolution of business;
- (4) Not being a person under suspension from tendering proposals or making contracts with State agencies under section 106 paragraph three;
- (5) Not being a person whose name is in a circulated list of persons abandoning work of State agencies under section 109;
- (6) Having other qualifications or being under other prohibitions as prescribed by the Policy Commission as published in the Government Gazette, shall be as determined by the Comptroller General's Department;

## 7. Duration of project operation under the contract

180 days after the date of signing the contract.

## 8. Delivery of work

The contractor must deliver the work to TCEB through the acceptance committee within the specified period as follows:

No.	Details of the delivery of work	Delivery date
1	<b>1<sup>st</sup> Delivery:</b> The contractor must submit a work plan, desk research which is including the approach, the key points or details that are relevant to possibility of organizing trade shows in Thailand and invitation list of potential organizers for one-one-one meeting and networking dinner in PowerPoint format (save in pdf).	<b>1<sup>st</sup> Delivery:</b> Within 30 days after the contract signing date
2	<b>2<sup>nd</sup> Delivery:</b> The contractor must submit the activity report with summary information of one-one-one meeting and networking dinner in PowerPoint format (save in pdf).	<b>2<sup>nd</sup> Delivery:</b> Within 180 days after the contract signing date



#### **9. Payment terms**

The payment of wages of the Project shall be made into 2 installments as follows:

9.1 The 1st installment, the principal will pay 30 percent of the total wage after the 1<sup>st</sup> delivery is complete. The payment schedule will be considered after the approval of the acceptance committee and has been signed by the approval authority only.

9.2 The 2nd installment, the principal will pay 70 percent of the total wage immediately after the 2nd delivery is complete. The payment schedule will be considered after the approval of the acceptance committee and has been signed by the approval authority only.

#### **10. Performance Bond**

The contractor has to provide a performance bond to the principal in the amount of not less than 5% of the purchase or contract price.

#### **11. Stamp duty**

The contractor has to pay the cost of affixing stamp duty, in accordance with the Revenue Code, for hiring in the amount of every 1,000 baht or a fraction of 1,000 baht per 1 baht of stamp duty.

#### **12. Fine rate**

TCEB stipulates conditions in the event that the contractor is unable to deliver the work within the time specified in the scope of work, with a daily fine at the rate of 0.1 percent of the value of the undelivered parcel, but not less than 100 baht per day.

#### **13. Cancellation**

TCEB reserves the right to cancel the procurement, employment or contract in the event that it is determined that the most or almost of the contractor's work under the scope of work has been delayed and causes damage, the acceptance of such work is useless, the lack of ability to perform tasks in accordance with the scope of work or the contract for quality and completion as scheduled. TCEB will not be responsible for any expenses incurred to the contractor and if such circumstances cause TCEB damage, the contractor must be responsible and compensate for the damage caused to TCEB also, without any conditions at all.

#### 14. Ownership of data and documents

Documents/data/workpieces/databases and/or software and anything else that results from the implementation of this project, all work that has been performed, including those that have been delivered and that have not been delivered, shall be the property of TCEB by law, which the contractor must deliver to the TCEB and TCEB has the right to take part or all of the work to be published or reproduced by itself or allow others to publish or reproduce.

#### 15. Personal Data Processing

In case the Contractor is the personal data processor for or on behalf of the Employer, then, the Contractor shall strictly keep the personal data confidential, and shall maintain the security measurement for personal data processing as prescribed by the Personal Data Protection Committee and/or in accordance with the international standard for personal data protection.

The Contractor shall conduct the processing and keep the record of all personal data processing activities (Record of Processing) performed by the Contractor within the scope of work only and the data as specified below, and shall deliver such record to the Employer upon the termination of Agreement.

#### 16. Disclaimer

TCEB reserves the right to not hire the contractor, if it appears that the submission of the proposal does not meet the criteria or conditions specified, or TCEB considers that the employment of such selected person will not be beneficial to TCEB as it should. The expenses of the proposer arising from the selection process for the price examination shall be the burden of the proposer, and the proposer has no right to claim any damages from the TCEB.

#### 17. Sub-contracting

The contractor has not right to sub-contract the works under this contract, whether in whole or in part, except for partially sub-contracting that have been permitted in writing from the Principal. Permission to partially sub-contracting of the principal does not release the contractor from liability or obligation under this contract and the contractor shall be liable for the fault and negligence of the sub-contractor or the sub-contractor's representatives or employees in all respect.

In case that the contractor has partially sub-contracted in violation of the provisions of the first paragraph, the Contractor shall pay fine to the principal at the rate of 10 percent of the amount of the sub-contracted works, without prejudice to the principal's right to terminate this contract.

