

## Request for Quotation – Security Infrastructure Installation, Vivid Sydney

### Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Security Infrastructure Installation** for Vivid Sydney 2025, with options to renew the contract for services for Vivid Sydney 2026 and Vivid Sydney 2027 (exercised at the sole discretion of Destination NSW).

**Please note:** This is not a position of employment but a contract for the supply of 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](http://www.vividsydney.com).

### Timeline:

Deadline for receipt of clarification requests	10:00am on Wednesday 5 February 2025 (AEST)
<b>RFQ closing date</b>	<b>10:00am Wednesday 12 February 2025 (AEST)</b>
Successful contractor notified	W/C Monday 24 February 2025
Unsuccessful contractor(s) notified	W/C Monday 24 February 2025
<b>Commencement of Contract</b>	<b>Monday 3 March 2025</b>

### Selection Criteria:

Criteria	Weighting (%)
Value for money	30%
Demonstrated experience, reliability and successful implementation of Security infrastructure for multi-day, outdoor major events and festivals across multiple precincts.	20%
Demonstrated capacity to deliver the specifications, resources and services within the timeframes required, key considerations and general items outlined in Annexure A.	20%
Proven ability to effectively manage a team, under pressure and with a need to balance priorities, preferably in a major events or festival context.	20%
Compliance with this Request for Quotation	10%
<b>TOTAL</b>	<b>100%</b>

### What Destination NSW requires:

**Destination NSW requires a Non-Disclosure Agreement (NDA) to be signed before providing the Contractor with relevant 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 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 quotation for Period 1 including:
  - a. Based on specification in Annexure A.
  - b. Please provide a fixed hourly rate card for site crew and fork drivers.
3. An itemised quotation for Period 2 (at Destination NSW discretion) including:
  - a. Based on specification in Annexure A.
  - b. Please provide a fixed hourly rate card for site crew and fork drivers.
4. An itemised quotation for Period 3 (at Destination NSW discretion) including:
  - a. Based on specification in Annexure A.
  - b. Please provide a fixed hourly rate card for site crew and fork drivers.

Destination NSW reserves its rights to contract only part of the services above, or to not contract at all, depending on the outcome of ongoing operational variations.

#### **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, Vivid Sydney is seeking a supplier for Security Infrastructure Installation across all sites throughout the event period (23 nights) of Vivid Sydney 2025, with an option to renew for Vivid Sydney 2026 and Vivid Sydney 2027 (at Destination NSW discretion).

The Supplier will work collaboratively with the Operations Manager, Traffic and Stakeholder Engagement and the Traffic Management Supplier to safely implement and manage the security

infrastructure site wide.

**Dates:**

- Live Event Period: Every night from 23 May – 14 June 2025 inclusive

**The anticipated Precincts for these services include:**

- Circular Quay
- The Rocks
- Sydney CBD North
- Martin Place
- Barangaroo
- Darling Harbour
- The Goods Line
- Other nominated areas

**More specific information required for quoting regarding the installation types and locations will be provided once NDA has been signed by the supplier.**

**Rate Card:**

- Please provide an itemised quotation for the following aspects:
  1. Preparation & initial bump in period: A total of 80 hrs work. This work includes the attendance of pre-planning meetings and the preparation and revision of all associated documentation
  2. Event Live period: five (5) groups x four (4) crew from 3:30pm – 1:00am (9.5 hrs per night) for 23 days
  3. Final bump out period: A total of 80 hrs work
  4. Any proposed fixed costs associated with pre-planning or Project Management
- Please note that this amount of work only reflects an average amount of crew quantities and hours worked across all nights. The actual amount of crew required per night, and the relative hours worked, will vary across each night.
- Please provide a fixed hourly rate card for crew chief, site crew and fork drivers, including any differences in rate for late nights, weekend nights or Public Holidays

**Please note:** Rate Cards to be provided separately for 2025, 2026 and 2027.

**Key Accountabilities:**

- Security Infrastructure Installation services in keeping with relevant ISO, Australian Standards and relevant legislation.
- Dedicated Project Manager for review of service, pre-production and event period.
- Liaison with the Vivid Sydney Operations team and the Traffic Management Supplier for the provision of services.
- Provision of suitably qualified and experienced labour required to successfully bump in and

heavy infrastructure across the Vivid Sydney footprint.

