

Contract for Thailand MICE Roadshow in Taiwan 2024

Contract no.67-014

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 February 16th, 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

K&A International Co.Ltd, company registration Number 89616612, is a company registered in Republic of China, having its registered office at 2F.,No 100,Zhouzi St., Neihs Dist., Taipei City 11493,Taiwan, represented by the authorized person, MS. Kitty Wong, 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 of Thailand MICE Roadshow in Taiwan 2024, 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 for 2024 TCEB Roadshow in Taiwan 2024 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 5 (five) pages.
- 2.3 Appendix 3 Quotation, all 2 (two) page.
- 2.4 Appendix 4 Corporate documents and passport, all 7 (seven) 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 62,609 (Sixty-two thousand six hundred and nine TWD only) , 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 1,252,167 TWD (One million, two hundred and fifty-two thousand, one hundred and sixty-seven TWD). 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 TWD 187,825.05 (One hundred and eighty-seven thousand eight hundred and twenty-five point zero five TWD), which is equal to 15% (fifteen) of the service fee, shall be paid to the Contractor when the Contractor has submitted the first deliverable (specified in Appendix 1)

2) The second payment of TWD 438,258.45 (Four hundred and thirty-eight thousand two hundred and fifty-eight point four five TWD), which is equal to 35% (thirty-five) of the service fee, shall be paid to the Contractor when the Contractor has submitted the second deliverable (specified in Appendix 1).

3) The last payment of TWD 626,083.50 (Six hundred and twenty-six thousand and eighty-three point five zero TWD), which is equal to 50% (fifty) 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 February 17th, 2024, and shall complete all works within a period of 150 (one hundred fifty) 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

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.

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 RIGTH 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 buyers, sellers, customers, invited delegates, MICE suppliers, partners, and participants attending the event. The personal data includes first name, surname, positions held, picture, telephone number and email address for 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 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. Kitty Wong)
The authorized person
K&A International Co.Ltd



Signed.....Witness

(Mr. Napat Watthanasan)
Thailand Convention & Exhibition Bureau (Public Organization)

Signed.....Witness
(Mr. Andrew Gung)

K&A International Co.Ltd

Project number 67019236493

Reference no. 670224004385



อ.ส.5 ใบสัณห์หลังตราสาร

เลขที่ 08355

วันที่ 28 กุมภาพันธ์ 2567

เลขประจำตัว 0994000112165

เลขที่สาขา

ชื่อผู้เสียภาษีอากร สำนักงาน ส่งเสริมการค้าต่างประเทศและนิคมการค้า (องค์การมหาชน)

ในฐานะ ผู้ยื่นหน้าที่เสียภาษี

ที่อยู่ : เลขหนังสือประจำบ้าน

ชื่ออาคาร สยามพารารักษ์อาคารพาณิชย์

ห้องเลขที่

ชั้นที่ 25,26

หมู่บ้าน

จุดที่

เลขที่ 989 หมู่ที่ 2, 81 และ 82

เขต

ตลาด/ชุมชน

แขวง/ตำบล ปทุมวัน

ถนน พระราม 1

จังหวัด กรุงเทพมหานคร

เขต/อำเภอ ปทุมวัน

รหัสไปรษณีย์ 10330

ผู้เสียภาษี

เลขที่สาขา

เลขประจำตัวผู้เสียภาษีอากร

ชื่อ K&A International Co. Ltd

ได้เสียภาษีแถมปี เป็นตัวเงินสำหรับตราสารตามบัญชีมีตราสารแถมปี ปีที่ 4
สำนักงานตราสาร สำนักงาน กังขี้ :



มูลค่าตราสาร

1,449,884

17

ค่าภาษีแถมปี

1,450

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เงินเพิ่ม

0

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รวมเงิน

1,450

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จำนวนเงิน เป็นตัวอักษร (หนึ่งพันสี่ร้อยห้าสิบบาทถ้วน)

ตามใบเสร็จ เลขที่ 012594

ลงวันที่ 28 กุมภาพันธ์ 2567

เลขประจำตัวเอกสาร อ.ส.4 คือ 01003071-25670228-1-01-000044

ลงชื่อ

ตำแหน่ง

(นางสาวญาณิกา สุธรรมปวง)

นักวิชาการสรรพากรปฏิบัติการ

ใบสัณห์หลังตราสารนี้จะสมบูรณ์เมื่อมีเงินฝากเข้าที่ธนาคารแถมปีของหน่วยรับเก็บภาษีอากร
ได้ลงชื่อและลงนามใบเสร็จรับเงินเรียบร้อยแล้ว

Terms of Reference For the Procurement Specific Method

1. Name of Project

โครงการสร้างโอกาสทางการขายให้กับผู้ประกอบการในต่างประเทศ

Activity: Thailand MICE Roadshow in Taiwan 2024

2. Budget

Amount of THB 1,580,000 (Including VAT and all kinds of expenses)

Equivalent to TWD 1,410,714 (estimated exchange rate: TWD 1 = THB 1.12)

3. Objectives

- 3.1. To increase presence and awareness of Thailand as key meeting and incentive destination for Taiwan market.
- 3.2. To reach the target market effectively for business session and create a network between Thai MICE stakeholders and potential MICE buyers in Taiwan.
- 3.3. To extend market reach to new clients in the market while maintaining existing relationship with established clients including MICE agents, PCO, meeting planners, and corporate clients in Taiwan.
- 3.4. To facilitate and bridge business opportunities for Thai private sector.
- 3.5. To establish new connections with industry partners in Taiwan.
- 3.6. To exchange insight and knowledge from active industry associates and key buyers in Taiwan to assess efficient future business strategy for Thailand.

4. Date and Area of Implementation (Subject to change as appropriate)

12 – 13 March 2024 at Taipei, Taiwan

5. Number of participants

Estimate number of participants

5.1 Thailand MICE Roadshow in Taiwan with Table – top Session & Networking Function in Taipei (Taiwan)

- 5.1.1 Approximately 30 MICE planners and/or MICE agents and/or corporates
- 5.1.2 Approximately 15 Thai suppliers (15 companies, 1 person per company)
- 5.1.3 Approximately 5 Thailand Convention and Exhibition Bureau (TCEB) staffs and partners such as Tourism Authority of Thailand, airlines, associations, etc.

5.2 Exclusive Media Interview in Taipei (Taiwan)

- 5.2.1 Approximately 5 – 7 related medias to MICE industry and/or tourism

5.3 Exclusive Corporate Networking Function in Taipei (Taiwan)

- 5.3.1 Approximately 10 corporate clients
- 5.3.2 Approximately 5 – 7 related medias to MICE industry and/or tourism
- 5.3.3 Approximately 5 Thailand Convention and Exhibition Bureau (TCEB) staffs and partners such as Tourism Authority of Thailand, airlines, associations, etc.



