

Request for Quotation – Producer, Vivid Light, Vivid Sydney 2026, with an option for 2027 and 2028.

Request:

Destination NSW is seeking applications and itemised quotations from a suitably qualified and experienced contractor for the provision of Producer, Vivid Light services for Vivid Sydney 2026, with an option to renew the contract for Vivid Sydney 2027 and Vivid Sydney 2028.

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 Monday, 21 April 2025 (AEST Time)
RFQ closing date	10:00am Monday, 28 April 2025 (AEST Time)
Interviews	Week beginning 5 May 2025
Successful contractor notified	Week beginning 12 May 2025
Unsuccessful contractor(s) notified	Week beginning 12 May 2025
Commencement of Contract	Monday 11 August 2025

Selection criteria:

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

Criteria	Weighting (%)
Price	25%
Demonstrated extensive experience in successfully producing and delivering cutting-edge exhibitions, public art installations, festivals and/or activations for large-scale public events that attract broad and diverse audiences, with a focus on creativity and innovation. Demonstrated understanding of the creative, financial, operational, logistical and technical requirements of multi-day, events and festivals.	25%
Proven entrepreneurial experience in identifying and engaging innovative artists and creatives to work to a brief in the public domain, including lighting, projection, installation and mixed media practitioners. Demonstrated contacts and existing networks with artists, creatives, manufacturers, suppliers,	20%

designers and companies who exemplify innovative, contemporary and sustainable practice, alongside general industry trends.	
Exceptional relationship management skills, experience in collaborating and negotiating with a wide range of stakeholders including international and local artists, agents, promoters, venues, cultural/education institutions, volunteers, contractors/suppliers and Government to deliver high quality outcomes to budget and on time.	10%
Highly developed and proven project and time management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic and high-pressure work environment. Able to work both autonomously and within a team. Outstanding written and verbal communication skills.	10%
Proficient in the development and management of complex P&L, financial reporting, forecasting, procurement and contracts management. High-level computer literacy skills, proficient with MS Office suite, experience in specialist software such as CRM programs. Demonstrated experience and knowledge of ticketing systems and box office operations.	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 must also be directed towards the Selection Criteria:

1. A written response of no more than four (4) pages which addresses the Selection Criteria and Specifications of Service outlined in Annexure A
2. An itemised all-inclusive separate quotation for Vivid Sydney 2026, Vivid Sydney 2027 and Vivid Sydney 2028, exclusive of GST but inclusive of all other taxes, charges and superannuation. 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. An indicative daily rate will also be required for any additional works requested outside the scope of the Services set out below.
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 may not be made 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 Service

Vivid Light transforms Sydney's CBD with a free, accessible and sustainable 'Light Walk' as well as additional light installations and activations in a variety of locations. Each year Vivid Light highlights Sydney's iconic buildings, foreshore and other CBD locations with cutting-edge light sculptures, installations, activations and 3D-mapped building projections.

Vivid Light encompasses:

- Vivid Light Walk: Curated and produced by Destination NSW, a free, public-focused creative activation of Sydney's urban and green spaces, which may include:
 - Large-scale, 3D-mapped projections on iconic CBD buildings
 - Lighting of the Sails of the Sydney Opera House (in co-curation with Sydney Opera House Trust)
 - Lighting installations that are sculptural in form, interactive and non-interactive
 - Lighting/laser treatments on the façade of CBD skyscrapers
 - Lighting treatment of Sydney Harbour Bridge and Pylon/s.
 - Additional innovative experiences and installations that champion light, technology and other media.
- Vivid Light in complimentary Destination NSW-produced CBD locations e.g., Taronga Zoo when required
- Third-party produced locations and activations: developed in partnership with landowners, Local/State Government agencies, commercial precincts and promoters.
- Special Projects such as First Light and other events produced by Vivid Sydney.

About the Role:

The Producer, Vivid Light works with the Festival Director and/or Curator – Vivid Light, Head of Projects, Production Manager, Vivid Light and relevant Vivid Sydney and Destination NSW staff. The Producer, Vivid Light engages with external stakeholders including creative practitioners, artists, agents, promoters, tertiary institutions, commercial partners, precincts/venues, Local and State Government agencies.

The Producer, Vivid Light is responsible for the scoping, research and development of an innovative, accessible and progressive Vivid Light program through to implementation, on time and within budget as curated by the Festival Director and/ or Curator – Vivid Light and in collaboration with relevant members of the Vivid Sydney team.

Content for Vivid Light is also developed through:

- Vivid Light global Expression of Interest
- Third-party precincts
- Destination NSW's commissioning of selected Signature Light treatments/installations
- Vivid Sydney Commercial, Government and Industry Partnerships

This specification includes scope for facilitating collaborative programming with Vivid Music and Vivid Ideas to encompass related industry, technology and ideas across the program. Increasing results in collaborative programming of this nature is desirable and encouraged.

Position reports to: Festival Director, Vivid Sydney

Positions that report to the Producer, Vivid Light – casual assistance as required.

Major Responsibilities include but are not limited to:

- Project and strategic planning
- Vivid Light artist liaison with the Production Manager, Vivid Light
- Program research, development, modelling and implementation
- Financial modelling and contract negotiation for major activations with the Production Manager, Vivid Light
- Stakeholder engagement, management and communications
- Contribute towards overall Vivid Sydney program
- Contribute to budgeting, procurement, and resourcing of Vivid Light

Key Accountabilities:

- Undertake research to advise and inform the selection, evaluation and/or development of new and existing content, concepts, technologies and opportunities, to support and inform the development of the annual Vivid Light program.
- In consultation with the Production Manager, Vivid Light, manage and be an active member of the Vivid Light Curatorial Panel and contribute to any other programming selection processes as required alongside other Destination NSW nominated representatives
- Lead the development, and implementation of an annual plan, as directed by the Festival Director and/or Curator – Vivid Light, outlining suggested Vivid Light developments/initiatives and partnerships to ensure alignment with the festival's creative direction
- Collaborate with the Production Manager, Vivid Light to identify, scope and cost suitable new activations and locations for the development of the Vivid Light program in consultation with relevant team members ensuring optimal visitor experience, maintenance of key safety principles, maximisation of viewing capacity and minimal impact on the non-event community. This information is to be presented to the Festival Director, Vivid Sydney to determine the annual Light Walk program.
- Contribute to Vivid Sydney initiatives including, but not limited to, Access and Inclusion and Sustainability programs.
- Monitoring and ensuring the installation build aligns with EOI submission and Creative Direction throughout build process of all installations.
- Provide ongoing creative and technical guidance to all Vivid Light proponents including meetings and site visits.
- Assist the Technical Manager, Vivid Sydney and represent the Vivid Light Team at all required Studio visits, including compiling technical status reports for the team. Prepare and maintain a detailed dossier highlighting key information of each element of the Light program in collaboration with the Production Manager, Vivid Light for Destination NSW and Vivid Sydney teams' reference.
- Assist the Production Manager, Vivid Light in the preparation and monitoring of a pre-approved and finite Vivid Light budget including scoping and forecasting, financial reporting and reconciliation.
- Assist the Production Manager, Vivid Light in the development and implementation of Vivid Light project plans including key milestones and project timelines
- Develop and manage agreed creative briefs and content approvals for the Vivid Light program in consultation with the Festival Director and/or Curator – Vivid Light
- Engage and liaise with external stakeholders and third-party precincts and locations in consultation with the Production Manager, Vivid Light in the development of Vivid Light projections and activations, including the development of agreed project timelines, budgets, creative briefs and curatorial/content approvals.

- Engage with external stakeholders including creative practitioners, artists, agents, promoters, tertiary institutions, commercial partners, precincts/venues, Local and State Government agencies to develop the Light program.
- Work with the Festival Director and/or Curator – Vivid Light and Commercial Partnerships Manager, to identify secure and develop Vivid Sydney commercial and industry partners relevant to the Vivid Light program in accordance with Vivid Sydney sponsorship guidelines.
- Collaborate with the Producer – Music and Producer – Ideas to scope procure and implement the event ticketing program including the development of ticketing classes, pricing and packages for Vivid Sydney programs where required.
- Assist the Production Manager – Vivid Light in the procurement and contract management process ensuring all selected program content is procured in line with the relevant NSW Government Procurement Guidelines
- Ensure the Festival Director and/r Curator – Vivid Light, are fully briefed on all aspects of the proposed Vivid Light program, at all times, with regular work in progress meetings.
- Contribute to the effective development, documentation, planning, and delivery of program activity, including effective communications and notifications to stakeholders regarding the Event.
- In consultation with the Festival Director and/or Curator – Vivid Light, actively collaborate with Vivid Ideas and Vivid Music to produce cross art form activations, cross-promotion of events, ideas, innovative practice, and creative outcomes.
- Ensure the Vivid Sydney and Destination NSW teams are fully briefed creatively to develop and construct light installations, projections, or similar program content to ensure compliance with the artists creative specifications and Festival Director’s direction.
- Assist the relevant Vivid Sydney staff in preparing all program specific documentation relating to the Vivid Light program (including project timelines, event schedules, post-event reports etc.).
- Manage and work collaboratively with relevant Vivid Sydney team members and Destination NSW’s Marketing and Communications Divisions and other relevant staff to develop and produce all necessary Vivid Light program specific collateral and materials, including but not limited to any photoshoots, content capture, PR media stories and social media requirements.
- Work collaboratively with the Vivid Sydney team and relevant Destination NSW cross-functional teams to develop and/or contribute to approved delivery plans for projects such as Media and Program Launch, Preview Week and Opening Function.
- Attendance onsite at the Vivid Light precinct(s) as required throughout the bump in, event period and bump out acting as the liaison between artist/s, precinct management and Vivid Light Team. This can include working on site with contractors to oversee the successful delivery of contracted goods and services within set timeframes and testing of installations during the day and after hours on a rotating roster.
- Develop, implement and manage the post- event reporting of the Vivid Light program with the Production Manager, Vivid Light.
- Maintain all event specific documentation and critical documents using appropriate document templates and document register system including records management.
- Maintain confidentiality and ensure safe custody of all relevant documents, IP, budget and contract information pertaining to the Event
- Any other general administrative work that would be required to deliver on the above services/duties/outcomes and/or special projects as directed by Destination NSW.

General Items:

The successful contractor must provide:

- Appropriate public liability insurance. Minimum \$20 million (AUD).
- Appropriate workers compensation insurance as required by law.
- An Australian Business Number or Australian Company Number.

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 suppliers 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, 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.
- 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 may be reimbursed.

Period:

Destination NSW requests three (3) separate and itemised quotations, for the services detailed in this

document, for each of the following Periods:

Period 1: Vivid Sydney 2026	11 August 2025 – 10 July 2026
Period 2: Vivid Sydney 2027 – Option	10 August 2026 – 9 July 2027
Period 3: Vivid Sydney 2028 – Option	9 August 2027 – 7 July 2028

Destination NSW will advise the successful contractor in writing 60 days before the contract period ends if it wishes to execute Period 2 and then after Period 2 if it wished to execute Period 3. If the options are not exercised, Destination NSW has no further liability to the successful contractor. If the option is exercised, a new contract of engagement will be negotiated and executed for each of the above periods.

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).