

Request for Proposal (RFP) – Vivid Sydney Food & Beverage Retail Services

Request:

Destination NSW is seeking an itemised proposal for the provision of a **Food & Beverage Retail Partner** to deliver a creative F&B activation in the Royal Botanic Garden Sydney throughout Vivid Sydney 2020. The successful respondent will enter into a profit share partnership with Destination NSW in return for the right to trade and promote brand awareness within a popular location of the Vivid Sydney Light Walk in 2020, with an option for Vivid Sydney 2021 (option to be exercised at Destination NSW discretion).

About Destination NSW and Vivid Sydney:

Destination NSW is the lead NSW Government agency for the New South Wales (NSW) tourism and major events sectors. Our role is to market Sydney and NSW as one of the world's premier tourism and major events destinations; to secure major sporting and cultural events; to work in partnership with Business Events Sydney to win major international conventions and incentive travel reward programs; to develop and deliver initiatives that will drive visitor growth throughout the state; and to achieve the NSW Government's target to triple overnight visitor expenditure by the year 2030.

Vivid Sydney (the 'Event'), the largest festival of light, music and ideas in the Southern Hemisphere and the largest event in Australia, is owned, managed and produced by Destination NSW. Vivid Sydney has been integral in cementing Sydney's position as the creative capital of the Asia-Pacific and, instrumental in driving visitation to Sydney and stimulating the city's visitor economy.

Vivid Sydney features the world's best creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures and projections and, a cutting-edge contemporary music program.

Timeline:

Creative Request for Proposal Presentation	Week commencing Monday 3 February 2020
Deadline for receipt of clarification requests	10:00am, Wednesday 12 February 2020 (AEST)
RFP closing date	10:00am, Monday 24 February 2020 (AEST)
Successful contractor notified	Week commencing Monday 2 March 2020
Unsuccessful contractor(s) notified	Week commencing Monday 2 March 2020
Commencement of Contract	Monday 9 March 2020 (TBC)

Selection Criteria:

Evaluation of all received proposals will be based on your response to the following criteria:

Criteria	Weighting (%)
Suitability of creative proposal (look and feel of the proposed F&B activation) including layout, infrastructure, diversity of menu, sustainability and pricing. Demonstrated integration of the Royal Botanic Garden Sydney strategic priorities including Vital Science messaging.	35%
Demonstrated capability and capacity to perform.	20%
Previous demonstrated experience and performance in delivering a similar service for multi-day, major outdoor events.	20%
Budget proposal including profit projection.	20%
Conformity with this Request for Proposal.	5%
TOTAL	100%

What Destination NSW requires:

Please provide the following:

- A creative proposal for the look and feel of the proposed activation, including a food and beverage service approach suitable to catering for large crowds. Renders of the layout and infrastructure of the approach are requested.
- A detailed proposal addressing the criteria in “Specifications of Services”
- An itemised budget (including profit-share proposal).
- Case study examples demonstrating the respondent’s ability to deliver the requested services; and
- As part of the evaluation of the menu offering, Destination NSW will be reviewing the menu quality by conducting a menu tasting with one or more of the short-listed proponents.

Clarification of requests for proposal:

If you require clarification on the above request, please contact only via email:

Brad Gander – Event Operations Manager, Vivid Sydney
brad.gander@dnsw.com.au

Please note that any clarification will also be granted to any/all other interested contractors.

Lodgement Details:

Please email your application, proposal and supporting documentation to:

Neville D’Costa – Director, Procurement & Legal
neville.dcosta@dnsw.com.au

ANNEXURE A

Overview:

Vivid Sydney 2020 will run from 22 May – 13 June 2020 inclusive. The Event commences nightly, for 23 nights, with 'Lights On' at 18:00 hours, and concludes with 'Lights Off' at 23:00 hours. All operational plans should ensure workforce, infrastructure, systems and resourcing account for any work/s required nightly, before 'Lights On' and after 'Lights Off'.

The F&B area within the Royal Botanic Garden Sydney is a defined location on Lawn 60, it includes a temporary bar area of approx. 830sqm and food area of approx. 1770sqm. The area will provide both a seated service and take-away option. Consideration for a Vivid Sydney Information booth and First Aid site shed within the F&B area will be required.

Specifications of service required:

The successful respondent for the Food & Beverage partnership will be responsible for providing the following under the direction of Destination NSW.

Services:

- A. Design, implementation and delivery of a sustainable and environmentally friendly Vivid Sydney Food & Beverage Activation which encompasses the Royal Botanic Garden Sydney strategic priorities through their Vital Science research. For further information see <https://www.rbgsyd.nsw.gov.au/science/vital-science>. The Activation needs to include creative and appropriate catering concepts and event styling.
- B. Staffing – sufficient levels of licenced staffing to manage and deliver the food and beverage service.
- C. Operational service from 6pm to 11pm each night of Vivid Sydney.
- D. Site plan – provide a detailed site plan which includes the location of all temporary structures including:
 - a. BOH and FOH flooring 2m in front of any bar/food service container
 - b. Defined BOH and FOH areas (BOH areas must be streamlined to reduce size impact on overall footprint)
 - c. Clearly identifiable access points, flooring, lighting and fence lines
 - d. Seating and tables available
 - e. Allow for a First Aid space of 2.4m x 6m with access
 - f. Allow for an Information Booth space of 2.2m x 3m with access
- E. Production schedule
- F. Relevant safety sign-off and certification of all electrical, cooking and fire equipment
- G. Site Manager/Licensee – onsite representative to manage Food & Beverage Activation during entire occupation in liaison with Destination NSW's Representative;
- H. Provision and management of all equipment, resources and labour (including all sub-contractors) associated with the delivery, maintenance incl. daily site cleaning, construction and removal of temporary infrastructure.
- I. Sustainability Policy - provide a detailed plan addressing sustainable utensils, packaging and waste & recycling stream management.

