

## Request for Quotation - Retail Activation Signage Printing

### Request:

Destination NSW is seeking an itemised quotation for the provision of **printing services for the in-store Retail Activation Program** for Vivid Sydney 2020, with an option for Vivid Sydney 2021 (at Destination NSW discretion).

Destination NSW may execute an option to renew the agreement for the second period in 2021, based on the successful applicant's submitted quotation, at its discretion. If this option is exercised, written notice will be provided no later than 60 days after the conclusion of Vivid Sydney 2020 and a new contract executed.

Please note, there is no obligation for Destination NSW to exercise the option for Vivid Sydney 2021 and all potential applicants must plan accordingly for this. Should a variation in period or supply of services be required, a quote variation will be sought from the successful Service Provider

### Background on Destination NSW:

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, a cutting edge contemporary music program and the spectacular lighting of Sydney's iconic buildings and other Sydney precincts.

### Timeline:

Deadline for receipt of clarification requests	10:00am on Wednesday 19 February 2020 (AEST)
<b>RFQ closing date</b>	<b>10:00am, Monday 24 February 2020 (AEST)</b>
Successful Service Provider notified	Week commencing Monday 24 February 2020
Unsuccessful Service Provider (s) notified	Week commencing Monday 2 March 2020

<b>Commencement of Contract</b>	<b>Monday 9 March 2020</b>
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**Selection criteria:**

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

<b>Criteria</b>	<b>Weighting (%)</b>
Value for Money	30%
Capability to deliver with a high quality standard within the timeframes required	30%
Proven experience with printing retail window decals and posters using sustainable, eco-friendly materials and other sustainable options.	30%
Conformity with the below key considerations, specifications and services required	10%
<b>TOTAL</b>	<b>100%</b>

**What Destination NSW requires now:**

1. A written response which addresses the Selection Criteria and Specifications of Services outlined in Annexure A.
2. An itemised quotation for Vivid Sydney 2020 based on the requirements listed in Annexure A.
3. An itemised quotation for Vivid Sydney 2021 (at Destination NSW discretion) based on the same requirements as Vivid Sydney 2020.

Suppliers may choose to respond with an itemised quotation for part or all of the services required, with the understanding that Destination NSW may choose to enter into an agreement with the provider for the delivery of part or all of their provided quotations.

**Clarification of requests for quotes:**

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](mailto:brad.gander@dnsw.com.au)

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

**Lodgement Details:**

Please email your application, quotation and supporting documentation to:

Neville D'Costa – Director, Procurement & Legal  
[neville.dcosta@dnsw.com.au](mailto:neville.dcosta@dnsw.com.au)

## ANNEXURE A

### Specifications of service required:

The Service Provider will provide printing services for the Vivid Sydney retail activation program; assets of which include standard poster / flyer signage and window decals of varying sizes.

Final quantities will depend on the individual request orders from up to 700 retail partners, which Destination NSW will collate and provide to the Service Provider.

The Service Provider acknowledges that this Request For Quotation is for printing only and not for installation of the final product.

Printing requirements (and estimated quantities) include:

Item	Specs	Please provide costs for each the following quantities:		
<b>A2 Posters</b>	<ul style="list-style-type: none"> <li>- 2 designs</li> <li>- 2 sides (same artwork each side)</li> <li>- Full colour print</li> <li>- High quality gloss stock</li> <li>- Effective installation method required per poster (i.e. drilled holes and suction cups with hooks)</li> </ul>	250	500	700
<b>A5 Flyers</b>	<ul style="list-style-type: none"> <li>- 1 design</li> <li>- 2 sides (different artwork each side)</li> <li>- Full colour print</li> <li>- High quality gloss stock</li> </ul>	1,500	3,000	4,500
<b>Large Decal Sheet [External Window]</b>	<ul style="list-style-type: none"> <li>- Individual decals (x3) printed on one sheet</li> <li>- Sheet size: 1872mm W x 598mm H</li> <li>- 2 designs :               <ul style="list-style-type: none"> <li>- blue on clear background</li> <li>- pink on clear background</li> </ul> </li> <li>- Print for exterior application and reading</li> </ul>	250	500	700
<b>Large Decal Sheet [Internal Window]</b>	<ul style="list-style-type: none"> <li>- Individual decals (x3) printed on one sheet</li> <li>- Sheet size: 1872mm W x 598mm H</li> <li>- 2 designs:               <ul style="list-style-type: none"> <li>- blue on clear background</li> <li>- pink on clear background</li> </ul> </li> <li>- Reverse print for interior application/exterior reading</li> </ul>	250	500	700
<b>Medium Decal Sheet</b>	<ul style="list-style-type: none"> <li>- Individual decals (x3) printed on one sheet</li> <li>- Sheet size: 920mm W x 320mm H</li> <li>- 2 designs:               <ul style="list-style-type: none"> <li>- blue on clear background</li> <li>- pink on clear background</li> </ul> </li> <li>- Print for exterior application and reading</li> </ul>	250	500	700

