



11 February 2022

REQUEST FOR QUOTATION

The Philippine Department of Tourism — London is inviting qualified companies to send proposals for performers/animators relative to our participation in Danish Travel Show 2022 to be held in Herning, Denmark from February 24 to 28, 2022.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before **16 February 2022** to **proposals@itsmorefuninthephilippines.co.uk**.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London



TERMS OF REFERENCE

I. REQUIREMENT: PERFORMERS / ANIMATORS / BRAND AMBASSADORS FOR DTS 2022

II. SPECIFICATIONS

PDOT-London is looking for qualified and experienced company who can provide performers / animators / Brand Ambassadors relative to our participation in Danish Travel Show 2022 to be held in Herning, Denmark from February 24 to 28, 2022.

Below are the requirements/specifications:

- A. **Number of performers / animators:** maximum of 3 (2 dancers and one flair bartender)
- B. **Repertoire:** Traditional Philippine dances, music and live performances and flair bartender at specific schedules for the duration of the show and at all official events. Repertoire should be discussed with PDOT-London. In addition, the group should be at the stand as animators/brand ambassadors to assist booth visitors and for photo ops.
- C. **Costumes/music/instruments/props:** to be provided by the proponent. Additional costumes will be requested for use of stand assistants.
- D. **Others:** The group is requested to familiarise themselves with the members of the Philippine delegation, our tourism destinations and other relevant information in case they receive inquiries while at the stand and should communicate with assigned stand assistants and stand manager/DOT officers any concerns that they receive.

III. QUALIFICATIONS / DOCUMENTARY REQUIREMENTS

Proponents must be a Philippine performing group based in Europe with ample experience in delivering the requirements and are required to submit the following together documents together with their proposal:

- Company Registration Document, as applicable
- Company Portfolio including company background and relevant previous sample of work
- Latest Tax Certificate / Proof of Filing if/or as applicable

IV. DELIVERABLES OF THE PROPONENT

1. Pre-event coordination with PDOT London/Scandinavian Market Representative
2. Coordination and rehearsals with performers before and during the event, as necessary
3. Ensure that performers have valid travel documents
4. During the event:
 - Performances at the presentation venue/s according to planned schedule
 - Preparation and distribution of Philippine cocktail drinks to visitors at the stand
 - Purchasing of supplies needed for the performance (on reimbursement basis), as needed
 - Manning of the main information counters and attending to inquiries of trade visitor and consumers (when available)
 - Assist in organisation and distribution of materials at the stand, among the co-exhibitors, trade visitors and consumers (when available)

- Documenting contact information of trade visitors visiting the main information counters (when available)
 - Assist in attending to the needs of the delegation at the stand (when available)
 - Ensuring that the delegates and visitors at the stand comply with the show's health and safety guidelines
5. Post-event coordination with performers and PDOT London/Scandinavian Market Representative.
 6. Collection of all original boarding passes, air tickets and passport pages with arrival and departure stamps and submission of these documents to PDOT London
 7. Submission of invoice with original supporting documents (list to be provided by PDOT London and simple report as proof of delivery of requirements as per TOR

V. ITEMS TO BE PROVIDED BY THE DEPARTMENT OF TOURISM

- Economy Class international air tickets to and from Hering and Hotel accommodations (twin sharing or as applicable)
- Expenses for company luggage containing costumes, props and instruments, supplies; supplies for the flair bartender
- Technical riders and performance area at the stand;
- Professional fees and meals:
 - Flair bartender - GBP 125 per travelling day and GPB270 per day for performance days
 - Dancers – GBP125 per travelling day and GPB190 per day for performance days Note: Above rates are inclusive of professional fees and meals
- Airport transfers and daily transfers from the official hotel to the venue and back

VI. BUDGET

The total budget allocated for the requirement is **GBP5,000.00 (Five Thousand Pounds and 0 Pence)** to cover the following:

Professional Fees and Meals (3 pax) as presented on Section IV.	£2,950
International Roundtrip Economy Class Tickets to and from Hering checked in Baggage Allowance (3 pax)	£1,000
Extra Baggage and Airport Transfers	£750
Costume Hire	£300
TOTAL	£5,000

VII. PAYMENT PROCEDURE

To be agreed with the winning supplier.

Prepared by:

Conforme:

GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism – London

Name:

Position:

Company