

Documents – Schedule 11

File 2013/9322 Procurement Provision of Goods and Services for the NMF 2014-16 – Request for Quotation Number 22416.110

Folio no	Date	Document	Status	Reason for Exemption
File request form				
1-82	2/7/2013	Email: National Multicultural Festival and attachment Draft Request for Quotation no: 22416.110	Full release	
83-92	Undated	Page 61-70 of 70 pages - Draft Request for Quotation no: 22416.110	Full release	
93-96	29/5/2013	Email - RE: Requesting Tender number for 2014-16 NMF procurement	Full release	
97-102	3/7/2013	Brief – Execution of 2014-16 NMF Procurement Plan minute and email	Not release	Copy: Refer to Schedule 3 - 2013/9540, folios 89-94
103-168	3/7/2013	Signed Strategic Procurement Plan Minute	Full release	
169-224	1/7/2014	Email – RE: NMF – 22146.110 and attachment – Request for Provision of Goods and Services for the 2014-16 National Multicultural Festival	Full release	
225-305	Undated	Request for Quotation no: 22416.110	Full release	
306-384	2/7/2013	Email- RFQ and attachment Request for Quotation (RFQ) nmfv1-Caroline response	Full release	
385-386	2/7/2013	Email – FW: RFQ and attachment Request for Quotation (RFQ) nmfv1	Full release	
387	2/7/2013	Email – National Multicultural Festival	Full release	
388	3/7/2013	Email - RE: RFQ NMF 22416.110	Full release	
389	3/7/2013	Email - RE: NMF 2014-2016	Full release	

Folio no	Date	Document	Status	Reason for Exemption
390-391	3/7/2013	Email - RE: NMF 2014-2016 – 22416.110	Full release	
392	10/7/2013	Email – request for new file	Full release	
393-414	10/5/2013	Email – Procurement Plan Minute and attachment Procurement Plan Minute	Full release	
415-416	14/5/2013	Email – RE: Procurement Plan Minute – 2014-2016 NMF	Full release	
417	14/5/2013	Email- Amended PPM for NMF and attachment	Full release	
418	28/5/2013	Email – FW: PPM for NMF	Full release	
419-422	29/5/2013	Email - RE: requesting Tender number for 2014-2016 NMF	Full release	
423-424	26/6/2013	Email – National Multicultural Festival and attachment	Full release	
425-426	26/6/2013	Email - RE: National Multicultural Festival	Full release	
427	25/6/2013	Email - National Multicultural Festival and Attachment Procurement Plan Minute – V8	Full release	
428-430	25/6/2013	Email – RE: NMF Scope	Full release	
431	24/6/2013	Email -RE: NMF Procurement	Full release	
432	19/6/2013	Meeting request	Full release	
433-434	17/6/2013	Email – FW: National Multicultural Festival and attachment	Full release	
435-499	14/6/2013	Email - FW: National Multicultural Festival and attachment Procurement Plan Minute – V7	Full release	
500	14/6/2013	Email – RE: National Multicultural Festival	Full release	
501	14/6/2013	Email - FW: National Multicultural Festival and attachment Procurement Plan Minute – V7	Full release	
502-503	12/6/2013	Email - RE: NMF procurement plan	Full release	

Folio no	Date	Document	Status	Reason for Exemption
504-505	12/6/2013	Email - RE: NMF procurement plan	Full release	
506-507	12/6/2013	Email - RE: NMF procurement plan	Full release	
508-571	6/6/2013	Email – National Multicultural Festival Procurement Plan Minutes – Version 6 and attachment	Full release	
572-573	1/7/2013	Email – RE: National Multicultural Festival – 22146.110	Full release	
574-574a)	27/6/2013	Email – RE: National Multicultural Festival	Full release	
575-577	21/8/2013	Email – FW: National Multicultural Festival and attachment	Full release	
578	15/7/2013	Email – FW: National Multicultural Festival and attachment -	Full release	
579	21/8/2013	Email – FW: Signed procurement plan minutes-2014-16 NMF and attachment	Full release	
580-582	23/7/2013	Email – RE: Questions: NMCF 2014 – Festival hire	Partial release	FOI Act 1989, s45
583	29/7/2013	Email –National Multicultural Festival – 22416.110	Full release	
584-585	29/7/2013	FW: National Multicultural Festival Tender 2014-2016	Partial release	FOI Act 1989, s45
586-665	Undated	Request for Quotation NO: 22416.110	Full release	
666-667	9/7/2013	Shared Services Procurement web page	Full release	
668-671	24/7/2013	Email – RE: NMF Addendum query	Full release	
672-674	26/7/2013	Email – RE: MCF tender 2014	Partial release	FOI Act 1989, s45
675-676	26/7/2013	Email – RE: MCF tender 2014	Partial release	FOI Act 1989, s45
677-678	23/7/2013	Email – RE: NMF Addendum query	Not released	Copy: Refer to folios 668-669
679-680	25/7/2013	Email - FW: MCF tender 2014	Partial release	FOI Act 1989, s45
681-682	29/7/2013	Email – FW: National Multicultural Festival Tender 2014-2016	Partial release	FOI Act 1989, s45

Folio no	Date	Document	Status	Reason for Exemption
683-684	29/7/2013	Email – RE: RFQ 22416.110 National Multicultural Festival 2014-2016	Full release	
685-690	1/8/2013	Addendum 1 to Request for Quotation No. 22416.110, attachment 1 and 2	Full release	
691-694	22/8/2013	Email - FW: 2014-2016 National Multicultural Festival – RFQ 22416.110 and attachment - Request for Quotation 22416.110	Partial release	FOI Act 1989, s41 and s45
695-698	28/8/2013	Addendum 2 to Request for Quotation No.22416.110	Partial release	FOI ACT 1989, s43
699-707	28/8/2013	Addendum 2 to Request for Quotation No.22416.110	Partial release	FOI ACT 1989, s43
708-709	28/8/2013	Addendum 2 to Request for Quotation No.22416.110	Partial release	FOI ACT 1989, s43
710-718	28/8/2013	Addendum 2 to Request for Quotation No.22416.110	Partial release	FOI ACT 1989, s43
718	5/11/2013	Email – Clarifications for the 2014-2016 National Multicultural Festival – 22416.110	Partial release	FOI Act 1989, s43
File divider				
719-759	Undated	Tender for Provision of Goods and Services 2014-16 NMF	Exempt in Full	FOI ACT 1989, s43
760-767	28/8/2013	Addendum 2 to Request for Quotation No.22416.110	Partial release	FOI Act 1989, s43
768-799	Undated	Tender for Provision of Goods and Services 2014-16 NMF	Exempt in Full	FOI ACT 1989, s43
800-833	7/8/2013	Tender for Provision of Goods and Services 2014-16 NMF	Partial release	FOI Act 1989, s45 and s43
834-881	8/8/2013	Tender for Provision of Goods and Services 2014-16 NMF	Exempt in Full	FOI ACT 1989, s43
882-884	28/8/2013	Addendum 2 to Request for Quotation No.22416.110	Partial release	FOI Act 1989, s43
885-993	Undated	Tender for Provision of Goods and Services 2014-16 NMF	Exempt in Full	FOI ACT 1989, s43

