

# Request for Quotation – Lightbox Signage and Management Services, Vivid Sydney

## Request:

Destination NSW is seeking an itemised quotation for the provision of **Lightbox Signage and Management Services** for Vivid Sydney 2021, with an option for Vivid Sydney 2022 (option to be exercised at Destination NSW’s discretion. The successful Contractor must cater for this).

## 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 drive economic and social benefits to the State and, deliver on the NSW 2030 Visitor Economy Strategy targets.

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, Friday 9 April 2021 (AEST)
<b>RFQ closing date</b>	<b>10.00am, Friday 16 April 2021 (AEST)</b>
Successful Contractor notified	w/c Monday 26 April 2021 (AEST)
Unsuccessful Contractor notified	w/c Monday 26 April 2021 (AEST)
<b>Commencement of Contract</b>	<b>w/c Monday 3 May 2021</b>

## Selection Criteria:

Criteria	Weighting (%)
Value for money	40%
Demonstrated experience in the design, printing, fit out and logistical operation of similar large-scale event services	30%
Proven ability to deliver services at a high-quality standard within agreed project timeframes and budgets	20%
Compliance with this Request for Quotation	10%
<b>TOTAL</b>	<b>100%</b>

**What Destination NSW requires:**

1. A written response which addresses the Selection Criteria and Specifications of Services outlined in Annexure A
2. An itemised quotation for 2021 based on the requirements listed in Annexure A
3. An itemised quotation for 2022 based on the requirements listed in Annexure A (exercised at Destination NSW's discretion)

**Clarification of Request for Quotation:**

**If you require clarification on any parts of this Request for Quotation, please [click here](#) to email the Vivid Sydney team.**

Please note that any clarification will be provided to the other goods/service providers that have been offered the opportunity to provide a quote. Clarification Addendums will be posted via the [Work with Us](#) page on the Vivid Sydney website.

**Lodgement Details:**

Please review the relevant RFQ documentation, Clarification Addendums, Frequently Asked Questions and Terms & Conditions prior to preparing your response.

Respondents are required to answer the specific requirements of the services and address the selection criteria detailed within the RFQ documentation. Answers and supporting documentation will need to be uploaded via the Vivid Sydney Website using the [Apply Now](#) button.

## ANNEXURE A

### SPECIFICATION OF SERVICES

Destination NSW seeks the services of a Contractor to provide **Lightbox Signage and Management Services** for the Vivid Light program during Vivid Sydney 2021, with an option to renew for 2022 at Destination NSW's discretion.

The Contractor will work collaboratively with the Production Manager, Vivid Light and Production Coordinator, Vivid Light to print, skin, repair and deliver approximately ninety (90) Lightboxes across the Vivid Sydney Light Walk footprint.

Destination NSW owns up to ninety (90) illuminated signage stands referred to as Lightboxes. These are designed to achieve the following:

- Provide an illuminated description of the Vivid Sydney Light Installation and Artist responsible for its design and creation
- Provide wayfinding and important event information through a numeric system
- Direct event attendees to Vivid Sydney's website and social media platforms
- Provide important NSW Health information.

The Contractor will be responsible for ensuring that the content and logistical operations of Vivid Sydney Lightboxes are delivered safely and on time to ensure a successful Event.

#### **Specific tasks are as follows:**

- Printing, attachment and removal of individual full-length substrate vinyl panel decals (4 x panels per Lightbox) and individual number decals (2 x decals per Lightbox) for up to ninety (90) Vivid Sydney Lightboxes (approx. 360 decals in total):
  - Decals must be weather-proof and last for extended outdoor use, in excess of thirty (30) days
  - Decals must be opaque whilst ensuring the structure of the Lightbox stand is not visible when lighting is on
  - Layout, including alignment and trimming with an allowance of at least two design amendments
- Manage the collection, transport, maintenance, delivery and removal of Lightbox units from Destination NSW storage to and from all Vivid Sydney Precincts, including but not limited to:
  - Circular Quay
  - The Rocks
  - Darling Harbour
  - Barangaroo
  - Luna Park
- Assess, clean and repair Lightboxes as required prior to installation on site
  - Allow for up to 20 Lightbox repairs including but not limited to:
    - Vandalism
    - Broken or fractured acrylic
    - Damaged decals
    - Lighting / power damage
    - Structure / frame damage
- Test and ensure all Lightboxes are operational and functioning once installed
- Install LED beacons in each Lightbox as required (LED beacons to be supplied to Contractor by Destination NSW)
- Provide power connections for all units by working with Destination NSW and its relevant Landowners, including but not limited to:
  - Distribution equipment
  - Safe connection

- Cable management
- Electrical testing and tagging by a suitably qualified electrician
- Provide appropriate ballast or weighting material
- Post event removal, cleaning, repair and storage of all Lightboxes at Destination NSW storage facility
- Develop and deliver upon a Targeted Risk Assessment (template to be provided by Destination NSW)
- Develop and deliver upon Safe Work Method Statements (SWMS)
- Provide a COVID-19 Safe Plan and all PPE for staff involved in providing the services.

**Technical Specifications:**

- Dimensions:
  - 2000mm x 400mm x 400mm with a backlit area of 1500mm x 400mm
- Hard Components:
  - Perspex outer shell
  - Steel stabilising inner
  - LED tape
  - Power transformer
- Artwork:
  - Substrate decal panel
  - Full length decal panel
  - Number decal
- Power:
  - Connection to power outlet via a 10AMP 240v plug
  - Each Lightbox includes a transformer that reduces the input voltage to 12v for the LED beacon inside the Lightbox

Please refer to Annexure B for images of Lightboxes.

**Key Dates:**

The Contractor will be required to meet the following key dates:

- Artwork supplied by Destination NSW:
  - Week commencing 10 May 2021
- Artwork proofs for Destination NSW:
  - Week commencing 24 May 2021
- Bump in:
  - 26 July – 5 August 2021
- Maintenance during event:
  - 6 – 28 August 2021
- Bump out:
  - 28 – 30 August 2021

*Note: dates are subject to change and negotiation with successful Contractor.*

**GENERAL ITEMS**

- The Contractor must provide appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million
- The Contractor must provide appropriate professional liability insurance. Minimum \$10 million

- The Contractor must provide appropriate workers compensation insurance – as required by law
- Services and equipment must be of the highest quality, guaranteed and fit for purpose
- The Contractor must provide an Australian Business Number or Australian Company Number
- The Contractor must ensure they adhere to all relevant laws and regulations applicable to the services, including Australian Modern Slavery legislation.

### **KEY CONSIDERATIONS**

The successful Contractor 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 Contractor 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 supplier's 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 Contractor, such termination being effective upon expiration of the 30-day period. Destination NSW is not liable for any payments to the Contractor beyond the 30-day notice period, and such amount will be received by the Contractor 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 Contractor 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 Contractor 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 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
- The successful Contractor will be required to provide all relevant accreditation, licenses and qualifications.

### **DESTINATION NSW WILL PROVIDE**

- Print-ready artwork
- Lightbox location and maps
- Site maps, plans, schedules as they are available
- Appropriate contact details and a dedicated contract manager.

ANNEXURE B

