

## Request for Quotation – Vivid Sydney Customs House and/or Museum of Contemporary Art Animation Services 2023

### **Request:**

Destination NSW is seeking responses and itemised quotations for the provision of **Customs House and/or Museum of Contemporary Art Animation** services for Vivid Sydney 2023.

**Please note this is not a position of employment but a contract for the supply of services. Companies can propose a person for this contract as well as sole traders.**

### **Destination NSW:**

Destination NSW is the lead agency, champion and voice for the visitor economy within the NSW Government.

Spearheading a whole-of-government approach to visitor economy growth, Destination NSW is responsible for leading the delivery of the NSW Visitor Economy Strategy 2030 in partnership with government and industry.

Destination NSW influences and shapes the visitor economy through strategic research, policy and thought leadership, stakeholder engagement and consultation, commercial partnerships and investment in visitor experiences, business support, marketing and events.

Investing in a world-class events calendar to maximise economic and social benefits and, position NSW as the events capital of the Asia Pacific, is a key strategic pillar of the Visitor Economy Strategy 2030.

Vivid Sydney, the largest festival of light, music, ideas and food in the Southern Hemisphere and the largest event in Australia, is owned, managed and produced by Destination NSW. Vivid Sydney has been integral in positioning Sydney as the creative capital of the Asia Pacific and, instrumental in driving visitation to Sydney and stimulating the city's visitor economy (the 'Event'). For more information visit: [www.vividsydney.com](http://www.vividsydney.com).

### **Period:**

Destination NSW requests an itemised quotation for services detailed in this RFQ document, during the period outlined below:

Period 1 Vivid Sydney 2023	On signing of agreement to completion of Services as outlined in the schedule attached
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**Timeline:**

Deadline for receipt of clarification requests	<b>10:00am</b> on Monday 28 November 2022 <b>(AEST)</b>
<b>RFQ closing date</b>	<b>10:00am</b> on Monday 5 December 2022 <b>(AEST)</b>
Assessment/Interview	Week beginning 5 December 2022
Successful contractor notified	Week beginning 12 December 2022
Unsuccessful contractor(s) notified	Week beginning 12 December 2022
Commencement of Contract	19 December 2022

**Selection Criteria:**

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

Criteria	Weighting (%)
Value for money	25%
Demonstrated experience in providing required services and expertise of key personnel	25%
Proven ability to deliver the service as per the specification and timeline	25%
Communications and relationship management capabilities	20%
Compliance with Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

**What Destination NSW requires:**

**Destination NSW requires a Non-Disclosure Agreement (NDA) to be signed first in order to provide the Contractor appropriate information for quoting. Please click [here](#) to email the Vivid Sydney team to request the NDA.**

Destination NSW requires an itemised quotation which addresses the items in Annexure A, i.e. Specification of Services, Key Considerations and General Items. Attention must also be directed towards the Selection Criteria.

1. A written response of no more than two (2) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A.
2. An itemised all-inclusive quotation and/or rate card for period 1 as outlined in Annexure A and/or Annexure B which ever applicable, inclusive of all charges.
3. A conceptual design of the artwork/s.
4. An Animation Services Rate Card for additional services.
5. A portfolio of previous works demonstrating the experience required.
6. Company capability statement / Current curriculum vitae.

Contractors 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.

Destination NSW may opt not to engage with the successful Contractor on specific elements of this request for quotation due to ongoing operational variations.

**Clarification of Request for Quotation:**

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

Please note that any clarifications will be given to other contractors 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.

**How to respond to a Request for Quotation (RFQ):**

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

Respondents should address the specific requirements of the services and 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.

NB: This form cannot be saved or changed after submission, please ensure that you check the accuracy of your information prior to submitting.

ANNEXURE A
Specifications of Service
<p>The Contractor is required to work under the direction of the Festival Director and the Vivid Light production team (including the Production Manager, Producer and Technical Director of Vivid Light) in order to develop and produce animated projection content based on an adaptation/interpretation of well-known Australian Artist/s for Vivid Sydney 2023 for:</p> <ul style="list-style-type: none"><li>- The Façade of Customs House and/or</li><li>- The Façade of Museum of Contemporary Art</li></ul> <p>Source material from selected artists will be provided once NDA has been signed by the Contractor.</p> <p><b>Key Accountabilities:</b></p> <ul style="list-style-type: none"><li>- The Contractor will work collaboratively with Destination NSW, and Destination NSW’s nominated projection equipment company to ensure the projection content meets the creative and operational expectations and outcomes of both</li></ul>

Destination NSW, and the artist who has licenced the rights of their works to Destination NSW for the Event.

