

To whom it may concern

**JETRO Pavilion at “METALEX 2019”
Proposal Guideline for Booth Fitting Contractor**

1. Ordering Party

Ordering party is **Japan External Trade Organization (JETRO) Bangkok.**
16th Fl. of Nantawan Bldg., 161 Rajadamri Road, Bangkok 10330, Thailand

2. Exhibition

Name: METALEX 2019
Date: November 20 - 23, 2019
Venue: Bangkok International Trade & Exhibition Center
88 Bangna-Trad (KM. 1) Bangna, Bangkok 10260, Thailand
Exhibition Organizer: Reed Tradex Company

3. JETRO Pavilion

Location: Hall 98 and Hall105
Total Area of Pavilion: 408 sqm
Total Area of Project: 408 sqm

4. Scope of Works

- 1) Floor marking, Booth construction, Maintenance and Dismantling
- 2) Arrangement and procurement of rental furniture & equipments
*Including services for the collection of the bill for additional rental ones from ordering exhibitors
- 3) Application of electricity supply
*Including services for the collection of the bill for additional electricity from ordering exhibitors
- 4) Other application work such as communications facilities (if necessary)
- 5) Submission of layout plan and technical drawings such as construction drawings, electricity connections plan, etc. to the Exhibition Organizer requisite for its inspection and review.
- 6) Coordination with official contractors of the Exhibition and making them implement relevant works: e.g. electrical work. (if necessary)
- 7) Printout of graphics
- 8) Panel works
- 9) Scrap wood and Garbage processing of JETRO Pavilion
- 10) Others

5. Drawings and Specifications

The drawings and specifications describing the work are defined as follows:
Architectural Plans – See attached Appendix 4.

6. Questions

Questions requiring an agreement and clarification to interpretation of the drawings and specifications of the work shall be directed to Mr. Tomoyuki Furukawa / Mr. Kenji Yamaguchi of JETRO Bangkok and Ms. Akari Matsumoto / Mr. Motoki Kataura of Bigbeat (hereinafter called “Appointed Designer”) in writing by e-mail until October 9, 2019.

Attn:

JETRO Bangkok

Mr. Tomoyuki Furukawa (Tomoyuki_Furukawa@jetro.go.jp)

Mr. Kenji Yamaguchi (Kenji_Yamaguchi@jetro.go.jp)

Bigbeat Inc.

Ms. Akari Matsumoto (a_matsumoto@bigbeat.co.jp)

Mr. Motoaki Kataura (kataura@bigbeat.co.jp)

7. Documents to be submitted

Please submit the following documents until

October 16 2019, 17:00

1) Estimation Form

- Please fill in the blank and enter a total value **excluding tax** of your quotation.
- Proposer's estimation shall be based on the drawings and specifications, and shall not deviate and add therefrom in any respect. All proposals must be made on an attached estimation form and must be completed and signed by the proposers.

2) Quotation

- Please fill in the price by **THAI BAHTS** in the quotation forms attached.
- Please fill in **the unit price** for each item. **Set price is strictly unacceptable.**
- Please submit **a list of rental furniture & equipments with picture and price.** The items described in Appendix 4 must be included in the list.
- Proposers shall submit completed quotation form along with their proposals. A blank form attached to this instruction forms proposers value of all work intended to be performed by them and their subcontractors.
- Proposers shall not make additional lines in the quotation form for the purpose of adding costs not listed in the form.
- In case that there is additional cost not listed in the quotation, it shall be added on to "Miscellaneous expenses" in the quotation, the details of which shall be explicitly described in "Remarks".

3) Management System

- Please identify a chart of your company's management system for the work at Hall 98 and Hall105 including the following factors:
 - *the name of responsible person, that is, Director
 - *the name(s) of person(s) in charge, that is, Supervisor(s)
 - *the number of supervisors, construction workers, and electrical workers (if applicable) to be allocated on each site
- Company Profile document.

4) Time Schedule of Work

- Please submit a time schedule of this project (after the proposal until completion of dismantling).
- "Build-up & Tear-down Schedule Form" attached as Appendix 5 may be helpful for proposers in planning the time schedule, especially for booth construction work. The form can be modified for their convenience

8. Proposal Schedule

Date & Time		Venue
October 2	Distribution of documents for proposals	From JETRO Bangkok
October 9	Questions for the proposals	To JETRO Bangkok Appointed Designer (Directly both by E-mail)
October 11	Answer the questions	From JETRO Bangkok
October 16 -17:00	<u>Deadline</u> of documentation to submit	To JETRO Bangkok (Directly by E-mail)
October 17	Delivery of notices of results	From JETRO Bangkok

9. Contract Documents

The Contract documents will comprise of all drawings and specifications along with the JETRO Standard form of agreement.

