

REQUEST FOR QUOTATION

Travel, Accommodation and Ground Transportation Arrangement for ASEAN Packaging and Labelling Seminar at Tokyo Pack 2026

12–16 October 2026, Tokyo, Japan

Issued by: ASEAN-Japan Centre (AJC)

Date of Issue: 31 August 2026 | Submission Deadline: 10 September 2026, 17:00 JST

1. Purpose

The ASEAN-Japan Centre (hereinafter “AJC”) invites proposals from qualified travel/DMC agents to arrange international flights, hotel accommodation and ground transportation for invited delegates attending the ASEAN Packaging and Labelling Seminar at Tokyo Pack 2026 (14–16 October 2026, Tokyo Big Sight).

2. Participants & Itinerary

Date	Group A (6 pax)	Group B (12 pax)
Mon 12 Oct		Arrival in Tokyo (morning arrival preferred)
Tue 13 Oct	Arrival in Tokyo	Intensive Awareness Workshop for CLMV: AM: Lecture Venue: ASEAN-Japan Centre, ASEAN Hall PM: Field Visit 1. Museum of Packaging Culture (TBC) 2. Minato Resource Recovery Center (TBC) (quotation basis: 09:30–17:00)
Wed 14 Oct	[Groups A and B combined] 9:00 –11:00 Lecture Location: ASEAN Hall, ASEAN-Japan Centre * A lecture by the Ministry of Economy, Trade and Industry, the Japan Containers and Packaging Recycling Association (JCPRA) or a private company is envisaged. 12:00–14:00 Lunch networking and seminar preparation Location: Tokyo Big Sight, Conference Tower, Room 610 14:00-16:00 Booth tour at Tokyo Pack Location: Tokyo Big Sight, East Hall 1 16:00–17:00	

Date	Group A (6 pax)	Group B (12 pax)
	Stage Rehearsal Location: Tokyo Big Sight, Conference Tower, 605-606 17:30 Tokyo Pack Secretariat Reception Location: Tokyo Big Sight, Conference Tower, 1st Floor 19:00 Return to Hotel	
Thu 15 Oct	[Groups A and B combined] 9:30 Participant Assembly and Seminar Preparation 10:30-12:00 Seminar on ASEAN Packaging and Labelling at Tokyo Pack 2026 12:00–13:00 Networking Location: Tokyo Big Sight, Conference Tower, Rooms 605–606 15:30–17:30 Booth tour & Business matching Location: Tokyo Big Sight, East Hall 1 18:00 Return to Hotel	
Fri 16 Oct	Departure	

Group A: Philippines, Thailand, Malaysia, Singapore, Indonesia, Brunei (1 delegate each country). Points of origin: Manila, Bangkok, Kuala Lumpur, Singapore, Jakarta and Bandar Seri Begawan.

Group B: Cambodia, Laos, Myanmar and Viet Nam (3 delegates each country). Points of origin: Phnom Penh, Vientiane, Yangon and Hanoi. The Vietnamese point of origin will be confirmed as [Hanoi / Ho Chi Minh City]; quote on the basis of Hanoi and state the difference for Ho Chi Minh City separately.

In addition, two (2) AJC staff will accompany the technical visit on 14 October. Accommodation only is to be arranged for them (see 3.2); air tickets are not required.

3. Requirements

3.1 Flights (economy, round trip)

- Group A: home capital ⇌ Tokyo (Haneda/Narita), arrive 13 Oct, return 16 Oct.
- Group B: Phnom Penh / Vientiane / Yangon / Hanoi ⇌ Tokyo, arrive on the morning of 12 Oct, return 16 Oct. Late-night departure flights arriving in Tokyo the following morning are preferred.
- **Minimum quality standards (proposals not meeting these will lose points):**
 - One connection or fewer per direction as a rule; state the reason if two or more are unavoidable.
 - Connection time of not less than 1 hour 30 minutes and not more than 4 hours.

- Checked baggage allowance of at least 20 kg per person included.
- Outbound and return under a single PNR; separate bookings per sector are not acceptable as a rule.
- Include ticketing liaison and e-ticket delivery; cancellable/changeable/refundable fare preferred, and for each fare state the following:
 - the ticketing time limit, and what happens if it lapses (whether the fare must be re-quoted and the likely range of variance);
 - the booking class;
 - cancellation, change and refund conditions and the applicable fees;
 - the checked baggage allowance, the number of connections, and connection times.
- Quote airfare as of reference date 10:00 JST on Wednesday, 8 September 2026 and state this date and time on the quotation.

