

Request for Quotation – Event Ground Protection 2025 & 2026

Request:

Destination NSW is seeking an itemised quotation for the provision of **Event Ground Protection** for Vivid Sydney 2025 and 2026.

Destination NSW will book services on an as needs basis based on rate-card pricings provided as part of this Request for Quotation.

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.

Please note: dates to be used as a guide and subject to change

Timeline:

Deadline for receipt of clarification requests	10:00am on Friday 21 March 2025
RFQ closing date	10:00am, Friday, 28 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 of quoted price	30%
Demonstrated experience, reliability and successful delivery in providing similar services for large-scale, multi-day major events across multiple precincts.	25%
Demonstrated capacity to deliver the specifications, resources and services within the timeframes required, key considerations and general items outlined in Annexure A.	25%
Human resource capacity including qualifications, skills, experience and proposed extent of the respondent's key personnel involvement including sub-contractors.	20%

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.

Respondents are required to detail their experience and outline their approach to each of the requirements outlined in this Specification of Services including:

1. A written response of no more than four (4) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A.
2. A written response outlining your proposed quality assurance processes to ensure that all requirements are delivered to an exceptionally high standard including details of any contingency or assumptions and proposed maintenance schedule based on the supplier's experience in providing for long running events of this scale.
3. Copies of your / your company's current Curriculum Vitae including at least two (2) references and copies of any qualifications you hold.
4. An itemised quotation* for Period 1 including:
 - a. Review of Services to provide cost estimations
 - b. Pre-Production
 - c. Event Period
5. An itemised quotation* for Period 2 (at Destination NSW discretion) including:
 - a. Review of Services to provide cost estimations
 - b. Pre-Production
 - c. Event Period

* Please provide rate-cards as requested below within Annexure A for Ground Protection within the Sydney CBD area, for both Vivid Sydney 2025 and Vivid Sydney 2026.

Destination NSW may elect to engage with the successful Contractor on specific elements of this request for quotation, but not others due to ongoing operational variations. Destination NSW may also elect to contract with more than one Contractor for the services (or part thereof). This election will be at the sole discretion of Destination NSW and the Contractor should indicate in its response to this RFQ whether it is willing to accept a contract for part, but not all of the services set out below.

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 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.

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

SCOPE

SPECIFICATION OF SERVICES

Destination NSW seeks the services of a Contractor or Contractors to coordinate and deliver event Ground Protection Services for Vivid Sydney 2025 and 2026.

The Contractor will work collaboratively with the Event Operations Manager, Vivid Sydney, Event Operations Coordinator, Vivid Sydney, Production Manager, Vivid Light and Technical Manager, Vivid Sydney to scope, plan, implement and deliver ground protection.

The Contractor will be required to work collaboratively with the Event Operations Team, Vivid Sydney and any third-party contractors, to deliver, install, manage, maintain and remove the infrastructure requirements detailed in the schedules herein.

The Contractor will be responsible for ensuring that the ground protection is safely installed and maintained during the Event period.

The anticipated locations for these services include:

- Circular Quay
- The Rocks
- Campbells Cove & Hickson Road Reserve
- Barangaroo
- Darling Harbour
- The Goods Line
- Other locations to be determined at review of service stage

Rate Cards to be provided.

Types and indicative quantities of equipment required have been identified for respondents to take into consideration.

The below is a non-exhaustive list of requirements and does not indicate the final type or quantities of equipment that will be required for the 2025 and 2026 events.

Destination NSW encourages respondents to suggest and propose alternative, sustainable, and innovative products if available.

The final colour of Ground Protection will be tailored to sites as required and confirmed with the successful respondent.

Respondents should highlight in their quote if there is a price variation depending on colour.

Equipment will be installed over the course of the bump in period, as per a schedule provided by Destination NSW.

Please provide product types and colours available for each product.

Equipment:

- Flexible Pedestrian Grass Protection estimated up to 10,000m²
- Heavy Duty Grass Protection estimated up to 5,000m²
- Pedestrian Grass protection edges to suit above
- LD trackway or equivalent estimated up to 2000m²

Consumable items:

- Geotech Membrane Underlay - to be utilised under all ground protection products
- PVC Plastic
- Grass Protection Pegs per 100

Please provide fixed hourly rate-cards for associated labour and transportation costs to Sydney CBD.

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

Key Accountabilities:

- Infrastructure must be suitable for all weather public access, with a slip rating of P3 or above as noted in AS 4663:2013. Infrastructure must also be clean, functioning and ready for use.
- Dedicated Project Administration Manager for review of service, pre-production and event period.
- Mobilise and demobilise all the infrastructure as listed above
- Provide all required, appropriately accredited, licenced and qualified labour/personnel to facilitate the mobilisation and demobilisation of all quoted plant, equipment and infrastructure in line with the requirements herein at the locations specified, on schedule and in consultation with the Destination NSW team.

Specific Tasks are as follows:

- Prepare detailed equipment lists and provide relevant ground protection to deliver safely and to a high standard
- Be on call throughout the Event period to provide immediate support on both a pre-planned and as required basis
- If applicable, completion of a COVID Safety management plan
- Contribute to relevant stakeholder meetings including production, working group meetings and debriefs

- Take direction from Destination NSW or any other authorised third party
- Must be able to work to strict deadlines, and must have appropriate staff to facilitate the provision of services
- Any other administrative duties as required or directed by Destination NSW to deliver the above scope of work
- In consultation with Destination NSW's nominated Safety Contractor develop a detailed public access plan against AS 4663:2013 and provide the results of a slip test undertaken by a qualified engineer/company
- Provide a letter or statement upon installation of the infrastructure to confirm the safe and correct installation according to manufacturer's directions
- Along with their staff, attend any/all safety and risk management briefings and inductions as deemed necessary by Destination NSW and/or their designated representatives prior to works commencing.
- The standard of installation must be of the highest quality and consistent across all areas. Infrastructure needs to be flush to edges where appropriate.

Equipment:

The successful Contractor will be required to provide/responsible for:

- Staff recruitment, management, catering, uniforms or other staff engagement / benefit costs
- All personnel are expected to be provided with appropriate high-visibility uniform/s, wet weather, PPE (Personal Protective Equipment) and equipment required to deliver upon their assigned roles and responsibilities where necessary.
- Parking, travel and mobilisation costs
- Relevant equipment as per cost estimations provided by the Contractor

Particular Exclusions:

Third-party Precincts are responsible for their own consultation with infrastructure contractor/s in development and implementation of their site requirements. Sponsorship Activations will be treated as a separate component and may be required to be invoiced separately.

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 workers compensation insurance, and any other applicable insurances 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.
- Copies of all relevant Safe Work Method Statements (SWMS).

- Completion of the Vivid Sydney Risk Management Framework document
- Destination NSW will generate and distribute a sustainability 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.
- Any other specific documents as required

The contractor must ensure they adhere to all relevant laws and regulations applicable to the services, including the Australian Modern Slavery and Child Protection legislation.

KEY CONSIDERATIONS

The successful contractor will be required to enter 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.
- 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

- Specialist plant and equipment (e.g. forklifts, scissor lifts, boom lifts) where planned works require these resources on site
- Radio communication equipment (as reasonably provided by Destination NSW) for use throughout the Event Period
- Detailed delivery and installation schedules to assist with the installation, maintenance and removal of equipment and infrastructure.
- Printing and supply of all reasonable Vehicle Access Passes to designated work sites (at Destination NSW discretion).
- Initial site specific and safety inductions to be completed before any works commence.
- Parking is not included in public domain spaces. Limited parking may be available in designated work sites.

Period:

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

Period 1 Vivid Sydney 2025	On signing of agreement to completion of Services as outlined in the schedule attached
Event Dates	23 May – 14 June 2025
Bump in from	12 May 2025 (Subject to scheduling)
Bump out from	15 June 2025 (Subject to scheduling)
Period 2 Vivid Sydney 2026	On signing of agreement to completion of Services as outlined in the schedule attached
Event Dates	22 May – 13 June 2026
Bump in from	11 May 2026 (Subject to scheduling)
Bump out from	14 June 2026 (Subject to scheduling)