



Request for Quotation – Event Staging, Decking & Scaffolding Services, Vivid Sydney 2023, 2024 and 2025

Request:

Destination NSW is seeking responses and an itemised quotation for the provision of **Event Staging, Decking and Scaffolding Services** for Vivid Sydney 2023, with an option for Vivid Sydney 2024 and Vivid Sydney 2025 (at Destination NSW discretion).

Destination NSW will book services on an as needs basis based on rate-card pricings provided as part of this Request for Quotation.

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 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 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

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 |
| Period 2 Vivid Sydney 2024 | On signing of agreement to completion of Services as outlined in the schedule attached – if option is exercised |
| Period 3 Vivid Sydney 2025 | On signing of agreement to completion of Services as outlined in the schedule attached – if option is exercised |

Destination NSW will advise the successful contractor in writing 60 days before the contract period ends if it wishes to execute a Period 2 and/or Period 3. If the option is not exercised, Destination NSW has no further liability to the successful contractor. If the option is exercised, a new contract of engagement will be negotiated and executed for each of the above periods.

Timeline:

| | |
|--|---|
| Deadline for receipt of clarification requests | 10:00am on Wednesday 25 January 2023 (AEST) |
| RFQ closing date | 10:00am on Wednesday 1 February 2023 |
| Successful contractor notified | W/C Monday 6 February 2023 |
| Unsuccessful contractor(s) notified | W/C Monday 6 February 2023 |
| Commencement of Contract | W/C Monday 12 February 2023 |

Selection Criteria:

| Criteria | Weighting (%) |
|---|---------------|
| Value for money | 30% |
| Demonstrated experience in designing, scoping and managing the delivery of complex staging, decking and scaffolding requirements for multi-day, outdoor major events and festivals across multiple precincts. | 30% |
| Relevant qualification(s), licence(s), certification(s) and experience of proposed staff and/ or key personnel | 20% |
| Proven ability to deliver services within agreed project timeframes and budgets | 15% |
| Compliance with this Request for Quotation | 5% |
| TOTAL | 100% |

What Destination NSW requires:

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 quotation for 2023 based on the requirements listed in Annexure A
3. An itemised rate card for Event Staging, Decking & Scaffolding Services
4. Company credentials and examples of previous designs

Clarification of Requests for Quotes:

If you require clarification of 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

SPECIFICATION OF SERVICES

Destination NSW seeks the services of a Contractor to provide Event Staging, Decking and Scaffolding Services for Vivid Sydney 2023 with an option for 2024 and 2025 (at Destination NSW discretion).

The Contractor will work collaboratively with the Production Manager, Vivid Light, Technical Manager, Vivid Sydney and Event Operations Manager, Vivid Sydney to scope, plan, implement and deliver staging, decking and scaffolding services for light installations and other program content.

The Contractor will be responsible for ensuring that program content is safely installed, operated and maintained during bump in, the Event and bump out period to deliver a successful staging, decking and scaffolding plan across multiple precincts.

Key Accountabilities:

- Provision of bespoke and pre-designed staging, decking and scaffolding services
- Provision of products, materials and services in keeping with relevant ISO, Australian Standards and relevant legislation
- Provision of products and services which are compliant and meet engineering design certification
- Liaison with Vivid Light Artists and provision of technical advice and assistance where required
- Liaison with the contracted Engineering service provider to ensure that products and services meet engineering design certification
- Provision of suitably qualified and experienced labour required to successfully install, operate and maintain the staging, decking and scaffolding plan.

Specific tasks are as follows:

- Work collaboratively with Light Artists and Vivid Sydney's contracted Engineering services provider to scope, design and build staging, decking and scaffolding solutions for light

installations across multiple Vivid Sydney precincts

- Work to briefs from Artists and Vivid Sydney's contracted Engineering service provider when required
- Provide technical advice to the Vivid Sydney team and Light Artists
- Prepare detailed equipment lists and provide relevant staging, decking and scaffolding equipment and materials to deliver installations or treatments safely and to a high standard
- Provide input into Event technical and production documentation as directed or required
- Provide specialist technical staff / plant operators / installers for the bump in, the Event and bump out periods
- Be in attendance on site throughout the Event period to provide immediate technical support on both a pre-planned and as required basis
- Develop and deliver upon a sustainability plan which details how materials would be removed, recycled or repurposed from site at the conclusion of the Event
- Develop and deliver upon a risk assessment and a detailed risk management plan relating to the staging, decking and scaffolding supplied
- Provide and adhere to Safe Work Method Statements
- Contribute to and comply with Vivid Sydney Risk Assessments and other plans as required
- Collaborate with relevant team to contribute and update into the Destination NSW strategic risk register
- Coordinate transport and loading/unloading of equipment
- Be responsible for any storage
- Work to strict deadlines and ensure resourcing is available to work to this
- Comply with all relevant laws and Work Health and Safety standards including assistance in obtaining Roads and Maritime Services approval.
- Provide a COVID-19 plan

Key Requirements:

Please include an itemised quotation for the following specifications:

- Custom structures to suit light installation designs, colour and grade to be confirmed
 - 2.4m x 1.8m x 600mm bespoke outdoor stage deck
 - 8.4m x 8.4m x 450mm bespoke outdoor stage deck c/w access ramps and stairs
 - 12m x 1.2m x 150mm bespoke outdoor stage deck
 - 10.8m x 9.6m x 600mm bespoke outdoor stage
 - 16m x 16m x 20-200mm levelling deck on grass
 - 7.2m x 1.5m x 20-200mm levelling deck on grass
 - 10m x 1.8m timber wall c/w 800mm roof panel and all bracing and ballast
 - 8 x 5m freestanding trusses c/w anti climb, ballast and base plates
 - 16m x 7.2m high x 2m deep scaffold wall c/w anti climb cladding, ballast and associated equipment including sole boards and surface protection. Include an indoor and outdoor option

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 have relevant licences, qualifications and accreditations to perform the Services
- 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
- 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.

DESTINATION NSW WILL PROVIDE

- Technical, creative and operational details for identified light installations
- Specialist plant and equipment (e.g., forklifts, scissor lifts, boom lifts) where planned works require these resources on site
- Radio communication equipment (as reasonably provided by Destination NSW) for use throughout the Event Period.