Folio no	Date	Document	Status	Reason for Exemption
994-1035	8/8/2013	Tender for Provision of Goods and Services 2014-16 NMF	Exempt in Full	FOI ACT 1989, s43
1036-1073	Undated	Tender for Provision of Goods and Services 2014-16 NMF	Exempt in Full	FOI ACT 1989, s43
1074-1101	Undated	Tender for Provision of Goods and Services 2014-16 NMF	Exempt in Full	FOI ACT 1989, s43
1102	13/8/2013	File closed		
1103-1105	20/8/2013	Email – NMF – Pricing Schedule	Partial release	FOI Act 1989, s45 and s43
File cover page				

COMMUNITY SERVICES DIRECTORATE
POLICY & ORGANISATIONAL SERVICES
CONTRACTS & GRANTS UNIT

2013/9322



PROCUREMENT - Tendering Services - Office of Multicultural Aboriginal & Torres Strait Islander Affairs (OMATSIA) - Provision of Goods & Services for the National Multicultural Festival 2014 - 2016 - Request for Quotation Number 22416.110

contains information concerning the private affairs of individuals, companies, organisations or other persons obtained under assurance of confidentiality. When not in use, this file is to be stored in a locked cabinet or drawer before disclosing it to anyone outside the ACT Government. These protective measures are to meet the requirements of the *Privacy Act 1988 (Cwlth)* and the *Territory Records Act 2002*.

In Confidence

[illegible]

Archival Action

Destroy

Review

Retain



Mitchell, Malcome

1105

From: Mirenda, Emma
Sent: Wednesday, 20 August 2014 4:08 PM
To: Mitchell, Malcome
Subject: NMF - Pricing Schedule 45
Attachments: 20140820154528614.pdf

Hi Mal,

Please find attached the pricing schedule from Malcom. 45

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer | Goods & Services Procurement
Phone: +61 2 6205 4969 | Fax: +61 2 6207 6500 Procurement and Capital Works | Chief
Minister, Treasury and Economic Development Directorate | ACT Government Level 5, 40
Allara Street Canberra ACT 2601 | PO Box 818 Dickson ACT 2602 | www.act.gov.au Please
consider the environment before printing this email. If printing is necessary, print
double-sided and black and white.

Please note my work days are Monday, Tuesday and Wednesday.

-----Original Message-----

From: Emma Mirenda [<mailto:emma.mirenda@act.gov.au>]
Sent: Wednesday, 20 August 2014 3:45 PM
To: Mirenda, Emma
Subject:

This E-mail was sent from "COMCRHSL05P02" (Aficio MP C5000).

Scan Date: 20.08.2014 15:45:28 (+1000)
Queries to: COMCRHSL05P02@act.gov.au

1102

FILE No. _____2013/9322

This file was CLOSED on 13 August 2013

No further papers are to be attached

For subsequent papers see
file 2013/11064

Closed by B. Shoemark

ACT Record Services



IMPORTANT NOTICE

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110 PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

Please note the following additional information for the above Request for Quotation (RFQ):

1. The Territory is currently considering your quotation.
2. The specifications have been amended to include a Performance Area for Garema Place, Performance Areas for Petrie Plaza, London Circuit Stage and Roving Services across the footprint for Security.
3. The amended specifications have been outlined in **RED**.
4. The Territory seek an amended Pricing Schedule to include the change of specifications.
5. Please return a completed scanned Pricing Schedule to the below email address by 4.00pm Monday, 2 September 2013 to the attention of myself.

Emma Mirenda
Procurement Officer
Shared Services Procurement
Emma.mirenda@act.gov.au
Ph: (02) 6205 4969

28 August 2013

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110

PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

GENERATORS AND ELECTRICAL

List of Equipment
Generator and Electrical Services

Electrical Service Requirements	
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.	
Supply and install adequate power from generator to 5 x main stages and 2 performance areas.	
Connection of light fixture in each stall.	
Electrical setup in and around the footprint during the week prior to the Festival	
4 x electricians on call Day 1 of the Festival 12pm - 2am	
6 x electricians on call Day 2 of the Festival 6am - 12pm	
4 x electricians on call Day 3 of the Festival 6am - 7pm	
Emergency electrical services during Festival	
Review of stall holders to review compliance with electrical safety	
Inspect appliances for review during the event and maintain electrical safety	
Supply Power to 6 Stages and 2 Performance areas	
24 hours Generator power supply for Friday (day1) and Saturday (day 2) to the cool room area.	

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately) Performance area Garema Place
60 KVA	5 x 3 phase outlets (approximately) Performance area Petrie Plaza
100KVA	5 - 6 x 3 phase outlets (approximately) London Circuit Stage
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 - 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 – 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available – 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

852

Power lock cable length
5m
10m
20m
30m
50m

Currently allow for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches
- 35 x 32 amp 30m leads
- 150 x 5 channel cable covers

Pricing Schedule

Generators and Electrical Services	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel) in accordance with Annexure B – 1.6 Specifications and 1.10 – List of Equipment . If required please provide a breakdown in cost. Prices are to be GST inclusive	
Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel)	43
Hourly rate	43

801

Mitchell, Malcome

From: Mirenda, Emma
Sent: Wednesday, 20 August 2014 4:07 PM
To: Mitchell, Malcome
Subject: NMF - Pricing Schedule - 45
Attachments: 20140820154425014.pdf

Hi Mal,

Please find attached the pricing schedule from 45

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer | Goods & Services Procurement
Phone: +61 2 6205 4969 | Fax: +61 2 6207 6500 Procurement and Capital Works | Chief
Minister, Treasury and Economic Development Directorate | ACT Government Level 5, 40
Allara Street Canberra ACT 2601 | PO Box 818 Dickson ACT 2602 | www.act.gov.au Please
consider the environment before printing this email. If printing is necessary, print
double-sided and black and white.

