

Details of allocated budget and costs for consultant

1.	<p>Project Name: Assistance in attracting investment from the United Kingdom into Thailand Fiscal Year 2014</p> <p>Project Owner: Thailand Board of Investment (BOI) Paris Office, Office of the Board of Investment</p>
2.	Allocated Budget: 1,500,000 BAHT (34,711.17 Euro)
3.	<p>Date of Reference Price Determination:10 December 2013.....</p> <p>Amount: 1,500,000 BAHT (34,711.17 Euro)</p>
4.	<p>Personnel Costs 1,499,998.50 THB (estimated costs 34,711.14 Euro)</p> <p>4.1 Type of Consultant: Specialized Personnel (Attracting Foreign Direct Investment)</p> <p>4.2 Consultant Qualification:</p> <ul style="list-style-type: none"> (1) Must have business consulting experience. (2) Must have extensive background about the industries in United Kingdom. (3) Must have some networks and business relationships with both public and private sector. (4) Must have experience in international business corporation. (5) Must have experience in investment promotion. <p>4.3 Number of Consultant : 1</p>
5.	Material Costs: None
6.	Costs for overseas trips (if any): None
7.	Other Costs: None
8.	<p>Person(s) responsible for cost allocation / project realization / terms of reference (TOR):</p> <p>Mrs. Jinchana Osottanakorn</p> <p>Minister Counsellor (Investment) Thailand Board of Investment (BOI) Paris Office, Office of the Board of Investment.</p>
9.	<p>Source of Reference Price</p> <p>Calculation based on the remuneration guideline according to the letter of the Finance Ministry No. GorKor 0903/Wor. 99 dated 20 November 2003 as follows:</p> <p>Remuneration Group: Finance Group</p> <p>Degree: Bachelor Degree</p> <p>Experience: 21-25 years</p> <p>Basic Salary: 77,700 THB (1,798.038832194 Euro)</p> <p>Project Duration: 9 Month</p> <p>Mark Up Factor: 2.145</p> <p>The costs for consultant will be 77,700 THB x 2.145 x 9 Month = 1,499,998.50 THB (1,798.038832194 Euro x 2.145 X9 =34,711.14 Euro)</p>

Scope of Services and Work Schedule

Objective and Scope of Work

This project aims at attracting more United Kingdom direct investment inflows into Thailand. The scope of work of the Consultant includes the following:

Scope of Work

1. Potential Sectors/Cities

- The Consultant will identify the potential sectors and key investors and submit the documents together with plan of action to the Department for consideration within one month after commencement date.

2. Events: Seminars/Roundtable meetings

- The Consultant shall organize at least 3 seminars/roundtable meetings in United Kingdom as agreed by the Department.
- Seminars/Roundtable meetings will aim to present investment opportunities in Thailand either in general, or in any specific potential sector in Thailand as agreed by the Department.
- List of participants, together with details of contact address and field of business shall be submitted to the Department before each seminar/ roundtable meeting.
- The Theme of the seminars/roundtable meetings shall be agreed upon by the Department.
- The Consultant shall identify approach and invite testimonials/guest speakers (if any) with the consent of the Department.
- The Consultant shall arrange all necessary logistics including invitation letters, registration, invite and prepare the list of participants, organize the venue and follow up with all the participants after the seminars/roundtable meetings and report to the Department including prepare some necessary promotional documents, if necessary
- The Consultant shall submit report of the seminars/roundtable meetings to the Department within 3 working days after finishing the seminars/roundtable meetings. The report of activity must describe the result of the seminars/roundtable meetings, the list of participants, summary of discussion/ Q&A from the events, and other necessary information for the purpose of the Department to report to the Headquarter in Bangkok.
- The Department and/or co-organizers will be responsible for the cost of events.

3. Individual /one-to-one Meetings

- The Consultant shall arrange at least 20 individual meetings in United Kingdom with the new potential investors in target sectors. This can be as a follow-up to seminars/roundtable meetings or based on interest expressed by companies during other activities (such as the visits to Thailand) or as requested by the Department if the company meets with the requirement.
- "Potential investors" are characterized by the fact that they are already relatively concrete (i.e. at least one step further than only information gathering, for instance if a business plan is being established, if legal consultation is being sought concerning the form of the investment, if a partner is being searched, or if the investment is planned, even though the moment of its realization is not determined yet) or at the discretion of the Department
- A representative of the Department and Consultant shall attend every individual one-to-one meeting. The Consultant will try to combine several meetings in order to use time most efficiently. When due to time constraints the representative of the Department can not attend, the Consultant, with the consent of the Department, will attend the meeting on his own and provide the minutes of the meetings to the Department.
- The Consultant shall submit the company profiles of potential investors at least 3 working days before each meeting to the Department. The company profile must contain adequate information with details of the company e.g. their field of business, area of interest, contact person with address and points of discussion for the benefits of the Department to prepare the information in advance.
- The Consultant must submit minutes of the meetings to the Department within 5 days after the meetings and assist the Department to follow up with companies, where possible, and report in writing to the Department regularly.
- The Consultant shall submit to the Department before each payment as specified in C.2 including the reports of the meetings, progress reports that contain the executive summary, details of activities and the Consultant's valuations / comments , together with relevant documents for approval of each payment by the committees established by the Department.
- The Consultant shall also assist the Department to contact companies in target sectors as requested by the Department.

4. Networking

- The Consultant shall recommend and create new useful networking (both public sector and private organization) at least 3 organizations in United Kingdom to the Department. The consultant should provide potential organizations in United Kingdom, which will be able to assist or coordinate with the Department in

implementing investment promotion activities in United Kingdom. This networking is not included in the number of individual meetings under the contract.

