

**Request for Quotation (RFQ)
Local Business Program Signage Asset Production & Installation**



Request:

Destination NSW is seeking responses and itemised quotations for the provision of **Signage Asset Production and Install** services to Vivid Sydney 2023, 2024 and 2025.

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 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 for period 2 to completion of Services as outlined in the schedule attached
Period 3 Vivid Sydney 2025	On signing of agreement for period 3 to completion of Services as outlined in the schedule attached

Destination NSW will advise the successful contractor in writing 60 days before the contract period ends if it wishes to execute Period 2. 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, 15 March 2023 (AEST)
RFQ closing date	10:00am on Friday, 24 March 2023 (AEST)
Assessment/Interview	Week beginning w/c 27 March 2023
Successful contractor notified	Week beginning w/c 27 March 2023
Unsuccessful contractor(s) notified	Week beginning w/c 27 March 2023
Commencement of Contract	w/c 27 March 2023

Selection Criteria:

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

Criteria	Weighting (%)
Value for money	30%
Demonstrated experience in producing, installing and deinstalling branded shopfront assets (namely window decals, posters) for major events in Australia.	30%
Capability to deliver a high-quality service of all requirements within the timeframes specified	30%
Compliance with Request for Quotation	10%
TOTAL	100%

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 four (4) 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. An itemised all-inclusive quotation and/or rate card for period 2 as outlined in Annexure A and/or Annexure B which ever applicable, inclusive of all charges.
4. Company capability statement / portfolio/ Current curriculum vitae including details for two (2) referees.

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>Scope of the service:</p> <p>The Contractor will provide printing services for the Vivid Sydney Local Business Program.</p> <p>Up to 300 participating Sydney CBD retailers in the program will each receive a window decal package tailored to their shopfront and up to two A2 Posters to display.</p> <p>Final printing quantities and requirements will depend on the individual request orders received by Destination NSW through the program's application process. Applicants will</p>

be asked to supply information about the size and dimension of their shopfront window panels, number of window panels, decal colour preference (pink or blue) and application preference (external or internal window).

All final artwork and printing quantities will be provided by Destination NSW to the Contractor no later than **24 March 2023**.

The Contractor is to provide costs for each asset listed below, itemised by the estimated quantities provided, with recommendations on print size, positioning and formatting in the submitted quote.

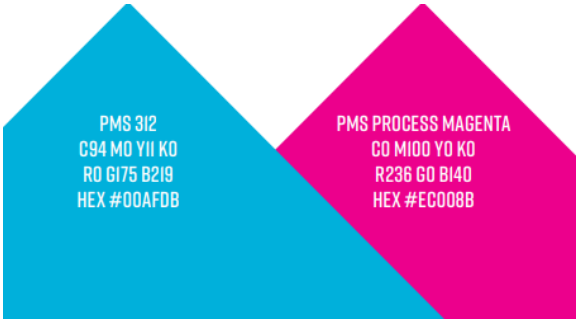

Event Dates:

- **26 May – 17 June 2023**

Locations:

- The Rocks
- Circular Quay
- Darling Harbour
- Barangaroo
- Sydney CBD
- Darling Square
- Daring Quarter


Item	Specs	Please provide costs for each of the following quantities:		
A2 Posters	- 1 design, 1 side - Full colour print - High quality gloss stock	200 total	400 total	
Window Decals	- 1x design (featuring Vivid Sydney logo lock-up and framing device – see reference images below) - 2x colour options: - Blue on clear background - Pink on clear background			

	 <p>-3x size options:</p> <ul style="list-style-type: none"> - Small – Sheet will be printed at 675mm W x 842mm H - Medium – Sheet will be printed at 920mm W x 320mm H - Large – Sheet will be printed at 1872mm W x 598mm H <p>-2x window application options:</p> <ul style="list-style-type: none"> - Exterior - Interior <p>REFERENCE OF 2022 VIVID LOGO LOCK-UP AND FRAMING DEVICE:</p> 	<p>200 Small 100 Med 100 Large</p> <p>(50% split of 2 colour options)</p>	<p>400 Small 200 Med 200 Large</p> <p>(50% split of 2 colour options)</p>	<p>(50% split of 2 colour options)</p>
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REFERENCE OF 2022 POSTER



	<p>REFERENCES OF 2019 DECAL INSTALLATIONS:</p> 			
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Destination NSW, as the owner, manager and producer of Vivid Sydney, is committed to delivering a world class, sustainable, and efficient Vivid Sydney throughout the supply chain. The Contractor is required through the Request For Quotation submission to detail sustainable, eco-friendly materials and options for the above assets.

The Contractor will be required to work with Destination NSW and Vivid Sydney personnel, reporting to the Local Business Program & Activations Coordinator, to effectively plan and implement the printing and production of these assets.

Packing, delivering, installing and de-installing:

Up to 600 x Window Decal and A2 Poster packages, produced by the Contractor.

Services must be provided as a turn-key solution. All logistics of the installation / de-installation / delivery must be allowed for in the quote, including (but not limited to) communication with Local Business Program applicants, scheduling install and de-install dates and times, sorting of materials for distribution, storage of printed materials, transport and return of materials, sustainable disposal of window decals and A2 posters after deinstallation, parking, fuel, tolls and further consumable and logistical costs, provision of labour (including any overtime and allowances for staff), necessary tools/materials for the activity, liaison with retailers regarding logistics.

Provision should also be made for additional ad-hoc installations whereby the successful Contractor may be requested by Destination NSW to facilitate additional businesses within the location zones becoming a part of the Vivid Sydney Local Business Program.

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:

- Final artwork and print volume order for window decals and posters.
- Distribution list, installation / deinstallation schedule, delivery instructions and access to participating retail spaces in the location zones.
- For the avoidance of doubt, Destination NSW requires the Contractor to provide a turn-key service. Communication with Local Business Program applicants, scheduling install and de-install dates and times, sorting of materials for distribution, storage of printed materials, transport and return of materials, sustainable disposal of window decals and A2 posters after deinstallation, parking, fuel, tolls and further consumable and logistical costs, provision of labour (including any overtime and allowances for staff), necessary tools/materials for the activity and liaison with retailers regarding logistics should be allowed for and taken into consideration as a part of the submission.