<b>Small Decal Sheet</b>	<ul style="list-style-type: none"> <li>- Individual decals (x3) printed on one sheet</li> <li>-675mm W x 842mm H</li> <li>- 2 designs : <ul style="list-style-type: none"> <li>- blue on clear background</li> <li>- pink on clear background</li> </ul> </li> <li>-Print for exterior application and reading</li> </ul>	250	500	700

The Service Provider is to provide costs for each asset listed above, itemised by the estimated quantities provided, in the submitted quote.

Destination NSW, as the owner, manager and producer of Vivid Sydney, is committed to delivering a world class, sustainable, and efficient event throughout the event supply chain.

The Service Provider is required through the Request For Quotation submission to detail sustainable, eco-friendly materials and options for the above assets.

The Service Provider will be required to work with Destination NSW and Vivid Sydney personnel, reporting to the Stakeholder & Community Engagement Coordinator, to effectively plan and implement the printing of these assets including rounds of edits and changes.

All final artwork will be provided by Destination NSW and delivered to the Service Provider no later than **Friday 10 April 2020**.

Delivery of all finished collateral to Destination NSW is to be arranged by the Service Provider, and will be due no later than **Friday 24 April 2020**. Delivery must be allowed for in the quote.

#### **General items:**

#### **The Service Provider must provide:**

- a) Appropriate public liability insurance. Minimum \$20 million (AUD). Destination NSW to be noted as and interested party .
- b) Appropriate professional indemnity insurance. Minimum \$10 million (AUD).
- c) Copies of all relevant Safe Work Method Statements (SWMS).
- d) Appropriate Workers Compensation Insurance, as required by law.
- e) The Service Provider must adhere to all relevant laws and regulations, including the Commonwealth Modern Slavery Act.
- f) Goods and Services must be of the highest quality.
- g) A valid Australian Business Number or Australian Company Number.
- h) Service Provider/s must have qualifications, licencing and accreditations relevant to undertake the works detailed herein. Copies to be provided to Destination NSW.

### **Key Considerations:**

The successful Service Provider will be required to enter into a Contract of Engagement with Destination NSW which includes, but is not limited to the following terms:

- Ownership of all intellectual property (including copyright) in any project material will vest in and/or be assigned to Destination NSW on a royalty free, for use worldwide, free of charge in perpetuity basis. The Service Provider will 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.
- 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.
- If the Service Provider does not perform the services required, the Service Provider is not entitled to receive any further payments and must if so required by notice in writing to the Service Provider by Destination NSW, repay to Destination NSW all payments made under this contract or such part of the payments as so demanded by Destination NSW with respect to expenses already incurred and services rendered to date and must make such repayment within seven (7) days of the date of such demand by Destination NSW or within such longer period as specified by Destination NSW.
- The terms and conditions and deliverables of this request for quotation apply to any sub-contractor/s engaged to assist in the delivery of this project. All proposed sub-contractor/s must be approved in writing by Destination NSW prior to engagement.
- All case studies and public presentations require the prior written approval of Destination NSW.
- Ownership of all intellectual property (including copyright) in any project material will vest in and/or be assigned to Destination NSW on a royalty free, for use worldwide, free of charge in perpetuity basis. The Service Provider agrees 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.

Any costs incurred in preparing and submitting the Request For Quotation are to be borne by the Contractor.

### **Destination NSW will provide the following:**

- Final artwork and volume order will be provided by Vivid Sydney / Destination NSW.
- For the avoidance of doubt, Destination NSW requires the Service Provider to arrange the delivery of printed assets to its Sydney office ( Cumberland Street, The Rocks) and associated costs should be allowed for in the submission.

## Previous Examples:

- A2 Posters:



- Decals / Decal Sheets:



- In-Situ Window Decals:

