



10 July 2019

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies to send quotations for the performers / animators relative to our participation in **Gothenburg Culture Festival 2019** to be held in Gothenburg, Sweden from 06 to 11 August 2019. Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before **16th of July 2019** to:

Philippine Department of Tourism
2nd Floor, Embassy of the Philippines
10 Suffolk Street, London SW1Y 4HG

Should you have any questions, please do not hesitate to contact through telephone number 02073210668 or via e-mail addresses: gerry@itsmorefuninthephilippines.co.uk copying kat@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 for Gothenburg Culture Festival 2019

II. SPECIFICATIONS:

PDOT-London is looking for qualified and experienced dance company who can provide performers/animators relative to our participation Gothenburg Culture Festival to be held in Gothenburg Sweden from 06 to 11 August 2019.

Below are the requirements / specifications:

- a. **Number of performers / animators:** total of two (1 male and 1 female)
- b. **Repertoire:** Traditional dances, music and live performances to be performed at specific schedules for the duration of the show. Repertoire should be discussed with the PDOT- London. The group will also be at the stand as animators 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 additional stand assistants (2 Pax)
- 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 assigned stand assistants and stand manager/DOT officers any concern that they receive.

III. QUALIFICATIONS / DOCUMENTARY REQUIREMENTS

Proponents need to have ample of experience in delivering the requirement and are required to submit the following together documents with their quotation:

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

IV. ITEMS TO BE PROVIDED BY THE DEPARTMENT OF TOURISM

- Economy Class airfare for 2 persons en route London-Sweden -London
- Hotel accommodations (twin share applicable)
- Expenses for the company luggage containing costumes, props, and instruments
- Technical riders and performance area at the stand / stage
- Daily Allowance of USD75 per day per person upon arrival in Sweden
- Professional fees
- Airport transfer in Sweden and daily transfers from the official hotel to the venue and back

V. PAYMENT PROCEDURE

Daily Allowance will be provided upon arrival in Gothenburg, Sweden. Professional fees to be settled upon full delivery of service.

Prepared by:

Gerard Panga

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