- J. Regional Produce - consideration should be given to the use of food and drink from Regional NSW.
- K. Reporting: Daily revenue reports and any applicable incident reports to be provided to Destination NSW.
- L. Cash management.

Catering Services:

- Apply and pay for a Temporary Food Stall permit from the City of Sydney and provide copies and evidence of receipt to Destination NSW
- Capacity min 500 pax, max to be assessed depending on Site Plan submitted/approved.
- The menu option presented should include affordable, grab and go items with a unique style of food offerings. The menu options should include substantial food options and dessert, while still providing patrons with the ability to eat while walking through the Vivid Sydney Light Walk in the Royal Botanic Garden Sydney. The menu prices should range between \$8 and \$20 per food item. The menu should take into account dietary requirements – Vegetarian, Gluten Free, Dairy Free, etc.
- Destination NSW must be offered a tasting of all the menu items, and the menu must be approved in advance by Destination NSW in writing. Such food tasting is at the applicant's cost.
- All staff must wear a uniform consistent with hospitality standards and be easily identifiable
- Grey water stillage container (1,000 litre capacity) if required
- Waste management facilities and services
- Plumbing requirements.

Bar Services

- Apply and obtain the appropriate Liquor Licence and/or other required accreditations
- Provide stock for a bar service with at least two price point levels across the range of sparkling wines, still wines and beers and at least one low alcohol beer
- Ensure EFTPOS facilities are available at the bar
- Ensure credit card facilities are available at the bar
- All bar staff to hold requisite RSA certification
- Manage all aspects of the Responsible Service of Alcohol including the provision and installation of signage as required by the Liquor & Gaming NSW. All liquor sales to be supervised by the approved Licensee in accordance with the provision of the Liquor Act
- Beverage options should be under \$10 with some high-end beverages available to purchase
- All staff must wear a uniform consistent with hospitality standards and be easily identifiable

Meetings:

Attend briefing sessions and meetings as required by Destination NSW before and after the Event.

General items:

The successful service provider must provide;

- The service provider must provide appropriate product liability and public liability insurance. Minimum \$20 million (AUD). Destination NSW to be noted as an interested party.
- The service provider must provide copies of all relevant Safe Work Method Statements (SWMS).
- The service provider must provide the appropriate Workers Compensation Insurance, as required by law.
- Adherence to all relevant laws and regulations, including the Australian Modern Slavery Act.
- Contractor/s must have qualifications, licencing and accreditations relevant to undertake the works detailed herein. Copies to be provided to Destination NSW.
- All costs in preparing/responding to this request for proposal are borne wholly by the proponent.
- Goods/Services provided must be of the highest quality.
- Goods/Services must be guaranteed and fit for purpose.
- The goods/services provider must provide a registered and current Australian Business.
- Number (ABN) or Australian Company Number (ACN).

Key Considerations:

The successful service provider will need to enter into a contract with Destination NSW which includes, but is not limited to the following terms:

- Ownership in all intellectual property (including copyright) in any project material will vest in/or be assigned to Destination NSW on a royalty free, for use worldwide, free of charge and in perpetuity basis. You agree to execute all documents and do all things required for the purposes of giving effect to this. The project material once assigned will be used by Destination NSW, tourism trade stakeholders, media and the NSW Government.
- Indemnifying Destination NSW for all work carried out.
- Abiding by a suppliers code of conduct as issued by the NSW Government.
- Termination Clause, Destination NSW may at any time terminate the contract without cause and for any reason by giving 30 days' notice in writing to the service provider, such termination being effective upon expiration of the 30 day period. Destination NSW is not liable for any payments to the service provider beyond the 30 day notice period, and such amount will be received by the service provider in full satisfaction and discharge of any claims of any nature whatsoever in connection with this contract. Destination NSW would not be liable for any further/pro-rata payments.
- Use of sub-contractors to deliver parts of this work must include an outline of the proposed contracting structure in response to this Request for Quotation
- If the goods/service provider does not perform/deliver the goods/services required, the goods/service provider is not entitled to receive any further payments and must if so required.

Destination NSW will provide the following:

Services to be provided by Destination NSW:

- Operational lighting for BOH Catering Area and other areas where necessary
- Perimeter operational 1.8m fencing for BOH compounds
- Water & Power supply
- Directional signage and installation
- Accreditation Lanyards
- Portable Toilet Facilities and cleaning of toilets
- Forklift, boom lift and logistic services to assist with loading/unloading
- Ground protection for bump in & bump out
- PPCA and APRA Licences
- Site RSA and security personnel, crowd management and overnight asset guards.