10. Discrepancies & Interpretations

Proposers shall notify JETRO Bangkok promptly of any discrepancies between drawings, specifications, contract terms and existing conditions for issuance of clarifications by JETRO Bangkok.

As to the content, proposers will make no unauthorized modifications or interpretations or meaning of the drawings, specifications or proposed documents.

Any requests for such Interpretations excluding agreement matters shall be made to JETRO Bangkok.

11. Acceptance or Rejection of Proposals

Ordering Party may reject any or all proposals for any reason, or may accept any proposal considered in its best interest.

12. Appendix

1. Estimation form
2. Schedule
3. JETRO Pavilion-location and layout plan
4. Architectural plans for JETRO Pavilion with quotation form including a format of additional rental furniture and equipments
5. "Build-up & Tear-down Schedule" form
- 6 JETRO Standard form of Agreement between Ordering Party and the successful proposer (hereinafter called "Contractor")

***Special Notes**

- 1) Contractor must understand and comply with the rules and regulations of METALEX 2019 and the exhibition hall.
- 2) Contractor must apply contractor's badges and maintenance special badges for its workers and supervisors by itself to the Exhibition Organizer.
- 3) Contractor must provide refundable guarantee cheque for site work deposit with the Exhibition Organizer at Contractor's own cost according to the rules and regulations of METALEX 2019. Even though the guarantee cheque is partially refunded or not returned at all, JETRO is not liable to compensate for the difference or the full amount of it unless it is due to the negligence of JETRO.
- 4) Contractor must pay non-refundable administration fee for site work stipulated in the rules and regulations of METALEX 2019 for the Exhibition Organizer at Contractor's own cost.
- 5) JETRO is entrusting the design and the design control duties for the JETRO Pavilion construction to Appointed Designer in Japan. Contractor must communicate and adjust with the Appointed Designer for constructing the JETRO Pavilion after contract is concluded. At the same time, the Contractor must follow the instructions of the Appointed Designer on site during the period of the booth construction work.
- 6) Basically, any cost related to overtime work shall be solely borne by Contractor. When proposers think it probable that overtime work will be occurred, the relevant cost shall be added on to the appropriate item in the quotation beforehand. In case that JETRO confirms the delay of the construction work in spite of not planning adequate overtime work, JETRO orders Contractor to work overtime at Contractor's own cost.
- 7) It is required for Contractor to handle promptly the additional requests of rental furniture and equipments, etc. ordered by exhibitors in JETRO Pavilion.
- 8) At least two supervisors who speak Japanese shall be stationed in Hall 98 and Hall105 for quickly responding to installation, dismantling, and on-site maintenance during the period of build-up, exhibition and tear-down.
- 9) Contractor is requested to coordinate between JETRO and the Exhibition Organizer if necessary.
- 10) Contractor must also coordinate well with the Japanese freight forwarder appointed by JETRO for avoiding the collision of move-in & move-out of exhibits.
- 11) Contractor is requested to select the safe operations under construction and dismantling, and also requested to avoid the dangerous operations. As one of evidence for safety management of the work, a copy of valid, adequate and fully-covered public liability & all-risk insurance shall be submitted to Ordering Party.
- 12) Movable property insurance for rental furniture and equipments such as lap top PC, DVD player, TV monitor, etc. shall be adequately and validly maintained against damage, thefts, losses, and such other risks normally intended by a reasonable person in the position of Contractor.
- 13) The drawings and specifications distributed at the time of proposal is not the final version. JETRO will provide the final one after securing the agreement.
- 14) Contractor is requested to modify the inadequacies immediately if they are found by completion check.
- 15) Since some large & heavy exhibits will be carried into their booths prior to the construction of, or in the progress of constructing the Pavilion, Contractor is strictly requested to take protective measures for preventing the exhibits from being damaged by construction work.

- 16) Contractor is requested to show some color samples such as punch carpet, graphics, etc. for JETRO and Appointed Designer after contract is concluded.
- 17) Contractor must attend the TV meeting with JETRO and Appointed Designer, which might be held in Bangkok , regarding the time schedule of work, construction materials, color samples, etc.
- 18) Contact address for general questions or consultation of troubles as below;

Mr. Kenji Yamaguchi, JETRO Bangkok: Kenji_Yamaguchi@jetro.go.jp
Mr. Tomoyuki Furukawa, JETRO Bangkok: Tomoyuki_Furukawa@jetro.go.jp
Ms. Natsumi Yamane, JETRO Tokyo: Natsumi_Yamane@jetro.go.jp
Mr. Motoki Harigaya, JETRO Tokyo : Motoki_Harigaya@jetro.go.jp

The organizer of JETRO Pavilion
Japan External Trade Organization (JETRO)