**Part A:**

For Customs House the projection content will be:

- One (1) show x six (6) to ten (10) minutes in duration that leverages the architecture of the Customs House Façade whilst complementing the source material
- One (1) x one (1) minute trailer in duration that leverages the architecture of the Customs House Façade whilst complementing the source material

**Part B:**

For the Museum of Contemporary Art the projection content will be:

- One show (1) x six (6) to ten (10) minutes in duration that leverages the architecture of Museum of Contemporary Art Façade whilst complementing the source material
- One (1) x one (1) minute trailer in duration that leverages the architecture of the Museum of Contemporary Art Façade whilst complimenting the source material

**Parts A & B:**

- The Contractor will work collaboratively with Destination NSW, Museum of Contemporary Art (for the respective work) and the artist/s / artist representatives on the creative development of concepts and imagery presented in the EOI Proposal (Additional information to be provided upon signing of NDA)
- The Contractor will be responsible for the development and delivery of agreed projection content, including:
  - o Storyboard and Design
  - o Animation and Render Output
  - o Soundtrack Composition and any relevant music licensing required with consultation with DNSW
  - o Casting and/or Talent
  - o Art Direction and Project Management.
- Any required permissions or licenses for the above content must be obtained as agreed by Destination NSW.
- The Contractor will work collaboratively with Destination NSW and relevant contractors to realise and implement the creative vision.
- The Contractor will maintain design integrity to support and align with Vivid Sydney's brand, design and style objectives.

- The Contractor will provide a minimum of five (5) rounds of changes to the developed projection content included within the quoted fee. Any changes must be discussed and agreed to between the Contractor and Destination NSW. Reasonable amendments will be made, based on the available budget to make the changes. Changes agreed as significant, or beyond the original scope of works will incur an industry standard cost variation.

**Rate Card – Other Additional Services:**

- Please provide a detailed Animation Services itemised rate card for production services as may be required for additional locations. This should include hourly and / or daily rates for 2/3D animation development (including concept design, storyboarding and test renders); production and final output. This should be itemised for staff, other resources and any relevant costs.

**Estimated Timeline:**

- Animators notified week beginning 12 December 2022.
- Kick off meeting with Vivid Sydney and artist/s / artist representatives mid-December 2022.
- Production schedule and key milestones will be confirmed w/c 9 January 2023, but the following key dates are noted:
- First draft design due early-February 2023 – The Vivid Light team will require renders for website by 14 February that are approved by Destination NSW and respective Artist/s / artist representatives.

Presentation to Vivid Sydney and artist. Feedback provided.

- Second draft design due early-March 2023. Presentation to Vivid Sydney and artist. Feedback provided.
- Print ready final renderings due 1 March 2023.
- Final Design due mid-March 2023.

**General Requirements:**

- The Contractor must arrange all accredited staff to provide the Services relating to the animated work (storyboards, animation, sound design, mixing and colour grade).
- The Contractor will make themselves available for on-site testing and make necessary amends to the work.

- The Contractor will work with the Production Manager, Vivid Light to develop any applicable Event run sheet and ensure projection content runs to the pre-approved timings (where relevant and required).
- The Contractor will ensure compliance with statutory requirements and NSW Government Agency requirements. This includes the Event Licence and all other required licenses and approvals for the Event (if applicable and designated).
- The Contractor agrees to provide details of the staff (including accreditations) upon request of Destination NSW.
- The Contractor will provide regular progress updates to Destination NSW.
- The Contractor will attend a fortnightly creative development meeting with Vivid Sydney's Creative Team.
- The Contractor will attend relevant meetings with Destination NSW (and/or other parties) as required and agreed by both parties.
- The Contractor must be available for a minimum of 5 talks and tours for Destination NSW and Destination NSW's stakeholders throughout Vivid Sydney 2023.
- The Contractor must be available to attend the Vivid Sydney Previews as requested by Destination NSW.
- The Contractor must be available to attend at least one (1) required hospitality/corporate events as requested by Destination NSW.
- When crediting/billing the piece, the following credits will be used:
  - o Projection Adaptation by: (Contractor Name)
- The Contractor will provide additional services as reasonably directed by Destination NSW including projection programming for agreed special events including preview week which commences on/about 22 May 2023 (TBC).
- The Contractor must ensure the Contractor's nominated representative is available for interviews and PR opportunities as requested by Destination NSW.

*NB: Dates are subject to change*

**General Items:**

The successful contractor must provide:

- Appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million (AUD).
- Appropriate professional liability insurance. Minimum \$10 million (AUD).
- Appropriate workers compensation insurance, and any other applicable insurances and accreditations – as required by law

- An Australian Business Number or Australian Company Number.
- High quality, guaranteed and fit for purpose Goods and Services
- Qualifications, permits, licencing and accreditations relevant to undertake the works detailed herein. Copies to be provided to Destination NSW.
- Copies of all relevant Safe Work Method Statements (SWMS).
- Project specific risk assessment against Destination NSW provided template.
- COVID safe plan to include sanitisation cleaning procedures.
- Any other specific documents as required

The Contractor must ensure they adhere to all relevant laws and regulations applicable to the services, including the Australian Modern Slavery legislation. Subcontracting is allowed on approval by Destination NSW.

### **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
- Indemnifying Destination NSW for all work carried out
- 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 contractor 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 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 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 and be compliant with any relevant legislation regarding payments.

- Any case studies and public presentations are to be approved by Destination NSW prior to use.
- Any costs incurred in preparing and submitting the RFQ are the responsibility of the Contractor.
- Responsible for own administration and tax affairs

**Destination NSW will provide the following:**

- Destination NSW will provide all technical projection, associated audio and control equipment for both activations'.
- Additional Information provided upon NDA Signing:
  - Artist Information
  - Concepts & Imagery
  - Location Information