

Request for Quotation – Temporary Event Stage, Vivid Sydney 2023

Request:

Destination NSW is seeking responses and itemised quotations for the provision of **Temporary Event Stage services** (including delivery, installation, maintenance, and removal) for Vivid Sydney 2023.

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

Timeline:

Deadline for receipt of clarification requests	10.00am, Friday 17 March 2023 (AEDT)
RFQ closing date	10.00am, Friday 24 March 2023 (AEDT)
Successful Contractor notified	w/c Monday 27 March 2023 (AEDT)
Unsuccessful Contractor (s) notified	w/c Monday 27 March 2023 (AEDT)
Commencement of Contract	w/c Monday 03 April 2023 (AEDT)

Selection Criteria:

Criteria	Weighting (%)
Value for money	30%
Demonstrated experience in designing, scoping, and managing the delivery of complex structures 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 no more than four (4) 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. Provide a cad plan and render of proposed structures.
4. Company credentials and examples of previous designs
5. A detailed fixed hourly rate-cards for accredited, qualified, and certified staff for changes, call outs and service works.

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

SPECIFICATION OF SERVICES

Destination NSW seeks the services of a Contractor to provide Temporary Event Stage Services for Vivid Sydney 2023.

The Contractor will work collaboratively with the Project Manager, Vivid Sydney and Technical Manager, Vivid Sydney, to scope, plan, implement and deliver structures services.

The Contractor will be responsible for ensuring that all items are safely installed, operated, and maintained during bump in, the event period and bump out. The Contractor may be required to deliver these services across multiple precincts.

Key Accountabilities:

- Provision of bespoke and pre-designed structure services.
- Provision of products, materials, and services in keeping with relevant ISO (International Standards Organisation), Australian Standards, and relevant legislation.
- Provision of Engineering documentation to include design certificates, on site engineering sign off and wind management plan.
- Ensure a rapid response capability.
- Provision of valid Risk Assessment and Safe Work Method Statements (SWMS)
- Collaborate with relevant team to contribute and update into the Destination NSW strategic risk register.
- Be able to take direction from Destination NSW or any other authorised third party.
- Must be able to work to strict deadlines and must have appropriate staff to facilitate this or the ability to provide additional staff to meet strict deadlines.
- Any other administrative duties as required or directed by Destination NSW to deliver the above scope of work.
- Provide specialist rigging and scaffolding staff / plant operators / installers for the bump in, the festival and bump out periods.
- 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.
- Coordinate transport and loading/unloading of equipment.
- Be responsible for any storage.
- Be responsible for any additional crane or heavy lifting equipment.
- Work to strict deadlines and ensure resourcing is available to work to this.

Key Requirements:

Please include itemised quotations for Part A & B or Part A or Part B to the following specifications.

Specifications:

- Estimated 14m x 12m x 10m outdoor weatherproof stage.
- PVC Stage header to be full colour digital high-resolution print with Vivid Sydney branding (artwork to be provided).
- Estimated 8 x 10m Trusses on Chain Motors including associated rigging equipment individually controlled depending on stage provided. Supplier must incorporate hanging rigging points.
- Incorporating support trussing or scaffolding structure for Line Array Audio System
- Incorporating a concert stage scaffold deck at 1.2m throughout with 2 sets of stage access treads
- Stage structure will house various performers, LED screen, Audio and Lighting systems including control.
- 6m x 3m black FOH structure
- Bump in from 17th May 2023
- Rehearsals from 22nd May 2023
- Bump out from 19th June 2023

NOTE: If any additional structures or scaffolding is required a separate request for quotation will be requested.

GENERAL ITEMS

The successful contractor must provide:

- Appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million AUD (Australian Dollars).
- 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.
- 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.

KEY CONSIDERATIONS

The successful contractor will be required to enter 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 structure.
- Site management.
- Specialist plant and equipment (e.g., forklifts, scissor lifts, boom lifts) where planned works require these resources on site.
- Ground protection for plant and equipment access.
- Radio communication equipment (as reasonably provided by Destination NSW) for use throughout the Event Period.