Please note my work days are Monday, Tuesday and Wednesday.

-----Original Message-----

From: Emma Mirenda [<mailto:emma.mirenda@act.gov.au>]
Sent: Wednesday, 20 August 2014 3:44 PM
To: Mirenda, Emma
Subject:

This E-mail was sent from "COMCRHSL05P02" (Aficio MP C5000).

Scan Date: 20.08.2014 15:44:24 (+1000)
Queries to: COMCRHSL05P02@act.gov.au



IMPORTANT NOTICE

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110 PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

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Emma Mirenda
Procurement Officer
Shared Services Procurement
Emma.mirenda@act.gov.au
Ph: (02) 6205 4969

28 August 2013

Attachment 1

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110
PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

SOUND AND LIGHTING

List of Equipment - Sound and Lighting

Garema Place Stage

FOH Audio and Control

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 1RU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics - Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aerals
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Strobes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage**FOH Audio and Control**

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker
1 Subwoofer

Stage Equipment

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer
1 32 Channel, 6 Returns 45m
1 Stage Fold-back Packer
1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console
24 Par 64 Cans
4 Moving Lights
6 4 Way Blinders

Ainslie Place Stage**FOH Audio and Control**

1 –Midas Mixing Console 40 Mono & 8 Stereo Ch
1 FX Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Lexicon Reverb Unit
1 TC Electronic multitap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro

763

1 Patch Bay
1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Petrie Plaza Performance Area

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans

2 Lighting Tree

Garema Place Performance Area

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline – to be based at Garema Stage

Drums, Percussion

1 Pear Masters Custom drum Kit

Bass

1 -ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables
DJ Turntables.
2 Pioneer CDJ1000 CD Player
1 Pioneer DJM800 DJ Mixer

Media Call

FOH Audio and Control

1 24 Mono 4 Stereo)
1 Effects Rack
6 Stereo Comp/Gate
1 Stereo Digital Graphic Eq

1 CD Player
2 Reverb Unit
2 Loudspeakers
2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge
1 Lectum with mic and light connectors
1 Power Amplifiers
1 Stage Fold-back Packer
1 Band Microphone Kit
1 Signal Power Packer
1 -24 Channel, 4 Returns 40m

Civic Square Stage

FOH Audio and Control

1 -40 Mono 8 Stereo
1 Effects Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Reverb Unit
1 Electronic Two multitap rhythm delay
2 8Ch Comp/Gate
1 8Ch ins Gate
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

London Circuit Stage

FOH Audio and Control

6 -3 Way Mid High, High Loudspeakers
6-18" Concert Subwoofers
1 System Drive Rack
1 32 Channel Mixing Console
1 Tape/CD, EQ, Reverb

Fold-back and on stage Equipment

8 Active 12" Fold-back Wedges
1 Fold-back Eq Rack
1 Large kit of microphones, DI's and Stands

750

Audio Cabling

1 30m Multicore
1 Mic leads and Stage Power Packer

Lighting Equipment

1 Lighting Console
24 Par 64 MFL Lights
1 3 Phase and Lighting Looms cable case

City Walk South – (Akuna) Stage

FOH Audio and Control

6 -3 Way Mid High, High Loudspeakers
6-18" Concert Subwoofers
1 System Drive Rack
1 32 Channel Mixing Console
1 Tape/CD, EQ, Reverb

Fold-back and on stage Equipment

8 Active 12" Fold-back Wedges
1 Fold-back Eq Rack
1 Large kit of microphones, DI's and Stands

Audio Cabling

1 30m Multicore
1 Mic leads and Stage Power Packer

Lighting Equipment

1 Lighting Console
24 Par 64 MFL Lights
1 3 Phase and Lighting Looms cable case

Pricing Schedule

Sound and Lighting

Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all sound and lighting equipment in accordance with **Annexure A – 1.7 Specifications and 1.11 – List of Equipment of the Request for Quotation 22416.110.**

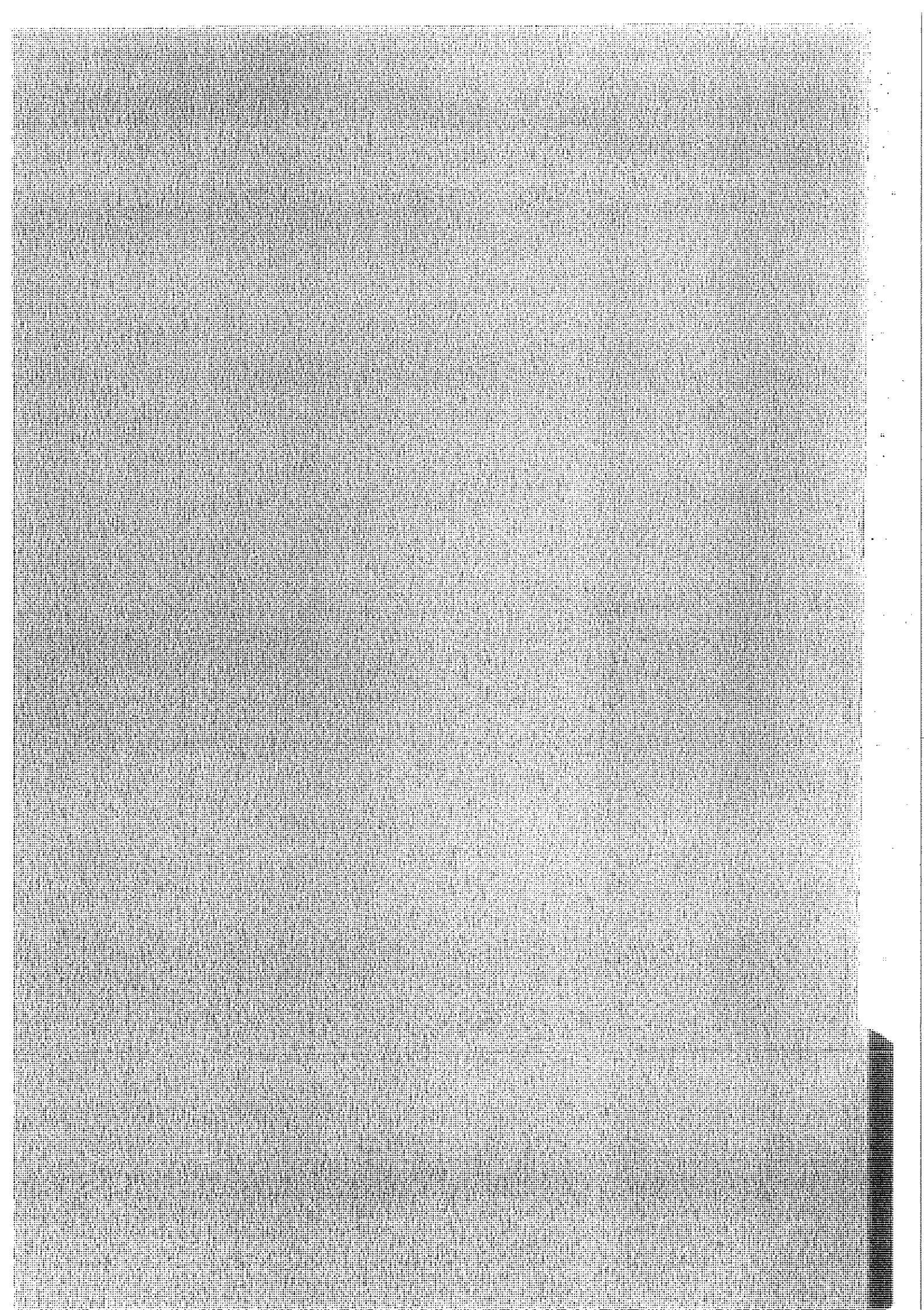
If required please provide a breakdown in costs.