**Specific tasks are as follows:**

- Contribute to and attend in person relevant stakeholder meetings including pre-planning, production, working group meetings and debriefs if required
- Be able to take direction from Destination NSW or any other authorised third party.
- Be on call throughout the Event period to provide immediate support on both a pre-planned and as required basis.
- Provision of risk assessment and SWMS (Safe Work Method Statements), and completion of the Vivid Sydney Risk Management Framework
- Completion of Destination NSW strategic risk register.
- Must be able to work to strict deadlines and must have appropriate staff to facilitate the provision of services.
- Identify and nominate a suitably qualified Project Manager, which will be DNSW primary point of contact throughout pre-event planning and event delivery, providing a brief resume of this Manager's relevant experience
- Identify and nominate a suitably qualified Installation Manager (who may be the same person as the nominated Project Manager)
- Any other administrative duties as required or directed by Destination NSW to deliver the above scope of work.
- The successful Contractor will be required to provide their own:
  - Laptop and any software to deliver the required services
  - Mobile phone, including costs associated with use
  - Staff recruitment, management, catering, uniforms or other staff engagement / benefit costs
  - Parking, travel and mobilisation costs

**GENERAL ITEMS**

The successful supplier must provide:

- Appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million (AUD (Australian Dollars)).
- Appropriate professional liability insurance. Minimum \$10 million (AUD).
- Appropriate workers compensation insurance, and any other applicable insurances, licences (e.g. security) 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. This must include a copy of your **Class 2C (Security Equipment Specialist)** licence.
  - Copies of all relevant Safe Work Method Statements (SWMS).
- Project specific risk assessment against Destination NSW provided template.
- References from similar work if requested.
- A Resume / CV for the nominated Project Manager.
- A proposed (estimated) list of required plant for bump in and out.

- The Supplier must ensure they adhere to all relevant laws and regulations applicable to the services, including the Australian Modern Slavery and Child Protection legislation.
- Any other specific documents as required.

### KEY CONSIDERATIONS

The successful supplier 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 supplier 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 supplier, such termination being effective upon expiration of the 30-day period. Destination NSW is not liable for any payments to the supplier beyond the 30-day notice period, and such amount will be received by the supplier 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.

### DESTINATION NSW WILL PROVIDE

- Footprint/grid map of the Vivid Sydney Precincts
- Plant required to deliver the services
- Access to any mandatory online inductions and training systems
- Traffic and installation location plans.
- **Additional Information provided upon NDA Signing:** Security Infrastructure Types and Locations used in 2024, to be used for approximate quoting purposes. Whilst the 2025 HVM plan is expected to be similar to 2025, these plans are not yet finalised but will be shared with the appointed Installation Supplier when available,

**Period:**

Destination NSW requests three (3) separate and itemised quotations, for the services detailed in this document, for each of the following Periods.

<b>PERIOD 1:</b> Vivid Sydney 2025	On signing of agreement to completion of Services as outlined in the schedule attached. <b>Event Dates:</b> 23 May -14 June 2025
<b>PERIOD 2:</b> Vivid Sydney 2026	On signing of agreement to completion of Services as outlined in the schedule attached
<b>PERIOD 3:</b> Vivid Sydney 2027	On signing of agreement to completion of Services as outlined in the schedule attached

Destination NSW will advise the successful supplier in writing within 90 days of the contract period ending if it wishes to exercise the option to renew the contract for the Option. If the Option is not exercised, Destination NSW has no further liability to the successful supplier. If the Option is exercised, the terms and conditions set out in the contract will remain in full force and effect unless otherwise varied by agreement in writing.