



## TERMS OF REFERENCE

### I. **REQUIREMENT:** Performers/Animators for Sales Mission 2019

### II. **SPECIFICATIONS:**

PDOT-London is looking for qualified and experienced performers/animators to our participation in the Sales Mission to Manchester, Glasgow and Belfast on 23-27 September 2019.

Below are the requirements / specifications:

- a. **Number of performers / animators:** total of 3 ( 2 male and 1 female )
- b. **Repertoire:** 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.
- d. **Others:** The performer is requested to familiarise himself/herself 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**

- Food allowance will be provided to all the performers/ animators
- Expenses for the company transportation containing costumes, props, and instruments
- Technical riders and performance area at the stand / stage
- Professional fees of £180.00 for 8 hours inclusive of food allowance
- Transportation and Accommodation

### IV. **PAYMENT PROCEDURE**

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

Prepared by:

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Tourism Attaché

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