Prices are to be **GST inclusive**

Supply, Installation and Removal of Sound and Lighting	

43

Hourly rate	



Mitchell, Malcome

718

From: Mirenda, Emma
Sent: Tuesday, 5 November 2013 2:09 PM
To: Perrin, Kristie
Cc: Mitchell, Malcome
Subject: Clarifications for the 2014-2016 National Multicultural Festival - 22416.110
Attachments: Addenda 2 Notice - Eclipse Lighting and Sound.pdf; Addenda 2 Notice - SNP Security.pdf; Addenda 2 Notice - Festival Hire - Staging and Platform.pdf; Addenda 2 Notice - W.R Electrical.pdf; Canberra Hire - Pricing Schedule.pdf; Spoltess - Pricing Schedule.pdf

Importance: High

Hi Kristie

As requested please find attached Addenda 2 issued to Respondents in relation to the above project.

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer

Phone: 02 6205 4969 | **Fax:** 02 6207 6500

Shared Services | Commerce and Works Directorate | **ACT Government**

Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.



ACT
Government

Commerce and Works

IMPORTANT NOTICE

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110 PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

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Procurement Officer
Shared Services Procurement
Emma.mirenda@act.gov.au
Ph: (02) 6205 4969

28 August 2013

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PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

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10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics - Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aerials
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Strokes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage

FOH Audio and Control

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker
1 Subwoofer

Stage Equipment

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer
1 32 Channel, 6 Returns 45m
1 Stage Fold-back Packer
1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console
24 Par 64 Cans
4 Moving Lights
6 4 Way Blinders

Ainslie Place Stage

FOH Audio and Control

1 -Midas Mixing Console 40 Mono & 8 Stereo Ch
1 FX Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Lexicon Reverb Unit
1 TC Electronic multtap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro

1 Patch Bay
1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Petrie Plaza Performance Area

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans

2 Lighting Tree

Garema Place Performance Area

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline – to be based at Garema Stage

Drums, Percussion

1 Pear Masters Custom drum Kit

Bass

1 -ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables
DJ Turntables.
2 Pioneer CDJ1000 CD Player
1 Pioneer DJM800 DJ Mixer

Media Call

FOH Audio and Control

1 24 Mono 4 Stereo)
1 Effects Rack
6 Stereo Comp/Gate
1 Stereo Digital Graphic Eq

711

1 CD Player
2 Reverb Unit
2 Loudspeakers
2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge
1 Lectum with mic and light connectors
1 Power Amplifiers
1 Stage Fold-back Packer
1 Band Microphone Kit
1 Signal Power Packer
1 -24 Channel, 4 Returns 40m

Civic Square Stage

FOH Audio and Control

1 -40 Mono 8 Stereo
1 Effects Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Reverb Unit
1 Electronic Two multitap rhythm delay
2 8Ch Comp/Gate
1 8Ch ins Gate
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

London Circuit Stage

FOH Audio and Control

6 -3 Way Mid High, High Loudspeakers
6-18" Concert Subwoofers
1 System Drive Rack
1 32 Channel Mixing Console
1 Tape/CD, EQ, Reverb

Fold-back and on stage Equipment

8 Active 12" Fold-back Wedges
1 Fold-back Eq Rack
1 Large kit of microphones, DI's and Stands

Audio Cabling

1 30m Multicore
1 Mic leads and Stage Power Packer

Lighting Equipment

1 Lighting Console
24 Par 64 MFL Lights
1 3 Phase and Lighting Looms cable case

City Walk South – (Akuna) Stage

FOH Audio and Control

6 -3 Way Mid High, High Loudspeakers
6-18" Concert Subwoofers
1 System Drive Rack
1 32 Channel Mixing Console
1 Tape/CD, EQ, Reverb

Fold-back and on stage Equipment

8 Active 12" Fold-back Wedges
1 Fold-back Eq Rack
1 Large kit of microphones, DI's and Stands

Audio Cabling

1 30m Multicore
1 Mic leads and Stage Power Packer

Lighting Equipment

1 Lighting Console
24 Par 64 MFL Lights
1 3 Phase and Lighting Looms cable case

Pricing Schedule

Sound and Lighting	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all sound and lighting equipment in accordance with Annexure A – 1.7 Specifications and 1.11 – List of Equipment of the Request for Quotation 22416.110. If required please provide a breakdown in costs. Prices are to be GST inclusive	
Supply, Installation and Removal of Sound and Lighting	43
Hourly rate	

IMPORTANT NOTICE

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110 PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

Please note the following additional information for the above Request for Quotation (RFQ):

1. The Territory is currently considering your quotation.
2. The specifications have been amended to include a Performance Area for Garema Place, Performance Areas for Petrie Plaza, London Circuit Stage and Roving Services across the footprint for Security.
3. The amended specifications have been outlined in **RED**.
4. The Territory seek an amended Pricing Schedule to include the change of specifications.
5. Please return a completed scanned Pricing Schedule to the below email address by 4.00pm Monday, 2 September 2013 to the attention of myself.

Emma Mirenda
Procurement Officer
Shared Services Procurement
Emma.mirenda@act.gov.au
Ph: (02) 6205 4969

28 August 2013

Attachment 1

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110

PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

STAGE AND PLATFORM

STAGE AND PLATFORM

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie Plaza & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South (Akuna)	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday -- From Festival Shutdown
Civic Square Stage	10 x 8 meter	Tuesday - 3 days before Festival commences	Monday - 1 day after Festival closes
London Circuit Stage	10 x 8 meters	Friday - Day 1- 6.00 am	Sunday - Day 3 - 5.00 pm

Pricing Schedule

Stage and Platforms	
Respondents are to provide an all inclusive price for the supply, construction and removal of stage and platforms in accordance with Annexure H – 1.6 Specifications and 1.10 List of Equipment of the Request for Quotation RFQ 22416.110. If required please provide a breakdown in cost. Prices are to be GST inclusive	
Supply, Construction and Removal of Stage and Platforms	Total cost 43
Hourly rate	



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IMPORTANT NOTICE

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110 PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

Please note the following additional information for the above Request for Quotation (RFQ):

1. The Territory is currently considering your quotation.
2. The specifications have been amended to include a Performance Area for Garema Place, Performance Areas for Petrie Plaza, London Circuit Stage and Roving Services across the footprint for Security.
3. The amended specifications have been outlined in **RED**.
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5. Please return a completed scanned Pricing Schedule to the below email address by 4.00pm Monday, 2 September 2013 to the attention of myself.

Emma Mirenda
Procurement Officer
Shared Services Procurement
Emma.mirenda@act.gov.au
Ph: (02) 6205 4969

28 August 2013

Attachment 1

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110

PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

SECURITY SERVICES

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Bump In – Festival Setup Period- Roving				
Monday - 4 days before Festival commences	8.00pm – 8.00am	1	12	43
Tuesday - 3 days before Festival commences		1	12	
Wednesday - 2 days before Festival commences		1	12	
Thursday - 1 day before Festival commences		2	24	

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Thursday Overnight – Day 1 of Fringe Festival				
Civic Square Stage	4.00pm-to 12 am Midnight	1	8	43
	12.00 am Midnight to 8am	1	8	

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Friday Overnight – Day 1				
Civic Square Stage	4.00pm-to 12.00 am Midnight	1	8	43
	12.00 am Midnight to 8am	1	8	
Garema Place Stage	4.00pm-to 12.00 am Midnight	1	8	
	12.00 am Midnight to 8am	1	8	

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Saturday – Day 2				
Civic Square Stage	8.00am to 4.00pm	1	8	43
Garema Place Stage	8.00am to 4.00pm	1	8	
City Walk South Stage	8.00am to 4.00pm	1	8	
Petrie Plaza Stage	8.00am to 4.00pm	1	8	
London Circuit Stage	8.00am to 4.00pm	1	8	
Ainslie Place Stage	8.00am to 4.00pm	1	8	

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Saturday Over Night				
Civic Square Stage	4.00pm to 12.00 am Midnight	1	8	43
	12.00 am Midnight To 8.00 am	1	8	
Garema Place Stage	4.00pm to 12.00 am Midnight	1	8	
	12.00 am Midnight to 8.00 am	1	8	
City Walk South Stage	4.00pm to 12.00 am Midnight	1	8	
	12.00 am Midnight to 8.00 am	1	8	
Petrie Plaza Stage	4.00pm to 12.00 am Midnight	1	8	

	12.00 Midnight to 8.00 am	1	8	:
London Circuit Stage	4.00pm to 12.00 am Midnight	1	8	:
	12.00 am Midnight to 8.00 am	1	8	:
Ainslie Place Stage	4.00pm to 12.00 am Midnight	1	8	:
	12.00 am Midnight to 8.00 am	1	8	:
Performance Area (Garema Place)	4.00pm to 12.00 am Midnight	1	8	:
	12.00 am Midnight to 8.00 am	1	8	:
Performance Area (Petrie Plaza)	4.00pm to 12.00 am Midnight	1	8	:
	12.00 am Midnight to 8.00 am	1	8	:
				\$

43

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Sunday – Day 3				43
Civic Square Stage	8.00am to 4.00pm	1	8	
Garema Place Stage	8.00am to 4.00pm	1	8	
City Walk South Stage	8.00am to 4.00pm	1	8	
Petrie Plaza Stage	8.00am to 4.00pm	1	8	
London Circuit Stage	8.00am to 4.00pm	1	8	
Ainslie Place Stage	8.00am to 4.00pm	1	8	

700

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Bump Out – Festival Setup Period Sunday				
6 Stages and 2 Performance area	4.00 pm Sunday to 10.00 pm	8	6	43

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Roving Security – Friday (Day 1)				
Friday – Security Roving Services Across the Footprint	6.00 am to 12.00 pm Noon	1	6	43
	12.00 pm Noon to 4.00 pm	1	4	
	4.00 pm to Midnight	2	16	

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Roving Security – Saturday (Day 2)				
Saturday – Security Roving Services Across the Footprint	6.00 am to 12.00 pm Noon	3	18	43
	12.00 pm Noon to 4.00 pm	3	12	
	4.00 pm to 10.00 pm	6	36	
	10.00 pm to 12.00 am Midnight	3	6	

Day	Shift Time	Number of Guards	Total Hours Required	Cost per Guard \$ (GST inclusive)
Roving Security – Sunday (Day 3)				
Saturday – Security Roving Services Across the Footprint	6.00 am to 12.00 pm Noon	2	12	43
	12.00 pm Noon to 6.00 pm	3	18	



ACT
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IMPORTANT NOTICE

**ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110
PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL
MULTICULTURAL FESTIVAL**

Please note the following additional information for the above Request for Quotation (RFQ):

1. The Territory is currently considering your quotation.
2. The specifications have been amended to include a Performance Area for Garema Place, Performance Areas for Petrie Plaza, London Circuit Stage and Roving Services across the footprint for Security.
3. The amended specifications have been outlined in RED.
4. The Territory seek an amended Pricing Schedule to include the change of specifications.
5. Please return a completed scanned Pricing Schedule to the below email address by 4.00pm Monday, 2 September 2013 to the attention of myself.

