



**Nepal Tourism Board**

**Terms of Reference for PR Agency to Organize Nepal Sales Mission in China**

**Nepal Tourism Board (NTB), the National Tourism Organization of Nepal, is going to organize Nepal Sales Mission Program in 4 cities of China. The main objective of the Event is to promote Nepal as a Premier Holiday Destination. The cities & dates of the Event are as follows:**

<b>S.N</b>	<b>Program</b>	<b>Dates</b>	<b>Cities with dates</b>	<b>Remarks</b>
<b>1.</b>	Nepal Sales Mission	17 - 23 April 2019	a. Beijing - 17 <sup>th</sup> April b. Changsa - 19 <sup>th</sup> April c. Guangzhou - 22 <sup>nd</sup> April d. Chengdu - 23 <sup>rd</sup> April	

- 1. The proposal for each city along with the PR service charges should be submitted separately.**
- 2. The cost breakdown of the expenses should be submitted as per the format given in the Excel sheet provided herein.**
- 3. PR Agency shall be responsible for the following work:**
  - Invitation of the guests for the Sales Mission Program
  - Necessary Correspondences
  - Suggestion & selection of venue
  - Booking of venue
  - Finalize the menu
  - Coordinate towards execution of event plan.

**3. Construction of the Event:**

- Registration of Guests/participants
- Presentation about Nepal and Question/Answer Session
- Speech by Esteemed guests
- B2B sessions
- Cocktail Dinner

**4. Composition of the Participants/Invitees:**

- Approximately 40 to 45 participants in each city from the Tourism industry selling Nepal or interested to sell Nepal, seek to have information to feature the destination in their production or to promote Nepal in a better way.
- Similarly, at least 15 prominent media (including both national and international) should be invited in each city and at least 5 members from Government agencies relating to tourism, prominent tourism based regional associations and bodies affiliated to the Government.
- There will be at least 5 participants from Nepal Embassy and NTB in the Event.
- The total number of participants in each city for the Event is estimated to be 100.

## **5. Major Responsibilities and Duties of the PR Agency**

The major responsibilities of the PR Agency shall be as follows:

### **5. (1). Regarding the Invitees/Participants**

- a. The PR Agency shall match the correct audience of Leisure/ MICE/ Adventure/Religious Travel Trade with special focus on those selling Nepal while preparing target invitee list as per the Section (4) of the TOR.
- b. The PR Agency shall invite participants from the invitee list through electronic invitations or any other effective way.
- c. The PR Agency shall do RSVP & follow up of all the invitees for assured attendance.
- d. NTB itself shall invite the participants as per the Section (4.c) of the TOR. However, the PR Agency shall invite the participants through its channel if NTB suggests any names for the invitees.

### **5. (2). Regarding the Venue and Menu and other Facilities**

The PR Agency shall be responsible for making all necessary actions to make sure that the following requirements are fulfilled as per the headings Venue, Menu and Other Facilities in the Venue and conditions therein.

#### **Venue**

- a. The PR Agency shall propose at least two, preferably three venues in prime location (central/easily accessible) in each city appropriate for the requirement of NTB's event.
- b. The Venue shall accommodate the participants of the Event comfortably.
- c. The Venue shall accommodate the invited participants in a theatre-sitting style. In addition to this, the selected Venue has to provide sitting space with 15 tables and four chairs for each table for organizing B2B sessions. The B2B sessions can also be done in the same hall with arrangements of tables and chairs.
- d. The venue must have a dais and a separate Head table to accommodate 3-6 dignitaries/ NTB representatives.
- e. The PR Agency shall book the proposed Venues for the Event.
- f. The Proposal shall include other details as required in the Excel Sheet attached herein.

#### **Menu**

- g. The PR Agency shall mention the major items included in the Menu in the Excel Sheet provided herein.
- h. **There shall not be inclusion of beef in the Menu.**
- i. The PR Agency shall do necessary efforts/coordination to include or exclude any items in the Menu if NTB requests so. NTB is aware of the fact that the changes in the Menu can bring addition or deduction of cost in the total cost of Menu proposed by the PR Agency. Such changes in the cost of Menu shall be set as mutually agreed upon.
- j. The PR Agency shall manage the Menu as decided above.

