

Request for Quotation – Uniform Supply Services – Vivid Sydney

Request:

Destination NSW is seeking an itemised quotation for the provision of uniforms for Vivid Sydney 2024, with an option to renew the contract for goods and services each year (Vivid Sydney 2025 & Vivid Sydney 2026) which will be exercised at the sole discretion of Destination NSW.

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, food 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 2024	On signing of agreement to completion of Services as outlined in the schedule attached
Period 2 Vivid Sydney 2025	On exercise of the option by Destination NSW and subject to execution of any variation to the agreement if necessary.
Period 2 Vivid Sydney 2026	On exercise of the option by Destination NSW and subject to execution of any variation to the agreement if necessary.

Destination NSW will advise the successful contractor in writing 60 days after the contract period ends if it wishes to execute Period 2 and/or Period 3. If the option is not exercised, Destination NSW has no further liability to the successful contractor. If necessary, Destination NSW may also require a variation to the agreement to the executed.

Timeline:

Deadline for receipt of clarification requests	10:00am on Tuesday 28 November 2023 (AEDST)
RFQ closing date	10:00am Tuesday 5 December 2023 (AEDST)
Successful contractor notified	w/c 4 December 2023
Unsuccessful contractor(s) notified	w/c 4 December 2023
Commencement of Contract	w/c 4 December 2023

Selection Criteria:

Criteria	Weighting (%)
Value for money.	30%
Demonstrated ability, experience and reliability by the respondent in providing and delivering products within contracted / agreed timelines.	25%
Quality and durability of product, waterproof rating and use of sustainable materials	25%
Compliance with the Request for Quotation.	20%
TOTAL	100%

What Destination NSW requires:

Please provide an itemised quotation which addresses the items in Annexure A i.e. specifications of services required, key considerations and general items. Attention should also be directed towards the selection criteria. Destination NSW may opt not to engage with the successful contractor on specific elements on this request for quotation due to ongoing operational variations.

1. A written response of no more than four (4) pages which addresses 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, inclusive of all charges.
3. An itemised all-inclusive quotation and/or rate card for period 2 (option) as outlined in Annexure A, inclusive of all charges.
4. An itemised all-inclusive quotation and/or rate card for period 3 (option) as outlined in Annexure A, inclusive of all charges.
5. Company capability statement / portfolio including details for two (2) referees.

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 service required:

Please provide an itemised quotation by each specification of service.

The Contractor will work collaboratively with Destination NSW and other relevant third parties to develop a turn-key solution which meets the uniform requirements for Vivid Sydney.

Specifically, the Contractor will address the following:

Part One – Jackets

Part Two – T-Shirts

Part Three – Production, Delivery and Timeline

Part Four – General items.

Part One - Jackets

Onsite Full Time & Part Time Crew Up to 100 in various sizes

Provide recommendations and samples / examples that address the following:

- Be of high quality and meet appropriate Australian Standards
- Be a waterproof shell, have a pull over hood with elastic or draw strings
- Be lined for warmth, please provide lining options
- Have two pockets on either side of the zipper on the front panel. These pockets should have a zipper on both pockets.
- One interior pocket that is big enough to hold a mobile telephone. Approximately 170mm (H) X 95mm (W).
- Have a zipper running from the base of the jacket to the collar
- Black in colour with silver print
- Sleeves should have either elastic at the wrist or the ability to tighten the material at the wrist.
- Front Graphic – Front of jacket on upper left hand (Wearers left) side. Grey/Silver. Approximately 60mm (H) X 110mm (W)
- Rear Graphic – Centre rear panel of jacket. Grey/Silver. Approximately 200mm (H) X 200mm (W) Rear graphic should be centre of rear panel.

Volunteers up to 900 in various sizes

Provide recommendations and samples / examples that address the following:

- Be of high quality and meet appropriate Australian Standards
- Be a waterproof shell, have a pull over hood with elastic or draw strings
- Be lined for warmth, please provide lining options
- Have two pockets on either side of the zipper on the front panel. These pockets should have a zipper on both pockets.
- One interior pocket that is big enough to hold a mobile telephone. Approximately 170mm (H) X 95mm (W).

- Have a zipper running from the base of the jacket to the collar
- Pink in colour with silver print
- Sleeves should have either elastic at the wrist or the ability to tighten the material at the wrist.
- Front Graphic – Front of jacket on upper left hand (Wearers left) side. Grey/Silver. Approximately 60mm (H) X 110mm (W)
- Rear Graphic – Centre rear panel of jacket. Grey/Silver. Approximately 200mm (H) X 200mm (W) Rear graphic should be centre of rear panel.

Part two – T-Shirt

Event Management T-Shirt up to 100 in various sizes

Provide recommendations and samples / examples that address the following:

- Be of high quality and meet appropriate Australian Standards
- Long Sleeved
- Standard crew neck
- Cotton Blend.
- Black in colour.
- Front Graphic # 1 – Front of T-Shirt on upper left hand (Wearers left) side. White. Approximately 60mm (H) X 110mm (W)
- Front Graphic # 2 – Front of T-Shirt on upper right hand (Wearers left) side. White. Approximately 60mm (H) X 110mm (W)
- Rear Graphic – Centre rear panel of T-Shirt. White. Approximately 260mm (H) X 200mm (W). Rear graphic should be centre of rear panel.

Volunteer T-Shirt up to 900 in various sizes

Provide recommendations and samples / examples that address the following:

- Be of high quality and meet appropriate Australian Standards
- Long Sleeved
- Standard crew neck
- Cotton Blend.
- Pink in colour. Matched to the Volunteer Jacket
- Front Graphic # 1 – Front of T-Shirt on upper left hand (Wearers left) side. White. Approximately 60mm (H) X 110mm (W)
- Front Graphic # 2 – Front of T-Shirt on upper right hand (Wearers left) side. White. Approximately 60mm (H) X 110mm (W)
- Rear Graphic – Centre rear panel of T-Shirt. White. Approximately 260mm (H) X 200mm (W). Rear graphic should be centre of rear panel.

Part Three – Production, Delivery and Timeline

- A printed sample should be provided of each item prior to the full print run.
- Provide a full production timeline
- All black items of clothing should be a true black. (PMS Process Black c30 m30 y30 k100 r0 g0 b0)
- All pink items of clothing should be closely matched to the Vivid Sydney CMYK. (PMS Process Magenta c0 m100 y0 k0 r236 g0 b140)
- Items must be colour fast and colours must not bleed when wet or when worn for the first time.

General Items

- The contractor must provide appropriate workers compensation insurance – as required by law
- The contractor must adhere to all relevant laws and regulations, including the Commonwealth Modern Slavery Act.
- The contractor must provide an Australian Business Number or Australian Company Number.
- Contractor/s must have qualifications, licencing and accreditations relevant to undertake the works detailed herein. Copies to be provided to Destination NSW.
- The contractor(s) are engaged for a contract for services and not a position of employment.
- Services provided must be of the highest quality.
- Use of sustainable/recycled materials is preferred.
- Services must be guaranteed and fit for purpose.

Funding Models (including Sponsorship)

To assist in meeting the costs of delivering the proposed Uniform supply services, Destination NSW will consider a proposal which includes an offer of sponsorship or value-in-kind-part-funding model by the RFQ respondent. If awarded, Destination NSW will provide an appropriate sponsorship benefits package.

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 developed by the Contractor in connection with the services 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 contractor'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. This termination right is not reciprocal.
- 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 seven (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.

- Warranties and demonstrable evidence that obligations under Modern Slavery legislation are met by the contractor
- Demonstrable evidence and information to be provided on sustainable practices undertaken by the contractor.
- 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

- All logos, CMYK information and other design information for printing.
- Distribution list and delivery details.