Emma Mirenda
Procurement Officer
Shared Services Procurement
Emma.mirenda@act.gov.au
Ph: (02) 6205 4969

28 August 2013

Attachment 1

ADDENDUM 2 TO REQUEST FOR QUOTATION NO.22416.110

PROVISION OF GOOD AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

GENERATORS AND ELECTRICAL

**List of Equipment
Generator and Electrical Services**

Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 5 x main stages and 2 performance areas.
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety
Supply Power to 6 Stages and 2 Performance areas
24 hours Generator power supply for Friday (day1) and Saturday (day 2) to the cool room area.

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately) Performance area Garema Place
60 KVA	5 x 3 phase outlets (approximately) Performance area Petrie Plaza
100KVA	5 - 6 x 3 phase outlets (approximately) London Circuit Stage
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 - 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 – 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available – 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power lock cable length
5m
10m
20m
30m
50m

Currently allow for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches
- 35 x 32 amp 30m leads
- 150 x 5 channel cable covers

Pricing Schedule

Generators and Electrical Services	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel) in accordance with Annexure B –1.6 Specifications and 1.10 – List of Equipment. If required please provide a breakdown in cost. Prices are to be GST inclusive	
Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel)	43
Hourly rate	43

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ATTACHMENT 2 – PRICING SCHEDULE

1. Sound and Lighting	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all sound and lighting equipment in accordance with Annexure A – 1.7 Specifications and 1.11 – List of Equipment. If required please provide a breakdown in costs. Prices are to be GST inclusive	
Supply, Installation and Removal of Sound and Lighting	Total cost \$
Hourly rate	\$

2. Generators and Electrical Services	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel) in accordance with Annexure B – 1.6 Specifications and 1.10 – List of Equipment. If required please provide a breakdown in cost. Prices are to be GST inclusive	
Supply, Installation and Removal of all Generators and Electrical Services (Including fuel and diesel)	Total cost \$
Hourly rate	

3. Portable Toilets, Parent and Operation Rooms	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of Portable Toilets, Operation Room and Parent Room in accordance with Annexure C – 1.6 Specification. If required please provide a breakdown in cost. 43 Prices are to be GST inclusive	
Supply, Installation and Removal of Portable Toilets, Operation Room and Parent Room	Total cost \$
Hourly rate	\$

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Mitchell, Malcome

From: Mirenda, Emma
Sent: Tuesday, 27 August 2013 1:57 PM
To: Winter, Jancye
Cc: Fitzsimons, Brent; Spencer, Craig; Perrin, Kristie; Mitchell, Malcome
Subject: FW: 2014-2016 National Multicultural Festival - RFQ 22416.110
Attachments: scan0709.pdf

Good Afternoon Team

Please find attached the Request for Clarification from ⁴⁵ for your review and evaluate.

If you have any questions please do not hesitate to contact me.

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | **Fax:** 02 6207 6500
Shared Services | Commerce and Works Directorate | **ACT Government**
Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

From: Ciuffetelli, Connie [<mailto:Connie.Ciuffetelli@act.gov.au>]
Sent: Thursday, 22 August 2013 10:36 AM
To: ⁴⁵
Cc: Mirenda, Emma
Subject: 2014-2016 National Multicultural Festival - RFQ 22416.110
Importance: High

Good Morning

Thank you for your response in relation to the above Request for Quotation.
In order for the Evaluation Team to undertake a complete evaluation process of all responses, your Organisation is asked to complete the attached clarification.
Please complete the attached form in its entirety and have it returned to emma.mirenda@act.gov.au by 4.00pm
Monday, 26 August 2013.

kind regards

Connie Ciuffetelli | Procurement Officer | **Goods & Services**
Ph: (02) 6207 0811 | **Fax:** (02) 6207 6500 | **Email:** connie.ciuffetelli@act.gov.au

Shared Services Procurement | Commerce and Works Directorate | **ACT Government**
Level 5, 40 Allara Street Canberra City ACT 2601
PO Box 818 Dickson ACT 2602 | www.procurement.act.gov.au | www.act.gov.au

Please note: I work full days from Monday to Thursday

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This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.



IMPORTANT NOTICE

REQUEST FOR CLARIFICATION – REQUEST FOR QUOTATION 22416.110

2014-2016 NATIONAL MULTICULTURAL FESTIVAL

Under clause 4.4.1 of the Request for Quotation (RFQ) 22416.110 questions may be asked of Respondents to clarify information in their Response.

The following request for further clarification has been made to the above RFQ.

MYIKI PTY LIMITED T/A FESTIVAL HIRE (N.S.W) PTY LIMITED

In order for the Evaluation Team to complete their assessment of all Responses your organisation is requested to respond to the following question.

Question: Can you please provide a breakdown of equipment to be supplied for Staging and Platforms as submitted in your response?

Answer:

Please find below response outlining in more detail what I'm intending on supplying to the NMCF. All stages are of heavy duty stable construction with cover. All stages will be supplied with professional stairs, side skirts and accessories to achieve a professional finish. Stage above 1m height require safety Hand rails and are thus included for Garema Place.

Location	SIZE	Comment / Intended Supply
Garema Place	12m x 12m	Supply 12m x 12m Stage 1.3m height with Hand rails
Petrie & Bunda	10m x 8m	Supply 10m x 8m Stage, skirts, steps at 90cm height
City Walk South	10m x 8m	Supply 10m x 8m Stage, skirts, steps at 90cm height
Ainslie Place	10m x 8m	Supply 10m x 8m Stage, skirts, steps at 90cm height
Petrie & London Platform	6m x 4m	Supply 6m x 4m Stage, steps, skirt at 90cm Height
Garema Place Platform	6m x 4m	Supply 6m x 4m Stage, steps, skirt at 90cm Height
Civic Square Stage	10m x 8m	Supply 10m x 8m Stage, skirts, steps at 90cm height

Please don't hesitate to contact me if further information is required.

Should you have any queries please do not hesitate to contact
Emma Mirenda (02) 6205 4969.

This request must be signed, witnessed, scanned and emailed to Emma Mirenda at
emma.mirenda@act.gov.au by COB on Monday, 26 August 2013.

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Company Name

41

Tenderer's Signature

22, 8, 13

Date

Name of Witness

41

Signature of Witness

22, 8, 13

Date

Emma Mirenda
Procurement Officer
Shared Services Procurement
Ph: (02) 6205 4969
20 August 2013

[Type text]



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IMPORTANT NOTICE

ADDENDUM 1 TO REQUEST FOR QUOTATION NO. 22416.110

PROVISION OF GOODS AND SERVICES FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL

Please note the following additional information for the above Request for Quotation (RFQ):

1. The closing date for the receipt of tenders remains as **2.00pm (Canberra Time) on Thursday 8 August 2013.**
2. Questions received from interested suppliers, and the Territory's formal responses to those questions are specified at Attachment 1 to this addendum notice.
3. **The Territory will not accept any further questions in connection with the RFQ following the release of this Addendum Notice 1.**

For further information, please contact Emma Mirenda, as the contact officer who is also named on the cover page of the RFQ.

Connie Ciuffetelli
Procurement Officer
Shared Services Procurement
Email: sharedservicesprocurementgns@act.gov.au

1 August 2013

ATTACHMENT 1

ADDENDUM 1 TO REQUEST FOR QUOTATION NO. 22416.110

PROVISION OF GOODS AND SERVICES FOR THE 2014-2016
NATIONAL MULTICULTURAL FESTIVAL

Questions and Formal Responses

Q1	Please indicate the desired heights per Stage?
A1	The desired heights per stage are 90cm to 150cm excluding the stage at Garema Place. The Stage at Garema Place must be in a range of 130cm to 160cm.
Q2	Is it possible for the Territory to provide a Cadcam/other format map of the stage locations indicating access points?
A2	All the designated areas for staging have appropriate access points for heavy duty vehicles and forklifts. The locations are listed in the Tender documents. Final locations will be provided 90 days prior to the event, in case of any scheduled infrastructure work by ACT Government during that period.
Q3	Please advise if basic plank and ply flooring are suitable for the 6m x 4m platforms? Are there any special requirements, re: these stage covers?
A3	Many different types of platforms are in the market. The most common and exactable are Aluminium framed panels covered by special footing board or special carpets. Gym and sport planks are not acceptable.
Q4	Please supply some rough acceptable degrees of variation for the staging sizes? Is 1m too much of a variation front or side?
A4	The stage sizes for each area is requested based on the performers requirements, space availability in the City area and Work Health and Safety requirements, therefore stage sizes must be strictly adhered to.
Q5	Can you please identify the dates for the Festival for years 2014-2016?
A5	The Territory can provide dates for days 1-3 of the festival for 2014. The Festival for 2014 will be held on Friday 7 February, Saturday 8 February and Sunday 9 February. The Festival is traditionally held on the second weekend in February.
Q6	Can you please confirm what the Statutory Declaration form is for and do you have a template to be completed?
A6	A Statutory Declaration form is used for the reason of affirming information to be true for the purpose of satisfying some legal requirements or regulation when no evidence is available. A copy of the Statutory Declaration is attached to this Addendum notice at Attachment 2.

Q7	In relation to the Security component please address the following: (i) Page 19, overnight shift concludes at 8am, Saturday shift commences at 10am. There is a 2 hour gap, is this correct? (ii) Page 20, overnight shift concludes at 8am, Sunday shift commences at 10am. There is a 2 hour gap, is this correct? (iii) Page 19, Bump in, Friday 8am to 1am Saturday should be 17 hours x 7 guards = 119 hours in total? (iv) Page 19, Overnight, Friday 4pm to 8am Saturday should be 16 hours x 4 guards = 64 hours? (v) Page 21, Bump out Monday - Thursday 8pm to 8am. 12 hours x 4 days x 4 guards = 192 hours?
A7	(i) Page 19, overnight shift concludes at 8am. Saturday shift commences at 8am. (ii) Page 20, overnight shift concludes at 8am, Sunday shift commences at 8am. (vi) Yes, Page 19, Bump in, Friday 8am to 1am. Saturday should be 17 hours x 7 guards = 119 hours in total. (vii) Yes, Page 19, Overnight, Friday 4pm to 8am. Saturday should be 16 hours x 4 guards = 64 hours. (iii) Yes, Page 21, Bump out Monday - Thursday 8pm to 8am. 12 hours x 4 days x 4 guards = 192 hours.
Q8	Confidential Text – is there a standard form for this or process that is used?
A8	Respondents are required to address any information they wish to be kept confidential within their response. A copy of the form has been provided at Attachment 3 , to this Addendum notice.
Q9	Can you please provide a copy of the Draft Agreement to be used for these Services?
A9	A draft Agreement can be found at the following link http://www.procurement.act.gov.au/tenders/standard_conditions_of_contract_and_tender A template for the compliance of the draft conditions of contract has been provided at Attachment 3, to this Addendum notice.
Q10	In relation to Electrical Services can you please answer the following: How many rooms are you expecting to have this year, including each stall, operation rooms and parent rooms?
A10	There will be one (1) operation room and one (1) parent room. Supply and allowance of three (3) leads to each stall, operation room, parent rooms and allocated sound booths. The number of stalls will be capped to 350.

Q11	Applicable Licenses Is it possible to supply a list of the types of Licences that will be required?
A 11	Required licenses include any licenses that are required by legislation to operate the specified type of business.
Q12	Timeline Is there an expected timeline that you can provide for Bump In and Bump Out of the festival with regards to Marquees and Change Rooms?
A 12	There is a staged Bump in the beginning on Thursday 30 January 2014, in the Legislative Assembly Square and those areas which have minimal impact on pedestrians and traffic Bump out by Thursday 13 February 2014.
Q13	Attachment 2 – Pricing schedule 7. Marquees & Change Rooms total cost – is this based on the approx 350 units or 1.6 (t), (u), (z), (aa) requirements?
A13	The total number of required units is approximately 350, including sound booths. Respondents are required to provide pricing based on 350 units.
Q14	Annexure G Provision of Marquees & Change rooms 1.6 (a) – up to 350 marquees – could you clarify the scope or provide a list from previous years?
A14	The event requires up to 350 – 3x3 marquees including Sound booths and Change rooms. Respondents are required to provide pricing per unit. The final number of marquees will be provided to the successful respondent no later than 60 working days to the event.
Q15	Attachment H Statement of Requirements – Stages & Platforms 1.6 (a) supply five stages & 2 platforms with covers – is this 5 stage deck with no covers & 2 stage decks with covers?
A15	All stages and platforms require overhead and back covering. Side coverings are not required except on the Garema Place Stage.