#### **Other Facilities in the Venue**

- k. The Venue shall have Audio Visual (AV) facilities(wireless Mikes, Projector, Pointer & Laptop)
- l. The PR Agency shall manage a technician in the Venue to make necessary connections of Audio Visual Presentation and smooth working of AV facilities during the Event.

### **5. (3) Regarding other requirements**

The PR Agency shall fulfil the following requirements:

- a. The PR Agency shall stand as a guarantor for booking the proposed Venues and Menu, if needed.
- b. The PR Agency shall designate its staff to supervise necessary preparation to execute the Event in each city.
- c. The PR Agency shall coordinate with the Venue to keep promotional materials sent by NTB, if NTB demands so.
- d. The PR agency shall assist NTB with suggestions or assistance for finding appropriate accommodation in the city if needed.

### **5.(4) Submission of Report of the Event**

The PR Agency shall submit its Report of the Event within 15 days after the completion of the latest Event conducted by the Agency. The Report shall, *inter alia*, include the following components:

- a. Brief introduction on the Event
- b. Names of participants along with contact details and emails.
- c. Photocopies of the Business Cards collected during the Event.
- d. Photocopies or cuttings of original copy of Print Media Coverage on the Event (pre and Post Event)
- e. Downloaded or Print version of Online Media/electronic coverage, mentioning the name/website and date of coverage on the Event in the e-media. (Pre and Post Event)
- f. Photos of the Event.
- g. Mention of Major questions and Answers during the Event
- h. Major activities in the Event
- i. Other major observation and suggestions from the PR Agency

### **6. Components of Cost Breakdown in the Proposal**

The PR Agency shall present its total cost/charges, including all applicable taxes and charges, for working as a PR Agency as per the TOR for the Event. The cost shall be presented in the following major headings in the Excel Sheet provided herein. The cost must be presented for the Event in each city.

- a. Service Charge for working as a PR Agency to fulfill the requirements, duties and responsibilities as per the TOR.
- b. Venue Charges to hire the Venue with fulfillment of the requirements of the Venue mentioned in the sub-section **Venue** above. The Charges should be presented separately for each Venue in each City.
- c. Menu Charges along with the name of major items as required in the sub-section **Menu**. The charges should be presented for each set of Menu corresponding to the Venue.
- d. Charges for AV facilities in each Venue.
- f. Other Charges, if any (Clearly Specify)
- g. Total cost/Charges for the Event in each City.

## 7. Selection of PR

NTB has the sole right to select the PR Company as per its need. In the selection process of PR Agency, NTB mainly looks into the agency's quality. The PR Agency is requested to submit/upload their profile and experiences too. **NTB has the sole right to select the PR Company for PR services only** and by paying the amount only as per the clause 5 of the TOR. In such condition, the PR Agency has to work to coordinate with VENUE and to manage the Menu if NTB decides the VENUE and MENU on its own.

## 8. Mode of Payment

NTB shall make payment to the party whose proposal is approved and selected for the job. NTB shall make a contract with the selected PR. The modality of payment shall be as per the terms and conditions agreed upon by both NTB and the party selected for this job.

Should you be interested to execute Nepal Sales Mission, as per above requirements, please submit the Quotation with detailed cost breakdown and upload in our website [tenders.welcomenepal.com](http://tenders.welcomenepal.com) by the deadline given in the website. For further query, if any, please write to us at [rshah@ntb.org.np](mailto:rshah@ntb.org.np), [sagars@ntb.org.np](mailto:sagars@ntb.org.np), [pbasnet@ntb.org.np](mailto:pbasnet@ntb.org.np), and cc to [ceo@ntb.org.np](mailto:ceo@ntb.org.np), [nandy@ntb.org.np](mailto:nandy@ntb.org.np) and [spanta@ntb.org.np](mailto:spanta@ntb.org.np).

Also upload this TOR along with the quotation with the authorized signature and stamp.

We have read and understood the TOR. If our company is selected for the job, we shall abide by the terms and conditions of the TOR.

Received by:.....

Organization: .....

Authorized Signature: .....

Date& Stamp: .....