**Remarks:**

1. The decision of the TCEB is deemed to be final. The persons who have not been selected shall accept and shall not dispute the decision of the TCEB in any case at all.
2. TCEB reserves the right to not choose the lowest bidder, but it will consider from the criteria used in the overall selection process.
3. The selected agency must work along with TCEB. Any decision-making must be obtained the prior consent from the TCEB.
4. TCEB reserves the right to negotiate the prices with the proposer, whether before and/or after TCEB has decision.
5. TCEB reserves the right to modify or add content as appropriate with the consent of the selected agency.

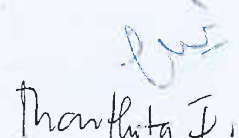
**For more information: Contact person:**

Ms. Thanthita Inman

Manager, Exhibition Department

Email: [Thanthita\\_i@tceb.or.th](mailto:Thanthita_i@tceb.or.th) and Telephone 02 694 6000 ext. 6275

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Thanthita Inman





**GLOBE INTERNATIONAL EVENTS CONSULTANCY**

2 April 2024

**THAILAND CONVENTION & EXHIBITION BUREAU**  
Siam Piwat Tower Building 25<sup>th</sup> & 26<sup>th</sup> Floor,  
989 Rama 1 Road, Pathumwan, Bangkok 10330  
Thailand

Dear Exhibition Department,

**RE: ONE on ONE MEETING & NETWORKING DINNER IN SINGAPORE**

Greetings from Singapore! Thank you very much for your email and interest to engage our professional services for your upcoming Event planned for May 2024 in Singapore. Referring to your email and our recent tele-call, we are pleased to tabulate herewith the requirements:

**1. Key activities:**

- ❖ *One on One meetings with MICE Organisers in Singapore:*
  - Desk research on potential organisers/important PEOs
  - Proposed Dates for One on One business meeting arrangements:  
Business trip: 7 – 10 May 2024;
  - Schedule One on One meeting arrangements
- ❖ *Networking Dinner:*
  - Target audience : Exhibition Organisers and exhibition stakeholders in Singapore.
  - Dinner format to be either Cocktail reception dinner or sit-down dinner.

**2. Period of Business Mission: 7 – 10 May 2024**

**3. Project Scope/Detail of Services**

- 3.1** Desk research and update list of exhibition organisers highlighting the Major events they organise and possibility of organising the events in Thailand.
- 3.2** Arrange and co-ordinate meetings for TCEB's Singapore 1 on 1 meetings With 5-6 Organisers in Singapore of TCEB's choice selected from list in item 3.3
- 3.3** Research and invite Event Organisers to attend Networking Dinner and Be the key point of contact for RSVP. Target 25 pax from MICE organisers and exhibition stakeholders to attend Networking Dinner.

GLOBE INTERNATIONAL Events Consultancy Pte Ltd  
70 Florence Road #05-08, The Florentine, Singapore 549561 Tel: +65-96188779 ; +65-91796962  
Co. Reg. 201414723C

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- 3.4 Arrange for one photographer during the networking dinner:  
Networking dinner date: 8<sup>th</sup> May 2024.
- 3.5 Source venue for dinner for TCEB approval.
- 3.6 Co-ordinate with venue and catering for Networking dinner.
- 3.7 Co-ordinate and brief photographer pre and at event.
- 3.8 Arrange transportation for the whole period of business trip for TCEB –  
7 – 10 May 2024
- 3.9 Handle on-site preparation and event proper.
- 3.10 Develop full itinerary and arrange transportation schedules for TCEB's  
One on One meetings.
- 3.11 Submit post event report within two weeks after event date.

#### 4. Professional Event Management Fee

Professional Event management fee: S\$12,000/-  
Photographer, transportation cost: S\$3,281/-  
Dinner costings for networking dinner: 2 options – sit down dinner or Cocktail  
reception with heavy cocktail/canape style.  
Kindly see attached quotation for details of costings.

#### 5. Terms & conditions

- 5.1 GIEC as the Events Manager for the above scope of work will act in good  
faith to deliver the tasks assigned to the best of its ability.
- 5.2 In the event of cancellation due to unforeseen circumstances, 30%  
payment is applicable and non-refundable.
- 5.3 Any incidental cost will be submitted to TCEB for approval before  
executing.

Kindly sign below and email signed copy to confirm the assignment. Thank you for  
your kind attention.

**Signed for an on behalf of**  
GLOBE INTERNATIONAL  
Events Consultancy Pte Ltd

Name: Rosalind NG  
Job Title: CEO  
2 April 2024

**Signed for and on behalf of**  
Thailand Convention & Exhibition  
Bureau

Name:  
Job Title:



GLOBE INTERNATIONAL EVENTS CONSULTANCY

**QUOTATION**

Date: 2 April 2024

To: Thailand Convention & Exhibition Bureau  
Siam Piwat Tower Building, 25<sup>th</sup> & 26<sup>th</sup> Floor, Unit A2, B1, B2  
989 Rama 1 Road, Pathumwan, Bangkok 10330, Thailand

Attn: Exhibition Department

**DESCRIPTION:**

Project: Attract new international trade exhibitions to Thailand especially in EEC Area.

Activity: TCEB's One-on-One Meeting and networking dinner with key exhibition organizers in Singapore.

Dates: 7 – 10 May 2024

Item No.	Item	Amount (SGD)
A	<b>Professional Event Management Services</b> <ul style="list-style-type: none"> <li>• Desk research and updating data of key exhibition organisers in Singapore with details relevant to the possibility of organising trade shows in Thailand in preparation for one-on-one meetings and networking dinner guests.</li> <li>• To source, arrange and organise one-on-one meetings with key potential exhibition organisers.</li> <li>• To coordinate RSVPs and organise one-on-one meeting schedule.</li> <li>• To invite key potential exhibition organisers to attend the networking dinner.</li> <li>• To source and arrange for a venue for the networking dinner.</li> <li>• To manage RSVP for networking dinner.</li> <li>• To coordinate and manage registrations on site for networking dinner.</li> <li>• To source and arrange for food &amp; beverage for 25 pax</li> <li>• To source and arrange for audio and visual equipment at the networking dinner suitable for business presentation.</li> <li>• To source and arrange for a professional photographer to capture the overall ambiance of the networking dinner.</li> <li>• Onsite manpower for registration and overall event coordination.</li> </ul>	\$12,000.00

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2 APR 2024  
*[Handwritten initials]*



# GLOBE INTERNATIONAL EVENTS CONSULTANCY

	<ul style="list-style-type: none"> <li>Briefing of photographer before and during event.</li> <li>To arrange and manage transport schedule for the TCEB team for one on one meetings.</li> </ul>	
2	Professional Photographer (3.5 hours)	\$800.00
3	Transportation:	
	Airport pick up on arrival	\$100.00
	Airport transfer on departure	\$100.00
	Transport for meetings – 4 hour block @\$340 x 3 blocks	\$1,020.00
	Amount:	\$14,020.00
	9% GST of \$14,020 = \$1,261.80	\$1,261.80
	<b>Sub Total</b>	<b>15,281.80</b>

## Networking Dinner Venue

Item no.	Description	Cost
B.	<b>Sol &amp; Luna Restaurant (Networking dinner reception on 8 May 2024)</b> There is an indoor and outdoor area. In view of weather, indoor area is preferred. Can block out the whole indoor area of the restaurant. The indoor is recommended as when booked will be exclusive for TCEB function. Maximum capacity is up to 40pax. It will be a sit-down dinner reception, however guests, can move around and stand by the bar for drinks and networking.  Food & beverage for 25 pax	\$6,408.90
	AV equipment & installation: <ul style="list-style-type: none"> <li>1x 65" TV on stand \$400.00++</li> <li>1x HDMI fibre cable \$100.00++</li> <li>2x wireless handheld microphone \$200.00++</li> <li>1x seamless switcher \$250.00++</li> <li>1x video operator stand by tech \$350.00+</li> <li>1x logistic setup / tear down and transportation \$300.00++</li> </ul>	AV cost as described \$1600++ (\$1918.40)
	<b>Total costings:</b>	
	<b>Mgt fee, photographer, transportation</b>	<b>\$15,281.80</b>
	<b>F &amp; B</b>	<b>\$ 6,408.90</b>
	<b>AV system</b>	<b>\$ 1,918.40</b>
	<b>TOTAL</b>	<b>\$23,609.10</b>

### Notes:

++ denotes 10% service charge + 9% GST

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2 APR 2024  
*Handwritten initials*





**GLOBE INTERNATIONAL EVENTS CONSULTANCY**

**Terms & Conditions**

1. To confirm above quotation, please sign below and email signed copy to:  
[jalene.seah@giec.biz](mailto:jalene.seah@giec.biz)  
[rosalind.ng@giec.biz](mailto:rosalind.ng@giec.biz)
2. Payment terms as per the TOR "Terms of Reference":
  - 30% after 1<sup>st</sup> delivery is completed
  - 70% after 2<sup>nd</sup> delivery is completed
3. 50% deposit is required by restaurant to confirm booking and reserve venue.
4. Any variation order (VO) will be submitted to TCEB for approval before proceeding to execute and a VO invoice will be submitted.
5. In the event of cancellation,

**Quotation accepted & confirmed by:**

THAILAND CONVENTION & EXHIBITION BUREAU

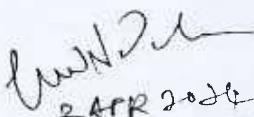
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Authorised Signature

Name:

Designation:

Date:

  
2 APR 2024  