Statutory Declaration*Statutory Declarations Act 1959 (Cwlth)*

I, _____ (name) of _____

_____ (address and occupation) make the following

declaration under the *Statutory Declarations Act 1959 (Cwlth)*.

1. The information and details specified in the following 5 pages, titled 'Ethical Suppliers Declaration', are, I believe, correct as of the date of this declaration.
2. I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signature of person making the declaration

Declared at _____ (place)

on _____ (day) of _____ (month) (year)

Before me,

*Signature of person before whom the declaration is made*_____
Full name, qualification and address of person before whom the declaration is made (in printed letters).

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years - see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* - see section 5A of the *Statutory Declarations Act 1959*.

Note 3 'A person before whom a statutory declaration may be made is prescribed under the *Statutory Declarations Regulations 1993 (Cwlth)* as amended from time to time and includes, but is not limited to, a justice of the peace, a legal practitioner or a police officer.'

685

ATTACHMENT 3

COMPLIANCE AND CONFIDENTIALITY

STATEMENT OF COMPLIANCE

Please review the Panel Deed template and note below any issues that the Respondent intends to raise during negotiations if selected as the preferred Respondent. Responses to this section will not be assessed as part of the evaluation.

Assessment of a Respondent as the preferred Respondent is not on the basis that the Territory agrees with any changes to terms of the template agreement that is issued under this RFQ.

CONFIDENTIAL TEXT

The *Government Procurement Act 2001* (Act) requires that the public text version of a contract over \$25,000.00 be published on the Shared Services Procurement Contracts Register web site.

Respondents must specify in writing any information they believe is confidential within their Quotation or which they require to be kept confidential in any contract that results from this procurement.

Under Section 35 of the Act grounds on which information may be omitted from the public text version of a contract are:

- (a) specified personnel;
- (b) individual components of pricing; and
- (c) trade secret and information that may put public safety or the security of the Territory at risk.

Please indicate any details of this Quotation your company considers to be confidential text in accordance with the Act.

Mitchell, Malcome

From: Ayoubi, Salar
Sent: Monday, 29 July 2013 4:56 PM
To: Mitchell, Malcome
Subject: RE: RFQ 22416.110 National Multicultural Festival 2014-2016

Hi Malcome;

I submitted all the answers to Jancye for approval and will get back to you as soon as it's all finalised.

Regards,

Salar Ayoubi

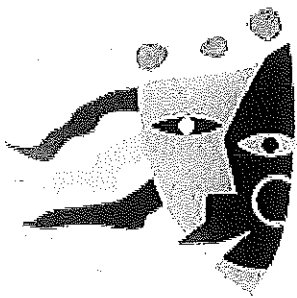
Office of Multicultural Affairs/National Multicultural Festival

Phone: +61 2 6207 1380

Email: salar.ayoubi@act.gov.au

Office of Multicultural Affairs | Community Services Directorate | ACT Government

Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
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Canberra

From: Mitchell, Malcome
Sent: Monday, 29 July 2013 3:33 PM
To: Ayoubi, Salar
Subject: FW: RFQ 22416.110 National Multicultural Festival 2014-2016
Importance: High

Afternoon Salar

Please find attached additional question received today. If you can provide a response to all, I'll include into the other questions provided this morning and issue the 1 Addendum.

Q1. - Attachment 2 – Pricing schedule
 7. Marquees & Change Rooms total cost – is this based on the approx 350 units or 1.6 (t), (u), (z), (aa) requirements ?

Q2. - Annexure G Provision of Marquees & Change rooms
 1.6 (a) – up to 350 marquees – could you clarify the scope or provide a list from previous years ?

Q3 - Attachment H Statement of requirements – Stages & platforms
 1.6 (a) supply five stages & 2 platforms with covers – is this 5 stage deck with no covers & 2 stage decks with covers ?

683

Appreciate your earliest response.

Regards

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

Mitchell, Malcome

From: Mirenda, Emma
Sent: Monday, 29 July 2013 10:27 AM
To: Mitchell, Malcome
Cc: Hall, Caroline
Subject: FW: NATIONAL MULTICULTURAL FESTIVAL TENDER 2014-2016

Hi Malcome

We have another few questions. Please see below email.

Regards

Emma Cluffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | **Fax:** 02 6207 6500
Shared Services | Commerce and Works Directorate | **ACT Government**
Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

From: 45
Sent: Monday, 29 July 2013 10:23 AM
To: Mirenda, Emma
Cc: 45
Subject: NATIONAL MULTICULTURAL FESTIVAL TENDER 2014-2016

Hi Emma,

I am in the process of putting together our Tender for the festival.

Would you be able to clarify a couple of things for me?

2.2 Threshold Criteria

Applicable Licenses

Is it possible to supply me with a list of the types of Licences that you require us to supply?

2.3 Weighted Criteria

(1) Service Delivery Model

Timeline

Is there an expected timeline that you can provide for Bump In and Bump Out of the festival with regards to Marquees and Change Rooms?

Look forward to hearing from you.

Thanks

45

Mitchell, Malcome

690

From: Ayoubi, Salar
Sent: Thursday, 25 July 2013 9:41 AM
To: Mitchell, Malcome
Cc: Mirenda, Emma
Subject: FW: MCF tender 2014

Hi Emma & Malcome;

Pease see the answers in RED.

Regards,

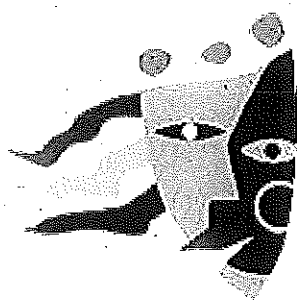
Salar Ayoubi

Office of Multicultural Affairs/National Multicultural Festival

Phone: +61 2 6207 1380

Email: salar.ayoubi@act.gov.au

Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
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Canberra

From: ⁴⁵
Sent: Thursday, 25 July 2013 8:29 AM
To: Winter, