

06 August 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 **Big Feastival** to be held at Alex James’s Farm, Kingham, OX7 6UJ from 23 to 25 August 2019. Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and the required supporting documents on or before **13th August 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

Philippine Department of Tourism • Embassy of the Philippines • 10 Suffolk Street, London SW1Y 4HG

Telephone: 00 44 (0) 207 3210668 • E-mail: info@itsmorefuninthephilippines.co.uk • www.itsmorefuninthephilippines.co.uk



**TERMS OF REFERENCE**

1. **REQUIREMENT:** Performers / Animators for Big Feastival 2019
2. **SPECIFICATIONS:**

PDOT-Londonis looking for qualified and experienced dance company who can provide performers/ animators/Brand Ambassadors/Stand Assistants relative to our participation Big Feastival to be held in Alex James’s Farm, Kingham, OX7 6UJ from 23 to 25 August 2019.

Below are the requirements / specifications:

1. **Number of performers / animators / stand assistants**: total of seven (1 guitarist and 6 dancers/animators)
2. **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 and stand assistants to help man info counters, experiential areas and assist in photo ops.
3. **Costumes/music/instruments/props/equipment:** to be provided by the proponent.
4. **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.
5. **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
1. **ITEMS TO BE PROVIDED BY THE DEPARTMENT OF TOURISM**
* Accommodations during the event
* Transportation of company luggage containing costumes, props, and instruments
* Technical riders and performance area at the stand / stage
* Per diems of £45 per day per person (to cover meals expenses, to be pro-rated at £15 per meal rate as applicable) or converted to meals provision
* Professional fees of £150.00 per person per day
* Transportation to and from the venue and accommodation facilities (group transfers)
1. **PAYMENT PROCEDURE**

Per diems will be provided upon arrival at the venue. Professional fees to be settled upon full delivery of service.

Prepared by:



**Gerard O Panga**

Tourism Attaché

Philippine Department of Tourism - London