6. Scope of Work

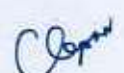
- 6.1. Providing the event plan and project timeline.
- 6.2. Organizing Thailand MICE Roadshow in Taiwan 2024 (Taipei) which is schedule on 12th March 2024 (subject to change as appropriate) on the following tasks:
 - 6.2.1. Arrange venue and manage a table-top session and a networking function in Taipei that offers full-service meeting/catering facilities including food and beverage and service staffs for a minimum of 45 participants
 - 6.2.2. Identify, recruit, and invite a minimum of 30 meeting & incentive buyers who are intermediaries, and/or corporate clients that have potential to bring businesses to Thailand to attend a table-top session and a Networking Function (dinner reception) including the arrangement of the followings:
 - (1) Invitee's list
 - (2) Invitation distribution
 - (3) Attendees' confirmation
 - 6.2.3. Arrange an event backdrop at the venue for public relation opportunities.
 - 6.2.4. Arrange audio and visual at the venue including screen, projector, microphone, and amplifier which are suitable for presenting a destination VDO and destination presentation including service staff to facilitate the session.
 - 6.2.5. Arrange and manage workshops and/or Thai cultural performance to showcase and promote Thainess.
 - 6.2.6. Manage event registration with appropriate number of manpower for event coordination.
 - 6.2.7. Arrange one (1) emcee who has experience and has great understanding in MICE industry to conduct the Table – top Session & Networking Function (dinner reception). Arrangement of Emcee speech is included.
- 6.3. Organize Exclusive Media Interview Function in Taipei which is scheduled on 13th March 2024 (subject to change as appropriate) on the following tasks.
 - 6.3.1. Arrange venue and manage the interview in Taipei that offers Break meeting/catering facilities including food and beverage and service staffs for a minimum of 10 participants.
 - 6.3.2. Identify, recruit, and invite a minimum of 5 media who are related media to MICE industry to do exclusive interview.
 - 6.3.3. Arrange and coordinate with media for questions and scope of content.
- 6.4. Organize Exclusive Corporate Networking Function in Taipei which is scheduled on 13th March 2024 (subject to change as appropriate) on the following tasks.
 - 6.4.1. Arrange venue and manage a networking function in Taipei that offers full-service meeting/catering facilities including food and beverage and service staffs for a minimum of 20 participants.
 - 6.4.2. Identify, recruit, and invite a minimum of 10 meeting & incentive corporate buyers who are key corporate clients that have potential to bring businesses to Thailand and media from exclusive interview attend a networking dinner including the arrangement of the followings:

- (1) Invitee's list
- (2) Invitation distribution
- (3) Attendees' confirmation
- 6.4.3. Arrange audio and visual equipment at the venue such as screen, projector, microphone, and amplifier which are suitable for presenting a destination VDO and destination presentation including service staff to facilitate the session.
- 6.4.4. Arrange and manage workshops and/or Thai cultural performance to showcase and promote Thainess.
- 6.4.5. Manage the event registration with appropriate numbers of manpower for event coordination.
- 6.4.6. Arrange one (1) Emcee who has experience and has great understanding in MICE industry to conduct a Corporate Networking Function. Arrangement of Emcee speech is included
- 6.5. Providing relevant updates of Taiwan market to be submitted to TCEB which includes (but not limited to) MICE industry outlook, new trends and market survey, key competitor analysis, and key customers insights.
- 6.6. Provide souvenirs for all delegates who participate in TCEB's functions.
- 6.7. Arrange at least one (1) professional photographer and/or one (1) professional videographer for the whole events on each day.
- 6.8. Conduct the evaluation/satisfaction survey and/or gather feedback/recommendation from invited delegates, summarize and submit the report to TCEB in English.
- 6.9. Submit a post-event report in electronic file format to TCEB which includes (but not limited to) business leads, database of the buyers who attend the events, the evaluation/satisfaction/feedback survey report, and photos from the events.
- 6.10. The contractor must notify about the 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.
- 6.11. 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.

7. 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;



8. Duration of project

150 days after the date of signing the contract.

9. 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	The contractor is required to submit a venue reservation and event plan and project timeline in electronic file format.	Within 30 days after the date of signing the contract
2	The contractor is required to submit the invitee list, updates of Taiwan market to be submitted to TCEB which includes (but not limited to) MICE industry outlook, new trends and market survey, key competitor analysis, and key customers insights (6.4) in electronic file format.	Within 45 days after the contract signing date
3	The contractor is required to submit the work according to 6.9 of the Scope of Work in electronic file format	Within 60 days after the event.

10. Payment terms

TCEB shall pay contractor for the provision of service as follow.

10.1 The 1st installment, the TCEB will pay 15 percent of the total payment after the 1st 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.

10.2 The 2nd installment, the TCEB will pay 35 percent of the total payment 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.

10.3 The 3rd installment, the TCEB will pay 50 percent of the total payment after the 3rd 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.

11. Performance bond

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

12. 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.

13. 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.



14. 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.

15. 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 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.

16. Personal Data Processing

In case the Contractor is the personal data processor for or on behalf of TCEB, 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 TCEB upon the termination of Agreement.

