



12 February 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 **Denmark Travel Show 2019** to be held in Herning, Denmark from 21-25 February 2019. Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before **16th February 2018** to:

Philippine Department of Tourism  
2nd Floor, Embassy fo 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](mailto:gerry@itsmorefuninthephilippines.co.uk) copying [kat@itsmorefuninthephilippines.co.uk](mailto:kat@itsmorefuninthephilippines.co.uk)

Thank you and we look forward to receiving your proposals.

Sincerely yours,

*Gerard Panga*

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 who can provide performers / animators relative to our participation Danish Travel Show to be held in Herning, Denmark from 21-25 Feb 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 (2-6 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 the 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**

- Economy Class airfare for 4 persons en route London-Billund-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 Madrid
- Professional fees
- Airport transfer in Madrid and daily transfers from the official hotel to the venue and back

### **V. PAYMENT PROCEDURE**

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

Prepared by:

*Gerard O Panga*

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