



January 6, 2020

REQUEST FOR QUOTATION

The Philippine Department of Tourism — London is inviting qualified companies to send proposals for performers/animators relative to our participation in FITUR 2019 and Philippine Night to be held in Madrid, Spain from January 22 to 26, 2020 and in Lisbon, Portugal on January 27, 2020, respectively. Attached for your guidance is the detailed Terms of Reference.

Please submit your quotation and required supporting documents on or before **January 13, 2020** to:

Philippines Department of Tourism
2nd Floor, Embassy of the Philippines
10 Suffolk Street, London SW1Y 4H6

Should you have any questions, please do not hesitate to contact through telephone number 0207 3210668 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,

GERARD O. PANGA
Tourism Attaché
Philippine Department of Tourism – London



TERMS OF REFERENCE

I. REQUIREMENT: PERFORMERS / ANIMATORS FOR FITUR 2020 AND PHILIPPINE NIGHT IN LISBON

II. SPECIFICATIONS

PDOT-London is looking for qualified and experienced company who can provide performers / animators relative to our participation in FITUR 2019 to be held in Madrid, Spain from January 22 to 26, 2020 and in Lisbon, Portugal on January 27, 2020, respectively.

Below are the requirements/specifications:

- A. **Number of performers / animators:** total of five composed of four dancers and one singer
- B. **Repertoire:** Traditional dances, music and live performances by a singer or instrumentalist to be performed at specific schedules for the duration of the events. Repertoire should be discussed with PDOT-London. The group should 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 six stand assistants.
- D. **Others:** The group is requested to familiarize 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 need to have ample experience in delivering the requirement and are required to submit the following together documents together with their proposal:

- 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 air tickets for five persons en route London-Madrid-London (5 pax) and Madrid-Lisbon-London (number of pax to be agreed)
- Hotel accommodations (twin/triple sharing or as applicable)
- Expenses for company luggage containing costumes, props and instruments
- Technical riders and performance area at the stand
- Daily allowance of USD75 per day per person upon arrival in Madrid. Rate to be commuted according to schedule of arrival and departure
- Professional fees of GBP150 per person per event day and GBP50 for travel day/s

- Payment for rental of extra costumes for stand assistants
- Airport transfers in London from and to company office, in Madrid and Lisbon and daily transfers from the official hotel to the venue and back

V. PAYMENT PROCEDURE

Daily allowance will be provided upon arrival in Madrid. Professional fees to be settled upon full delivery of service.

Prepared by:



GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism – London

Conforme:

Signature:

Name:

Company: