

Request for Quotation – Provision of Catering Services for Vivid Sydney 2025, 2026 and 2027.

Request:

Destination NSW is seeking responses and an itemised quotation for the provision of Catering Services for Vivid Sydney 2025, 2026 and 2027.

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.

Timeline:

Deadline for receipt of clarification requests	10:00am on Monday 10 March 2025
RFQ closing date	10:00am, Monday, 24 March 2025
Successful contractor notified	Week commencing 31 March 2025
Unsuccessful contractor(s) notified	Week commencing 31 March 2025
Commencement of Contract	Monday, 7 April 2025

Selection Criteria:

Criteria	Weighting (%)
Value for money	30%
Demonstrated experience in the provision of production / film catering services for a multi-day major event with the ability to manage event schedules, food preparation timelines and setting up equipment to serve food at a high-quality standard	25%
Proven ability to develop menus, considering all dietary requirements and special requests	25%
Relevant qualification(s), licence(s), certification(s) and experience of proposed staff and/or key personnel	15%
Compliance with this Request for Quotation	5%
TOTAL	100%

What Destination NSW requires:

Suppliers may elect to provide a Response for Part A only, Part B only or both Part A and Part B.

Destination NSW reserves the right to appoint one supplier or multiple suppliers to all or part of the defined goods/services detailed herein.

1. A written response of no more than four (4) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A – Part A and/or Part B for each period.
2. An itemised quotation based on requirements listed in Annexure A - Part A and/or Part B, for each period.
3. An itemised rate card for caterers based on the requirements listed in Annexure A - Part A and/or Part B, for each period.
4. Company credentials and examples / references from two previous event catering jobs.

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 and conditions prior to preparing your response.

Respondents are required to answer the specific requirements of the services and address the selection criteria detailed within the RFQ documentation. Answer and supporting documents 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

SCOPE PART A - Staff Catering for the Vivid Sydney Event Control Centre

Destination NSW, Vivid Sydney is seeking Production Catering Services for the Event Control Centre (ECC) throughout the Vivid Sydney festival over 23 nights from 23 May – 14 June 2025.

The supplier will work with the Project Coordinator, Vivid Sydney, to scope, plan and implement the catering menu, schedule, and requirements.

ECC Location:
CBD based.

Service Times:

Meal Service: 6.30pm-8.30pm

Boxed Snack: From 9.30pm

The supplier will be responsible for:

- A variety of full meals cooked on-site and/or delivered ready to eat at the meal service time, including 1 (one) hot meal and 1 (one) substantial snack tailored for individual dietary and menu preferences for 30-40 event staff each day for the event period.
- Work collaboratively with the Project Coordinator to determine the final menu and schedule.
- Scope, plan and develop a range of menu options to cater for all dietary requirements and special requests within budget.
- Liaison with the Vivid Sydney Project team to deliver catering services and adhere to the relevant Australian Standards and food safety legislation.
- Provision of professional, experienced, and certified personnel to deliver catering services as per the scheduled dates and hours as determined.
- Provision of equipment (i.e. bain-marie, holding oven etc.)
- Provision of an onsite licensed/certified catering staff from 6pm – 9pm (including a certified Food Safety Supervisor) to assist onsite.
- Manage the event schedule and food preparation timelines to ensure catering is provided on schedule.
- Exercise due diligence to comply with all relevant laws and Work Health and Safety standards and food preparation.
- Always ensure cleanliness and sanitation in the kitchen premises / catering area, including clearing tables and ensuring that the space is kept clean and tidy.
- Strong preferences for using NSW products (food and beverage).
- Sustainable food practices that minimize environmental consequences, including waste minimization, eco-friendly products / packaging made from sustainable, recycled materials where possible.

Key Requirements:

Please include an itemised quotation and sample menus for the following:

- Onsite production catering for one (1) hot meal including one (1) beverage and substantial snack per person, to include fruit, juices, soft drinks, water, tea and coffee for 23 days.
 - Please base quotation of menus based on approx. \$30 per head for 30-40 event staff each day.
- Provision of catering equipment required to fulfill this service (i.e. bain-marie, holding oven etc.).
- Hourly rate-card for onsite waitstaff from 6pm – 9pm over the 23-day event period.

SCOPE PART B - Artist Catering / Deliveries

Destination NSW, Vivid Sydney is seeking Catering Services for the Music Program which includes live music and DJs at Tumbalong Park.

Catering requirements are specific to hospitality riders supplied by artists and comprise a mix of snacks and cold foods. The food needs to be delivered to the location below on each day of the festival within specific time windows.

The Vivid Sydney Music Program Locations / Dates:

- Tumbalong Park: Every day from 3pm, Friday, 23 May – Saturday, 14 June 2025.

Key Requirements:

- Please supply a rate card for the following items:
 - Non-alcoholic beverages: soft drinks, water and a tea and coffee station.
 - Cold food: sandwich / wrap platters and cold cut deli meats.
 - Sweet Platters: Muffins, cakes, croissants etc.
 - Snacks: fruit, dips, chips, chocolate, and lollies.
- Hourly rate-card for staffing labour for deliveries to Music Site (CBD).

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.
- The Contractor must provide copies of food safety certificates.
- The Vivid Sydney sustainability program includes various initiatives to minimise the environmental impacts of the event, focusing on key areas such as; energy, waste, materials, water, transport and social impact.
- The contractor must strive to minimise waste generation where possible, from food preparation to packaging and disposal.
- Implementation of recycling and composting programs will be highly regarded.
- Destination NSW will generate and distribute a survey post-event, and the Contractor will be required to submit details on what was used/produced, how much was used/produced and upload supporting files such as receipts, invoices, or bills as evidence. Collection of this information will be tied to milestone payments which will be set out in the contract of engagement with the successful Contractor.

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 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 costs incurred in preparing and submitting the RFQ are the responsibility of the Contractor.

DESTINATION NSW WILL PROVIDE

- Water
- Boiling water
- Waste management
- Power
- Catering area in the ECC
- Refrigeration
- Dietary requirements and special requests

Period:

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

Vivid Sydney 2025	On signing of agreement to completion of Catering Services as outlined in Annexure A – 15 June 2025
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Vivid Sydney 2026	6 April 2026 – 14 June 2027
Vivid Sydney 2027	5 April 2027 – 13 June 2027

Destination NSW will advise the successful supplier in writing within 90 days of the festival start 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.