3.2 Hotel

- Near Tokyo Big Sight (target ≤20 min door-to-door), single occupancy with breakfast, ≤ JPY 18,000/night incl. tax/service.
- Group A: 6 rooms × 3 nights (13→16 Oct). Group B: 12 rooms × 4 nights (12→16 Oct).
- Propose whether Group B shares Group A's hotel or a property nearer the ASEAN-Japan Hall of the ASEAN-Japan Centre (Minato-ku, Tokyo) for 13 Oct; note any price difference.
- **State the rate per room per night (including tax and service charge), and the cancellation policy — the date from which charges apply and the applicable percentage.**

3.3 Chartered Bus (Provisional Itinerary — refer to Section 2)

To ensure quotations are comparable, please use the following standby hours as a common basis. Actual operating hours are subject to change.

Date	Pax	Standby hours (basis)	Purpose
13 Oct	15	08:00–18:00 (10 hrs)	Group B to/from Intensive Workshop, ASEAN Hall, ASEAN-Japan Centre
14 Oct	25	08:00–19:30 (11.5 hrs)	Technical visit, lunch, Tokyo Pack booth tour
15 Oct	25	08:00–18:00 (10 hrs)	Seminar / booth tour / business matching

- Vehicle type and number shall be proposed at the bidder's discretion based on the estimated headcount. Final passenger numbers are subject to change. Highway tolls and parking fees, and any driver standby charges, shall be itemized separately.
- **State: (i) the base rate per day, (ii) the rate per additional hour, (iii) the rate for excess mileage, (iv) the rate for an additional vehicle if required, and (v) the cancellation policy (date from which charges apply and percentage).**
- The service provider shall assign at least one (1) dedicated Ground Transportation Coordinator to oversee and coordinate all ground transport operations throughout the program.
- The itinerary in Section 2, including dates, times, locations, passenger numbers, stops, and routes, is provisional and subject to change. Detailed stop-by-stop routing and the final itinerary will be confirmed with AJC closer to the event. For quotation purposes, bidders may base their estimates on the information currently provided.

3.4 Out of scope

The following are outside the scope of this engagement and shall NOT be included in the quotation.

- Visa applications and related costs for participants
- Travel insurance for participants
- Airport transfers at the point of origin and in Tokyo (arranged by participants themselves)
- Participants' personal expenses (minibar, laundry, etc.)

4. Quotation, Submission & Evaluation

Itemize: (1) airfare — quoted as of the date in 3.1, (2) overseas taxes/surcharges/fees, (3) hotel, (4) ground transport, (5) handling fee, (6) other.

Submission: by 17:00 JST on Friday, 10 September 2026 to tito@asean.or.jp AND info_cs@asean.or.jp (both addresses).

Evaluation: Proposals will be evaluated based on price (80%) and proposal quality (20%), including routing, hotel location, and the vendor's track record.

5. Eligibility

- Registered as a Class 1 travel agency under the Travel Agency Act of Japan; state the registration number on the quotation.
- Track record within the past three years of travel arrangements for inbound delegations of 10 or more persons; attach a list of comparable engagements.
- No delinquency in national or local taxes.
- No petition filed under the Corporate Reorganization Act or the Civil Rehabilitation Act.
- Not an organized crime group or a related party as defined under the relevant Japanese legislation.

6. General Conditions

- Hotel/bus pricing obtained between 31 August to 10 September 2026; airfare follows its own date per 3.1. No exchange-rate or fuel-price adjustment clause will be accepted unless otherwise agreed.
- AJC may cancel the event if safety/smooth execution is at risk, or amend the contract if participant numbers change; cost treatment to be set at contract signing. The treatment of costs on cancellation or amendment will follow the cancellation terms required under Section 3. Where participant numbers change, settlement shall be based on the unit prices required under Section 4, item 5.
- Confidential information obtained in this engagement must not be disclosed to third parties without authorization. Passport data and other personal information of participants shall be used only to the extent necessary to perform this engagement and shall be returned or securely destroyed within 30 days of completion.
- The service provider shall not subcontract all or any material part of this engagement without AJC's prior written consent.
- Payment will be made by bank transfer within 30 days of receipt of the invoice following completion of the services. Transfer charges are borne by AJC. The invoice shall be accompanied by e-ticket copies, proof of accommodation, coach operation records and other supporting documents.
- **In the event of any discrepancy between the Japanese and English versions of this document, the Japanese version prevails.**

- Unlisted matters to be settled by consultation between AJC and the successful bidder.

7. Contact

ASEAN-Japan Centre — Ms. ITO Takeko at tito@asean.or.jp and info_cs@asean.or.jp