

BID AGENT FACT SHEET

BID AGENT

THAILAND BIDDING TEAM

Thailand Incentive and Convention Association (TICA), in partnership with Thailand Convention and Exhibition Bureau (TCEB), would like to invite “Bid Agent” to join the Thailand Bidding team **to help elevate Thailand’s positioning as a preferred convention destination.**



BID AGENT CRITERIA



- ✓ University academia or TICA members (individual or juristic persons) who have completed Bid Agent Training (Intermediate Program) with TCEB-TICA-ICCA



- ✓ PCOs or individual or juristic persons appointed by respective local host

APPLY FOR BID AGENT



- ☒ Complete the Bid Agent application form



- ☒ Application to be reviewed and verified by TICA



- ☒ Entitled as Bid Agent

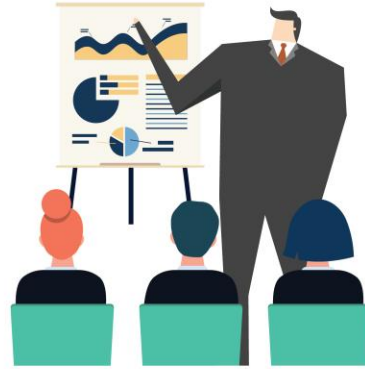
BID AGENT WORK FLOW



BID AGENT WORK FLOW



Bid Agent to assist local host to file bid support application to TCEB



Production of bid materials



Final review and approval of bid materials by local host, TCEB, and TICA



Bid Agent to submit the bid materials to TICA in a timely manner



Bidding fund reimbursement with TICA

QUALIFYING BIDS



Knowledge-based event

Minimum
1 FULL DAY

Minimum 1 full day meeting



Minimum 50 international delegates



Right rotation for Thailand to bid



Agreed by eligible local host
who is willing to bid



At least 30 working days
before bid submission deadline

Bidding Fund Support

Scale of bidding project	Bidding fund available
International delegate 50-500 pax	100,000 THB
International delegate 500 pax up	180,000 THB

*terms and conditions apply at TICA's discretion

Expense Estimation

Items	Estimated expense
Lead initiation	10,000 THB
Bid proposal content in English	10,000-40,000 THB
Bid proposal artwork	10,000-40,000 THB
Bid proposal printing	400-1,000 THB per one item
Bid presentation	5,000-30,000 THB
Bid meeting allowance	2,000 THB per meeting
Management fee	10,000-30,000 THB

*terms and conditions apply at TICA's discretion

THAILAND INCENTIVE AND CONVENTION ASSOCIATION (TICA)



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