5. Documentation

- The Consultant shall provide the Department, by February 2014 with a report and information on the UK economy under this contract.
- The Consultant shall provide the Department, by February 2014, the report on overview of UK industry in the following target sectors together with key major players as follows:
 - Automotives/Auto parts
 - Alternative energy
 - Medical Equipment
 - Biotechnology
 - ICT
 - Aerospace
 - Services and public utilities

6. Investment Mission (if any)

- The Consultant will help the Department to organize a business mission to Thailand.
- The aim of the mission is to explore the business opportunities / sourcing in Thailand, or match making with Thai suppliers.
- The Department will help the Consultant in arranging the program and appointment and facilitating the delegation during their visit to Thailand.
- The Consultant shall help the Department in facilitating the delegation from Thailand visit UK.
- The Consultant shall assist the Department to follow up the interest of the delegation.

7. Public Relations

- The Consultant shall (if possible) assist the Department in inviting the media to attend the seminars, arrange the interviews to BOI executives either in Thailand or in United Kingdom.

8. Others

- The Consultant shall provide consultancy services and related matter as requested by the Department.
- The Consultant shall, on a regular basis, send news clippings which appeared in newspapers or magazines in United Kingdom concerning economic/business

issues in ~~United Kingdom~~ and in Thailand (if any) to the Department as soon as possible when the news appeared.

Period of Contract : January – September 2014

Main Work Schedule (Details of each task are elaborated in the Scope of Work.)

Task	Period
Seminars or Roundtable meetings (3 times in UK)	January – September 2014
Individual /one-to-one meetings (20 meetings in UK) + follow up	January – September 2014
Create new networking (at least 3 networks in UK)	January – September 2014
UK economic report	February 2014
UK industry report	February 2014
Investment mission to Thailand + follow up (if any)	January – September 2014
News clipping (regularly) and as soon as possible when the news appeared)	January – September 2014

Total Contract Cost

The payment to consultant will be equivalent to ~~1,500,000 BAHT (One Million and five hundred thousand Baht)~~. The total contract Cost is inclusive of tax.

Estimation of the Costs of the Contract

1. Professional fees: Approximately 80% of total contract cost (inclusive of Tax)
2. Expenditures: Approximately 20% of total contract cost (inclusive of Tax) such as
 - a. Consultant's travel expenses in ~~United Kingdom~~
 - b. Expenses related to organizing seminars, individual meetings and other activities specified in the Scope of Services including mailing costs, communications, etc.
 - c. Miscellaneous expenses

It is understood that the estimated expenditures are included in the total budget and that the actual expenditures during the period of the contract have no influence on the payments as described in item 2. (Payment Schedule).

REMUNERATION AND METHOD OF PAYMENT

1. Lump Sum Amount

The costs of the Services to be paid to the Consultant under this Agreement shall be 1,500,000 BAHT (One Million and five hundred thousand Baht) inclusive of tax if applicable. The total contract Cost is inclusive of tax.

2. Payment Schedule

2.1 The costs for the Services under item C.1 shall be paid to the Consultant according to the payment schedule as follows:

2.1.1 The first payment of 30% of the total contract cost, inclusive of value-added tax if applicable shall be paid within 45 days after commencement of the contract and after the following submission.

- Submission of the UK Economic Report.
- Submission of the UK Industrial Report.
- Submission of the Action plan which must include the list of potential sectors/cities and key investors to be targeted in this contract.

2.1.2 The second payment of 30% of the total contract cost, inclusive of value-added tax if applicable shall be paid after the following activities have been completed and the first progress report is submitted and approved by the Department and the committee:

- Organization of at least 2 investment promotion seminars or roundtable meetings in United Kingdom and the following submission :

- reports of the meetings/ progress reports
- List of participants in the seminar in Electronic format.

- Organization of at least 12 individual meetings in UK with the following submission:

- company profiles
- database of companies in electronic format
- report of the meetings

- Organization of at least 2 new networking.
- Submission of news Clippings, if any

The first progress report must contain an executive summary, details and reports on the organization of the above activities, the Consultant's evaluations/comments together with any other related documents. It should be submitted by May 31st, 2014.

2.1.3 The final payment of 40% of the total contract cost, inclusive of value-added tax if applicable after the following activities have been completed and the Final report are submitted and approved by the Department and the committee:

- Organization of the remained investment seminar or roundtable meeting required under this Agreement and submission of the result of the activity.
- Submission of the database of participants in the seminar/roundtable meeting with full details of contact address.
- Organization of the remained new networking required under this Agreement.
- Organization of the remained numbers of individual meetings as required under this Agreement (new potential investors) and with the following submission
 - company profiles
 - database of companies in electronic format
 - reports of the individual meetings
- Submission of news clippings, if any.

The final report should be submitted by September 30th, 2014. The report shall summarize all the activities implemented under this Agreement, including the following:

- The Executive summary shall be submitted together with recommendation to the Department and other related documents as shown above.
- Reports on follow-up activities of seminars or roundtable meetings and one-to-one meetings under this Agreement.

3. Method of Payments

Payments in Euros will be made by the Department to a bank account to be designated by the Consultant. The payment to the Consultant will be in Euros by using the exchange rate the day the Department received fund from the office of the Board of Investment in Bangkok.

4. Retention and Guarantees

From each lump sum installment specified in item 2 above, the Department shall retain the amount equal to 5 percent of each payment to be accumulated and paid to the Consultant within 45 days after the payment of the last installment under 2.1.3.