

## Request for quotation

### Request:

Destination NSW is seeking an itemised quotation for the provision of Production Crew Services for Vivid Sydney 2019.

For the avoidance of doubt, Destination NSW may procure up to ten (10) Production Crew members through this request for quotation.

Both individuals and agencies are welcome to respond to this request for quotation, with agencies needing to nominate their proposed key persons as outlined below.

### Background on Destination NSW:

Destination NSW is the lead Government agency for the New South Wales (NSW) tourism and major events sectors. Our role is to market Sydney and NSW as one of the world's premier tourism and major events destinations; to secure major sporting and cultural events; to work in partnership with Business Events Sydney to win major international conventions and incentive travel reward programs; to develop and deliver initiatives that will drive visitor growth throughout the state; and to achieve the NSW Government's goal of doubling overnight visitor expenditure within the state's visitor economy by 2020. The event, Vivid Sydney, which is the world's largest festival of creativity and innovation is owned, managed and produced by Destination NSW and welcomes over 2 million visitors annually.

### Period:

Destination NSW requests an itemised quotation based on a daily rate, for the services detailed in this document, for the period outlined below.

<b>Period 1:</b>	Saturday 18 May 2019 – Saturday 15 June 2019 (inclusive)
Vivid Sydney 2019	Up to 10 hours per day, 6 days per week

Please note this is not a position of employment, but a contract for supply of services.

### Timeline:

<b>Deadline for receipt of clarification Requests:</b>	10:00am on Friday 11 January 2019
<b>Deadline for receipt of quotations:</b>	10:00am on Friday 18 January 2019
<b>Successful applicant notified:</b>	6:00pm Friday 8 February 2019
<b>Unsuccessful applicants notified:</b>	6:00pm Friday 15 February 2019

All times listed above are noted as Sydney Time.

**Note: requests for clarification lodged between Friday 21 December 2018 and Monday 7 January 2019 may not receive a response until the Destination NSW Office re-opens on Monday 7 January 2019.**

**Selection criteria:**

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

<b>Criteria</b>	<b>Weighting (%)</b>
Value for money.	25%
Relevant qualification(s) and/or a minimum of 3 years' experience in Event Site management or similar role(s), preferably for large-scale major events.	20%
Relevant vocational qualification(s) and experience as detailed in the 'Essential Requirements' and 'Desirable Qualifications' sections of this Request for Quotation.	20%
Strong verbal communication skills, excellent attention to detail, and a demonstrated ability in reading and interpreting production-based documentation (schedules, technical drawings, site plans etc.).	15%
Proven ability to effectively work in a team, under pressure and with a need to balance priorities.	15%
Compliance with this Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

**Essential Requirements**

Successful respondents to this request for quotation must hold:

- Safe Work NSW Construction Industry White Card
- High Risk Work License for Forklift Truck (LF)

**Desirable Qualifications**

Applicants with the following licenses/qualifications will be preferred:

- High Risk Work License for Elevated Work Platform over 11m (WP)
- Telehandler Gold Card
- Non-slewing Crane License (CN)
- Crane License (C6)

**What Destination NSW requires:**

Please provide the following:

1. A detailed and itemised quotation for Vivid Sydney 2019.
2. Current curriculum vitae including details for two (2) referees.

*For agencies responding to this request for quotation, a current curriculum vitae should be provided for each key person nominated.*

3. A cover letter of no more than two pages outlining your previous experience as it relates to the specification of services required outlined in this Request for Quotation.

**Clarification of requests for quotes:**

If you require clarification on the above request, please contact only via email:

Timothy Spohr  
Event Manager, Vivid Sydney  
[timothy.spohr@dnsw.com.au](mailto:timothy.spohr@dnsw.com.au)

Please note that any clarification will be given to the other service providers that have been offered the opportunity to provide a quote.

**Lodgement Details:**

Timothy Spohr  
Event Manager, Vivid Sydney  
[timothy.spohr@dnsw.com.au](mailto:timothy.spohr@dnsw.com.au)

## ANNEXURE A

### Background:

Vivid Sydney is an annual festival of creativity and innovation, featuring the world's most important creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures, a cutting-edge contemporary music program and the spectacular lighting of the Sydney's iconic CBD buildings.

