Request for Quotation – Freight Delivery Services, Vivid Sydney 2024 (with an option for 2025)

Request:

Destination NSW is seeking responses and an itemised quotation for the provision of Freight Delivery Services for Vivid Sydney 2024, with an option for 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, 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

Period:

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

<table>
<thead>
<tr>
<th>Vivid Sydney 2024</th>
<th>On signing of agreement to completion of Services as outlined in the schedule attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Dates</td>
<td>24 May – 15 June 2024 - To Be Confirmed</td>
</tr>
<tr>
<td>Bump in from</td>
<td>14 May 2024 (Subject to scheduling)</td>
</tr>
<tr>
<td>Bump out from</td>
<td>15 June 2024 (Subject to scheduling)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period 2 Vivid Sydney 2025</th>
<th>On signing of agreement to completion of Services as outlined in the schedule attached – if option is exercised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Dates</td>
<td>To Be Confirmed</td>
</tr>
<tr>
<td>Bump in from</td>
<td>To Be Confirmed</td>
</tr>
</tbody>
</table>
**Please note:** dates to be used as a guide and subject to change.

Destination NSW will advise the successful contractor in writing within 30 days after the 2024 event if it wishes to exercise the option to extend for 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:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Deadline for receipt of clarification requests</td>
<td>10:00am on Friday 1 December 2023 (AEDT – Sydney Time)</td>
</tr>
<tr>
<td>RFQ closing date</td>
<td>10:00am Friday 8 December 2023 (AEDT – Sydney Time)</td>
</tr>
<tr>
<td>Successful contractor notified</td>
<td>Monday, 18 December 2023</td>
</tr>
<tr>
<td>Unsuccessful contractor(s) notified</td>
<td>Monday, 18 December 2023</td>
</tr>
<tr>
<td>Commencement of Contract</td>
<td>Monday 8 January 2024</td>
</tr>
</tbody>
</table>

**Selection Criteria:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value for money</td>
<td>30%</td>
</tr>
<tr>
<td>Demonstrated experience in freight and logistics management, including tracking and provision of detailed client focused reports for multiple international and domestic consignments</td>
<td>30%</td>
</tr>
<tr>
<td>Strong written and verbal communication skills, excellent attention to detail, and experience developing and maintaining internal and external relationships.</td>
<td>25%</td>
</tr>
<tr>
<td>Compliance with this Request for Quotation</td>
<td>15%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**What Destination NSW requires:**

1. A written response no more than two (2) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A
2. An itemised quotation for 2024 based on the specifications in Annexure A and Annexure B
3. An itemised quotation for 2025 based on the specifications in Annexure A and Annexure B – option
4. An hourly rate card for registered and accredited Operations Freight Services
within the Sydney Metropolitan area based on the following:

a. 1t Ute / Van Service  
b. 3t Truck Service  
c. 8t Truck Service  
d. Semi-trailer Services  
e. Labour Services (load / unload)  
f. Side Loader Services

Rate cards should detail any minimum call times and mobilisation / parking costs as required.

**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 advise, organise, coordinate and provide turnkey **Freight Delivery Services** for domestic and international freight requirements for Vivid Sydney 2024, with an option to renew for 2025 at Destination NSW’s discretion.

The Contractor will work collaboratively with the Production Coordinator, Vivid Light, Production Manager, Vivid Light and Technical Manager, Vivid Sydney to scope, plan, implement and deliver the most cost-effective and timely Freight Delivery Services for program content, including light installations, large-scale activations and lighting/projection treatments.

The Contractor will be responsible for ensuring that program content is transported and delivered safely and on time, to ensure a successful Event across multiple
Key Accountabilities:

- Freight Delivery Services in keeping with relevant Australian Standards and relevant Customs and legislative requirements
- Liaison with Vivid Light Artists and provision of freight advice and assistance where required
- Provision of suitably qualified and experienced labour required to successfully transport and deliver the Freight Delivery Services.

Specific tasks are as follows:

- Provide turnkey Freight Delivery Services for several light installations, large-scale activations and lighting/projection treatments from international, interstate, and local Sydney area locations, delivering to Sydney CBD and returning to export location
- Communicate and work with Vivid Light Artists to prepare schedules, confirm pick up and drop off locations
- Provide delivery to Sydney CBD via trucks and individual crates (no shipping containers), allowing for relevant cross loading labour and warehouse space to facilitate delivery
- Provide container hire, temporary storage solutions, CSC Certification and load/unload labour as required
- Provide for sea, air, rail and road delivery depending on pack dimensions, weights and available timelines
- Be responsible for Customs obligations and legislative requirements regarding importing and exporting goods to and from Australia
- Communicate and work with Light Artists to prepare any ATA Carnets as required
- Provide freight insurance products alongside delivery services
- Provide for cross loading of containers or crates (the Light Artist will securely pack items into crates or packaging units)
- Provide for delivery from Light Artist location to Contractor warehouse as required (many Light Artists will not have the warehouse space available to pack containers)

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.
- Vivid Sydney currently does not hold Event Status with Australian Customs. If the Contractor deems this approach to be the most effective way to manage the requirements for Vivid Sydney 2023, please include any costs associated with applying for this status on behalf of the Event.

**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 suppliers 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. This termination clause is not reciprocal.
- 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 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**

- Consignment details including:
  - Dimensions
ANNEXURE B – Event 2024  
NB. May be subject to change for Event 2024.

<table>
<thead>
<tr>
<th>Departure Country</th>
<th>Arrival Deadline Date</th>
<th>Container Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Netherlands (Amsterdam)</td>
<td>01/05/2023</td>
<td>1 x 40ft Container</td>
</tr>
<tr>
<td>New Zealand (Auckland)</td>
<td>01/05/2023</td>
<td>1 x 40ft Container</td>
</tr>
<tr>
<td>Spain (Madrid)</td>
<td>01/05/2023</td>
<td>1 x 20ft Container</td>
</tr>
<tr>
<td>Germany (Berlin)</td>
<td>01/05/2023</td>
<td>1 x 20ft Container</td>
</tr>
<tr>
<td>United Kingdom (London)</td>
<td>01/05/2023</td>
<td>1 x 40ft Container High Cube</td>
</tr>
<tr>
<td>United States (Los Angeles)</td>
<td>01/05/2023</td>
<td>Airfreight for 8 flight cases</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dimension of flight cases: 420mm (W) x 420mm (L) x 210mm (H)</td>
</tr>
</tbody>
</table>