



14 June 2019

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies to send proposals for the performers / animators relative to our participation in **Taste of London 2019** to be held in Regents Park, London from 19-23 June 2019. Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before **17th June 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 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 yours,

GERARD O PANGA
Tourism Attaché
Philippine Department of Tourism - London



TERMS OF REFERENCE

I. REQUIREMENT:

Performers / Animators for Danish Travel Show 2019

II. SPECIFICATIONS:

PDOT-London is looking for qualified and experienced dance company who can provide performers / animators relative to our participation in Taste of London 2019 to be held in Regents Park, London from 19-23 June 2019.

Below are the requirements / specifications:

- A. **Number of performers / animators:** total of (2 males 2 females)
- 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 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 additional 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 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 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

- 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
- Daily Allowance of £15.00 per day
- Professional fees Of £15.00 for 8 hours
-

V. PAYMENT PROCEDURE

Daily Allowance will be provided after the event. Professional fees to be settled upon full delivery of service.

Prepared by:

Gerard Panga

Gerard O Panga
Tourism Attaché
Philippine Department of Tourism - London