

## **Request for Quotation – Audio-Visual Production, Show Caller and Stage Management, Vivid Sydney.**

### **Request:**

Destination NSW is seeking responses and an itemised quotation for the provision of Audio-Visual Production, Show Caller and Stage Management for Vivid Sydney 2024 with a one (1) year option to renew the contract for services for Vivid Sydney 2025. Exercised at the sole discretion Destination NSW.

**Please Note: This is not a position of employment but a contract for the supply of services. Companies who can propose a person for this contract, or freelance event workers who hold an ABN and appropriate insurance coverage are equally encouraged to apply.**

### **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)

### **Timeline:**

|  |  |
|--|--|
| Deadline for receipt of clarification requests | 10:00am on Tuesday 28 November 2023    |
| <b>RFQ closing date</b>                        | <b>10:00am Tuesday 5 December 2023</b> |
| Successful contractor notified                 | Week commencing 11 December 2024       |
| Unsuccessful contractor(s) notified            | Week commencing 11 December 2024       |
| <b>Commencement of Contract</b>                | <b>Monday 18 December 2023</b>         |

**Period:**

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

|                               |   |
|-------------------------------|---|
| Period 1<br>Vivid Sydney 2024 | On signing of agreement to completion of Services as outlined in the schedule attached                                |
| Period 2<br>Vivid Sydney 2025 | On exercise of the option by Destination NSW and subject to execution of any variation to the agreement if necessary. |

**Selection Criteria:**

| <b>Criteria</b>   | <b>Weighting (%)</b> |
|---|----------------------|
| Value for money   | 40%                  |
| Demonstrated experience to provide turn-key production and stage management   | 30%                  |
| Proven ability to provide practical and organisational support to a production team / stage crew, facilitating communication across all departments | 20%                  |
| Compliance with this Request for Quotation  | 10%                  |
| <b>TOTAL</b>  | <b>100%</b>          |

**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. A detailed and itemised quotation and rate card for Vivid Sydney 2024 – Part A only, Part B only, Part C only or any Parts combined as outlined in Annexure A inclusive of all charges.
3. A detailed and itemised quotation and rate card for Vivid Sydney 2025 – Part A only, Part B only, Part C only or any Parts combined as outlined in Annexure A inclusive of all charges.
4. Company capability statement / portfolio / current curriculum vitae including details for two (2) referees.

**Clarification of Requests for Quotes:**

If you require clarification on the above request, please click [here](#) to email the Vivid Sydney team.

Please note that any clarification will be given to the other contractor 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.

Please ensure that you have prepared a separate PDF document for each of your responses to the selection criteria.

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 is seeking a contractor to provide audio-visual production, show caller and stage management services during Vivid Sydney 2024 for the pre-production and event period from 24 May - 15 June 2024, with an option to extend for Vivid Sydney 2025.

#### **Key Dates:**

Bump in: 12 May – 23 May 2024

Opening Night: 24 May 2024

Various events between 24 May – 15 June 2024 (To Be Confirmed)

Bump out: 15 June – 21 June 2024

2025: Dates to be confirmed

#### **Part A – Tumbalong Park Music Stage**

Vivid Sydney will include a live music stage at Tumbalong Park throughout the festival dates, featuring live music and DJs on each night of the festival.

Live music will feature each Thursday to Saturday and Sunday 9 June, with between two and five acts per evening. DJs will feature on all other nights between 6pm – 10pm.

Stage includes line array audio system and video screens.

Equipment and services required for this stage include:

- **Audio:**
  - Control equipment and microphones capable of supporting live musical acts of minimum five-piece band including drum kit.
  - Stage foldback for minimum five-piece band.
  - DJ equipment (standard CDJ 3000 / DJM900 and DJ table, with foldback).
- **Lighting:**
  - Standard lighting rig and floor package, including control equipment.
- **Vision:**
  - Control and mix equipment with ability for multiple sources including video files,

- images and IMAG.
- Non-operated IMAG cameras (PTZ).
- Stage
  - Stage size 6m x 4m (approx.) @ 300mm height.
- Operators:
  - Audio, vision and lighting operators for each night of the festival.
- Stage management:
  - Experienced stage manager for each live music night (total 12 nights). Must be experienced working with high-profile touring artists.
  - Stage manager for each remaining night – DJs only (total 13 nights).
- Pre-production:
  - Liaise with artists and DJs on production requirements for performances - up to 30 artists - beginning April 2024.
  - Production manager on site for band nights.

### **Part B – Indoor Music Venue**

Vivid Sydney is currently in discussions to present a program of live performance, talks and events in a unique city venue in 2024. Further details of the venue and specifications can be provided on request, with the multi-purpose space available for up to 400 attendees in standing mode, 200 in cabaret and 150 in theatre mode.

Equipment and services required for this stage include:

- Audio:
  - PA system (either line array or another suitable configuration)
  - Control equipment and microphones capable of supporting live musical acts of minimum five-piece.
  - Stage foldback for minimum five-piece band.
  - DJ equipment (standard CDJ 3000 / DJM900 and DJ table, with foldback.)
- Lighting:
  - Standard lighting rig and stage floor package, including control equipment.
  - Ambient room lighting and effects
  - Hazer
- Vision:
  - Control and mix equipment with ability for multiple sources including video files, images.
  - Standard LED wall screen
- Operators:
  - Audio, vision and lighting operators for up to 12 nights.
- Stage management:
  - Experienced stage manager for each live music night (total 12 nights). Must be experienced working with high-profile international touring artists.

### **Part C – Audio Visual Production Services and Stage Management**

Vivid Sydney will host various events throughout the festival calendar requiring audio-visual services, show caller and stage management. This will include up to four events across Vivid Music, Vivid Ideas, Vivid Light and Vivid Food. These include but not limited to:

- Vivid Sydney 2024 Program Launch / Media Event

- Opening Night - First Light
- Opening Night Party
- Vivid Food, Ideas and Music events

Equipment and services required for the audio-visual services include:

- Provision of show caller and stage management services.
- Audio-visual technical operators and crew.
- Provision of audio-visual equipment, including but not limited to:
  - Broadcast cameras and FOH and broadcast systems.
  - Outdoor/Indoor audio systems including monitors and front of house control.
  - Outdoor stage lighting (ground package).

**Key Accountabilities:**

- The contractor will be responsible for the provision of audio-visual production, show caller and stage management services throughout performances and/or events as part of the Vivid Music, Vivid Ideas, Vivid Food, and Vivid Light by Vivid Sydney.
- Liaison with the Technical Manager, Vivid Sydney, and Production Manager Vivid Light, Vivid Sydney, and the Vivid Sydney Production Team.
- Facilitate communication across all departments and provide show caller during performances and events.
- Ensure performances and events are organised and run-on schedule.

**Key Requirements and Other Relevant Information Specific to the Quote:**

- Provide an hourly / day rate for the provision of show caller and stage management services.
- Provide an hourly / day rate for audio-visual technical operators and crew.
- Provide a rate card for the provision of audio-visual equipment, including but not limited to:
  - Cameras and broadcast systems
  - Outdoor audio system including monitors and front of house control
  - Outdoor stage lighting (ground package)

**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 licences and accreditations.
- Appropriate workers compensation insurance – as required by law
- An Australian Business Number or Australian Company Number.

**KEY CONSIDERATIONS**

The successful contractor will need to enter into a contract 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. You 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.
- Any costs incurred in preparing and submitting the RFQ are the responsibility of the Contractor.

**Destination NSW will provide the following:**

- Parking is not provided however approved and agreed demonstrated work-related travel costs may be reimbursed.