

Request for Quotation – Commercial Partnerships Coordinator, Vivid Sydney 2025, option for 2026 and 2027

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Commercial Partnership Coordinator** for Vivid Sydney 2025, option for 2026 and 2027.

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. Individuals with an ABN as either sole trader or company can also submit a response to this RFQ for the supply of the services.

Destination NSW:

Destination NSW is the lead agency, champion and voice for the visitor economy within the NSW Government. Vivid Sydney, the Southern Hemisphere’s leading multi-artform festival, transforms Sydney into a vibrant hub of creativity, innovation and community connection. Proudly owned by Destination NSW, Vivid Sydney showcases NSW’s cultural vibrancy and positions it as a global leader in artistic innovation. For more information visit: www.vividsydney.com.

Timeline:

Deadline for receipt of clarification requests	10:00am Wednesday 7 August 2024 (AEST)
RFQ closing date	10:00am Wednesday 14 August 2024 (AEST)
Interviews	Week commencing 19 August 2024
Successful contractor notified	Week commencing 26 August 2024
Unsuccessful contractor(s) notified	Week commencing 26 August 2024
Commencement of Contract	Monday 17 February 2025

Selection Criteria:

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

Criteria	Weighting (%)
Value for money	30%
Tertiary qualification(s) in marketing or other relevant field or relevant experience in a similar role commercial partnerships experience in the major events industry and/or corporate background working across high profile partnerships/sponsorships.	30%
Demonstrated experience in: <ul style="list-style-type: none"> Providing support to assist Partnerships team members in the delivery of marketing content, partnership contracted deliverables and help with the daily operational workload. 	30%

<ul style="list-style-type: none"> • Marketing and Project Co-ordination, coordinating and implementing co-branded and integrated marketing campaigns. • Liaising with high profile sponsors/partners. • Reporting - ability to assist other team members with reporting to partners and key stakeholders. • Exceptional communication skills and demonstrated experience in liaising with a wide range of stakeholders • Highly developed and proven administrative and time management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic and high-profile work environment. 	
Compliance with this Request for Quotation	10%
TOTAL	100%

What Destination NSW requires:

Destination NSW requires an itemised quotation which addresses the items in Annexure A, i.e. Specification of Services, Key Considerations and General Items. Attention should also be directed towards the Selection Criteria.

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. An itemised all-inclusive separate quotation for Vivid Sydney 2025, Vivid Sydney 2026 and Vivid Sydney 2027, exclusive of GST but inclusive of all other taxes and charges. If applicable, please provide day rates utilised to calculate the quotation. The Supplier should anticipate that the Services will require ongoing commitment of 5 days per week during pre and post Festival periods with 6-day weeks for the 6-week festival period to include Bump in, Festival and Bump out and should quote accordingly, whether that be on a daily basis or for the completion of Services required as a whole. A daily rate for additional services not included in the scope of this RFQ should also be provided by the Supplier.
3. The payment schedule will be based upon a schedule for delivery of the Services with payments made against milestones achieved. The milestones will be set out in the contract to the Supplier. Applicants note that payments will may not be on a monthly basis but rather on completion of outcomes and tasks.
4. Current curriculum vitae 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

Specifications of Services:

Destination NSW seeks the services of a contractor to undertake the role of **Vivid Sydney Partnerships Coordinator** for 2025, option for 2026 and 2027, to support the commercial partnership’s team including assistance with coordinating corporate, government and commercial partners for Vivid Sydney.

Key Accountabilities & Responsibilities include but are not limited to:

- Providing support to assist Partnerships team members in the delivery of the marketing content, partnership contracted deliverables and help with the daily operational workload.
- Assist with coordinating partner content for implementation across Vivid Sydney marketing channels, including online, social media and digital event signage assets. Includes managing approvals and implementation.
- Website content – coordinate sponsor content on website including sponsor pages, event/activation pages, sponsor acknowledgements, approvals and website audits.
- eDMs and Deals – coordinating sponsor content for Vivid Sydney eDMs and website deals including sending specs and overseeing timelines and approvals.
- Hospitality – working with the Destination NSW Hospitality Manager to coordinate commercial partner invite lists for official Vivid Sydney engagements including Opening Night and Event Ticket allocations for sponsors.
- Assist with the coordination of Partner Events including Vivid Ideas sessions and other Vivid Sydney supported hospitality events/functions.
- Collect social media handles and assist with partner social media campaigns, working with the Social Media team.
- Content Capture - Assist with organisational requirements for partners to capture their own content during preview week and any other content shoots during the festival. Support partners organising filming permits and permissions with content team.
- Post event reporting – assist in collecting insights, data and content for partner post event reports.

Reporting: The **Vivid Sydney Partnerships Coordinator** reports to the **Vivid Sydney Commercial Partnerships Associate** and works collaboratively with key Vivid Sydney and Destination NSW staff.

Roles reporting to this position: NIL

General Items:

The successful contractor must provide:

- Appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million (AUD).
- Appropriate workers compensation insurance as required by law
- An Australian Business Number or Australian Company Number
- Comply with all Modern Slavery legislation in Australia

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
- At any time during the Term, the Supplier may choose to work at the premises of the Destination NSW offices currently located at Level 2, 88 Cumberland Street, The Rocks, within standard business hours (9am to 5:30pm). The Supplier must be in office or onsite during the Vivid Sydney festival period (dates to be confirmed) as directed by Destination NSW, or the Festival Director on behalf of Destination NSW, in order to provide the Services during the Event (including bump-in, Event and bump-out periods). The Event roster will be confirmed and will, by reason of the nature of the Vivid Sydney Event, include night and weekend shifts.

Please note: This role will be required to be onsite during the event period(s) and will be required to work as part of a rolling roster during the Event.

Destination NSW will provide the following:

- Office facilities to be provided include: desk, chair, computer and printing facilities, phone line, internet access and business cards.
- Parking is not provided however approved and agreed work-related travel costs can be reimbursed.
- A mobile phone is not provided however demonstrated work-related telephone costs can be reimbursed.

Period:

Destination NSW requests an itemised quotation, for the services detailed in this document, for the following Period.

Period 1: Vivid Sydney 2025	17 February 2025 – 15 August 2025
Period 2: Vivid Sydney 2026	16 February 2026– 14 August 2026
Period 3: Vivid Sydney 2027	15 February 2027 – 13 August 2027

Destination NSW acknowledges that the successful supplier is not required to work public holidays, however the Supplier must be available for public holidays that fall within the Event period(s).