

## Request for Quotation – Project Coordinator, Vivid Sydney 2026, with an option for 2027 and 2028

### **Request:**

Destination NSW is seeking applications and itemised quotations for the provision of Project Coordinator 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](http://www.vividsydney.com).

### **Timeline:**

Deadline for receipt of clarification requests	10:00am Monday 21 April 2025 (AEST)
<b>RFQ closing date</b>	<b>10:00am Monday 28 April 2025 (AEST)</b>
Interviews	Week commencing 5 May 2025
Successful supplier notified	Week commencing 12 May 2025
Unsuccessful supplier(s) notified	Week commencing 12 May 2025
<b>Commencement of Contract</b>	<b>Monday 14 July 2025</b>

### **Selection Criteria:**

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

<b>Criteria</b>	<b>Weighting (%)</b>
Price	30%
Considerable practical experience in event operations, preferably for large-scale major events or outdoor festivals	30%

Strong written and verbal communication skills, excellent attention to detail, and experience developing and maintaining internal and external relationships. Excellent administrative and project management skills, high levels of proficiency with Microsoft Office. Demonstrated experience in writing and revising project-based documentation including schedules, presentations, databases and timelines.	25%
Demonstrated experience in the day-to-day reporting and operation of Government Coordination Centres and Event Control Centres	15%
<b>TOTAL</b>	<b>100%</b>

### **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 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 2026, and for options being Vivid Sydney 2027 and Vivid Sydney 2028, exclusive of GST but inclusive of all other taxes and charges. 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 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 suppliers 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:

The Project Coordinator supports the Head of Projects and Operations Team, Vivid Sydney in the planning, management and implementation of the operational requirements and event delivery for Vivid Sydney.

#### **Major Responsibilities include but are not limited to:**

- Administrative and operational tasks for the delivery of the event but not limited to presentation preparation, meeting notes, meeting scheduling, diary management and maintenance of Monday.com boards
- Contribute to and support event planning and project management in coordinating rosters and scheduling for the Event Control Centre (ECC) and Government Coordination Centre (GCC).
- Content coordination of staff manuals, new technology briefs, presentations and artwork delivery
- Coordination of day sheets and live reporting documents
- Operational support as Destination NSW GCC Event Logger (Friday, Saturday, Sunday & PH Monday Evenings)
- Contribute to relevant operational policies, procedures, plans and other documentation

#### **Key Accountabilities:**

- Contribute to and support the technical delivery of communication and coordination between the Event Control Centre, Government Coordination Centre and landowner control rooms to ensure all reporting, complaints and incidents are logged and escalated against the Vivid Sydney Event Command, Control, Coordination and Communications (C4) protocols and act as the GCC Event Logger during the operational hours of the GCC.
- Coordinate with the operations team portable radio channel lists, portable radio distribution lists, talkback panel matrix's and liaise with the Event Radios and Communications supplier on delivery of requirements in the ECC & GCC
- Manage the event reporting system to ensure all reports are extracted and filed daily during the event
- Liaise with the Premier's Department on Destination NSW's GCC roster and reporting system training and implementation
- Attendance onsite at the ECC as required throughout the bump in, Event period and bump out where required
- Assist in maintaining all Event specific documentation and critical documents using appropriate document templates and document register system
- Manage the Head of Projects diary appointments, schedule and prepare and distribute meeting agendas and minutes

- Prepare a range of correspondence including drafting PowerPoint and/or keynote presentations and reports on key event programs for both internal and external stakeholders
- Any other general administrative and operational work as directed by Destination NSW

**General Items:**

The successful supplier 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

**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 supplier does not perform the services required, the supplier is not entitled to receive any further payments and must if so required by notice in writing to the supplier 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 pre-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 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 2026	14 July 2025 – 10 July 2026
<b>Period 2:</b> Vivid Sydney 2027 – option	13 July 2026 – 9 July 2027
<b>Period 3:</b> Vivid Sydney 2028 – option	12 July 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).