Vivid Sydney is where art, technology and commerce intersect. It provides a summit, forum and playground for the creative industries to collaborate, experiment, conduct business, and showcase their creativity.

Visitors from Sydney, interstate and across the world are invited to interact and immerse themselves in an array of lighting experiences, live performances and inspiring ideas.

Vivid Sydney is strategically positioned to increase interstate and international visitation to Sydney during what is traditionally the quieter winter months.

The Vivid Sydney Light Walk is a key component of the annual Vivid Sydney Festival, transforming large parts of Sydney's built environment with light installations and large-scale architectural projections assembled along Sydney's foreshore precincts. The Vivid Sydney Light Walk also includes activations delivered by selected Vivid Sydney Commercial Partners.

### Specifications of service required:

The **Vivid Sydney Production Crew** will work collaboratively with the Installation Manager, and Installation coordinators, under the specific direction of the Vivid Sydney Event Manager and Event Operations Manager, to provide effective production support to Destination NSW, Artists, Suppliers and Contractors ensuring the successful daily operation/delivery of the Event..

The **Vivid Sydney Production Crew** will provide site specific support to Vivid Sydney artist and Installations managers, on all required tasks during Event delivery.

Specifically, the Vivid Sydney **Production Crew** will undertake the following duties:

#### **Pre-Production**

1. Attendance at an induction/briefing day (held within the contract period) at a location identified by Destination NSW.

#### **Event Delivery**

1. Attendance on site at the event precinct throughout the bump in, event and bump out periods in accordance with a predetermined roster (including reasonable notice of shift changes). For the avoidance of doubt this will include working for extended periods outside normal business hours on-site, undertaking manual handling and physical labour, and will include evening/overnight work.
2. Working collaboratively with Vivid Sydney's Installation Managers, Installation Coordinators and Light Artists to prepare technical and production requirements of the Vivid Sydney Light Walk for Lights On! across each of the operating nights of the event, and for any Media Preview Events (as required).

For the avoidance of doubt this includes following pre-determined run-sheets, job lists and installation power-up/power down procedures on a nightly basis.

3. Follow provided technical documentation to correctly identify and troubleshoot any suspected technical faults with identified program content, including following correct escalation

procedures where required.

4. Work as directed to install, maintain, adjust and remove any required site signage, infrastructure, plant and equipment required to ensure the successful delivery of the Event.
5. Work as directed to relocate and operate identified plant and equipment as required to assist in the successful delivery of the event.
6. Be responsible for securing all assets at the conclusion of each operating night, ensuring that each site is left in a safe and presentable manner.
7. Respond to any other operational requirements/situations as identified throughout the Event Operating Period including providing general labour support as required.

**General Duties**

1. Assist in the completion of any/all site daily checklists to ensure that identified risk mitigation strategies are successfully implemented prior to work commencing on site.
2. Be responsible for the completion of any required incident reports using a template provided by Destination NSW.
3. Completion of a daily report on an agreed template at the conclusion of each shift.

**Position reports to:** Event Manager, Vivid Sydney, Installation Managers and Installation Coordinators.

**Roles reporting to this position:** None

**General items:**

The successful service provider must provide;

- Appropriate public liability insurance. Minimum \$20 million (AUD).
- Basic Site Clothing and PPE (e.g enclosed footwear, wet-weather protection and suitable site attire).
- Services of the highest quality.
- Services must be guaranteed and fit for purpose.
- An Australian Business Number or Australian Company Number.

**Key Considerations:**

The successful service provider will need to enter into a Contract of Engagement with Destination NSW which includes, but is not limited to the following terms:

- Indemnifying Destination NSW for all work carried out.
- Abiding by a supplier code of conduct as issued by the NSW Government.

Flexibility with work hours will be required, with extended working days/hours as detailed in the Specification of Services Required above. No overtime will be paid, or time in lieu provided.

**Destination NSW will provide the following:**

Destination NSW will provide successful service providers with:

- Briefing Materials
- Induction Materials
- Site Plans & Technical Drawings
- Radio/Communication Equipment
- Site Tools, Plant, Equipment and Consumables
- Required site PPE (high-visibility vests, hard-hats etc.)

Please note, the following items are specifically excluded from this Request for Quotation and are the responsibility of the service provider:

- Parking
- Travel Expenses
- Mobile Phone Costs