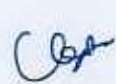
17. Disclaimer

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.

18. 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 TCEB. Permission to partially sub-contracting of the 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 the TCEB at the rate of 10 percent of the amount of the sub-contracted works, without prejudice to the TCEB'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, please contact:

Mr. Napat Watthanasan
Manager, Meetings & Incentive Department
Email: napat_w@tceb.or.th
Tel: 02 694 6000 ext. 6412

Clear

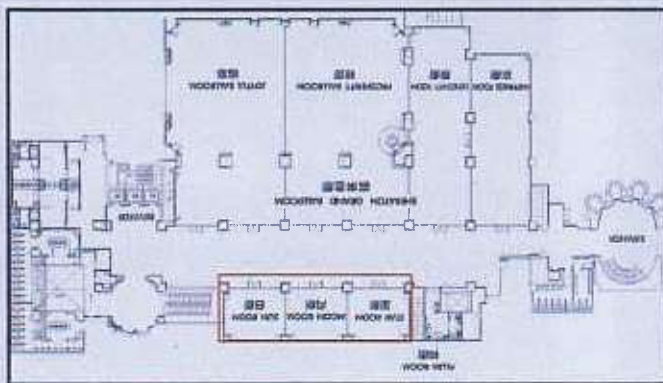
Afternoon Funtion



113.03.12
1F-The Galleria room
16 tabletops (4 pax /per table)

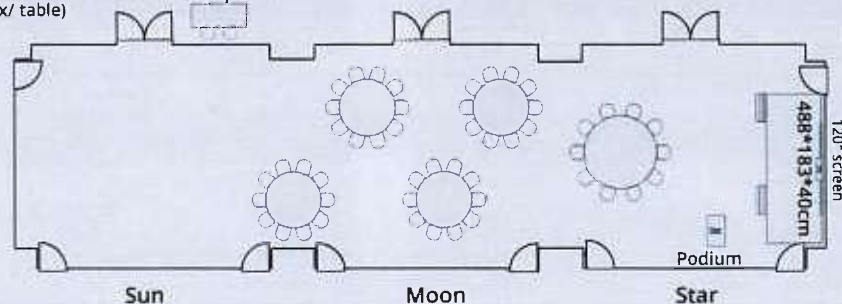


Dinner



113.03.12
B2- Sun+Moon+Star
Round table for 5 tables
(10 pax/ table)

Reception



Event Overview

March 13 (Wednesday): Roadshow

- Afternoon event at a private space in the Baan Restaurant Taipei
- Facilities will be prepared for a table-top session for approximately 10 participants which are Corporate clients.
- The session will include refreshments for attendees (canapes and drinks)
- AV equipment for cultural performances and destination introductions to be arranged. The Thai culture workshop will be “ How to make the Thai tea on our own.” and a demonstration.
- A custom-made backdrop will be displayed, and a professional photographer/videographer will be onsite.
- The session will allow TCEB sellers and TW local Crop buyer to know each other well.
- This evening a dinner will be held at the venue for guests (Baan Restaurant Taipei TBC).

Dinner & Funtion





Thailand MICE Roadshow Taiwan: March 11-15, 2024



Introducing K&A

K&A International is a prestigious destination management company (DMC) bringing a personal and comprehensive approach to the Meeting, Incentive, Convention, Event (MICE) industry. We combine our solid experience with a blend of innovative concepts and creative ideas, to create unique customer experiences that work every time.

Our extensive professional history within the international MICE industry combined with our in-depth knowledge and connections in Taiwan make us perfectly placed to assist the TCEB team in achieving their goals on the Taipei leg of this 2024 roadshow!

Overview of K&A Services for TCEB Thailand MICE Roadshow 2024

- Venue selection for each individual element of the roadshow.
- Provision of experienced, bilingual onsite team members (English/Chinese) to oversee each aspect of the event.
- Identification, recruitment and invitation of relevant potential corporate buyers and media personnel.
- Onsite management of venues and events, including registration, F&B, audio-visual, performances etc.
- Procurement and management of photographers and/or videographers.
- Transportation in Taipei (as required)
- Provision of extensive insights into the local MICE industry.

Event Overview

March 12 (Tuesday): Roadshow

- Afternoon event at a private space in the Sheraton Taipei Grand Hotel (The Galleria Room)
- Facilities will be prepared for a tabletop session for approximately 45 participants.
- The session will include refreshments for attendees (canapes and drinks)
- AV equipment for cultural performances and destination introductions to be arranged. An emcee will be provided to host the afternoon event.
- A custom-made backdrop will be displayed, and a professional photographer/videographer will be onsite.
- The tabletop session will be followed by a cocktail and canape session.
- This evening a dinner will be held at the venue for guests (a roundtable dinner to be held in the Galleria Room with TCEB Specialty Fusion Dinner set Menu).

K&A Team



K&A President – Kitty Wong



DMC Director – Sam Braybon



DMC Manager – Andrew Gung

Xie Xie
See you in Taipei!



滿力國際股份有限公司估價單
K&A International Co., Ltd. Quotation

公司 Company	Thailand Convention and Exhibition Bureau	估價日期 Issue Date	18-Jan-24
活動名稱 Event	Thailand MICE Roadshow	有效日期 Expire date	
活動日期 Event Date	12-13 March 2024	活動地點 Event Venue	Sheraton Grand Taipei
聯絡人 Contact	Mr.Oboe	備註 Remark	40 ~ 60 participants

Currency: TWD

Item		Amount	
2024/3/12			
A	Item	Amount (TWD)	NT\$457,600
1	Rental Venue Fee 13:00 ~ 22:00	\$80,000	LCD, Sound Facilities
2	Food and Beverage	\$246,600	1) Thai Style Refreshment by SUKHOTHAI & coffee, tea for 45 Pax
			2) Dinner Banquet Chinese Round table menu
3	Cultural Performance	\$30,000	Thai dancing
4	Event backdrop	\$51,000	1 set for 2 backdrops (W3m*H2.4m)
5	Event RSVP Invitation Local Print Out	\$10,000	100 printed and envelopes
6	Event Manpower by venue	\$8,000	5 staffs
7	Photographer & Videographer	\$32,000	Photos will be provided in 10 days after function
B	13-Mar		NT\$169,940
1	Rental Venue Fee 13:00 ~ 22:00	\$28,000	LCD, Sound Facilities
2	Food and Beverage	\$104,940	1) Coffee break 25 PAX
			2) Dinner Set Meal 25 PAX
3	Event Manpower by venue	\$5,000	AV Facilities Rental Venue staff overtime
4	Photographer & Videographer	\$32,000	Photos will be provided in 10 days after function

Item		Amount	
C	Media		NT\$360,000
1	Media interview function	\$360,000	Press release, interview, page publishes, EDM
D	MC		NT\$10,000
1	EMCEE	\$10,000	
F	Event Management		NT\$195,000
1	Management Fee	\$180,000	
2	Souvenirs	\$9,000	
3	Public Accident Liability Insurance	\$6,000	
Subtotal			NT\$1,192,540
5% Tax			NT\$59,627
Grand Total			NT\$1,252,167

1. Payable to

Account Name: K and A International Co., Ltd.

Account Number: 020-03-5006169

Swift Code: UWCBTWTP

Bank Name: Cathay United Bank, Daan Branch

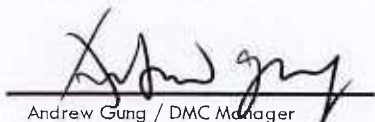
Bank Address: No.33, Sec. 4, Ren-ai Rd., Taipei City 106, Taiwan 106

2. All Bank Handling Charge For Remittance Must Be Borne By The Remitter.

(Please select "OUR-All local and overseas charges borne by applicant")

K&A International Co., Ltd.

Thailand Convention and Exhibition Bureau


Andrew Gung / DMC Manager
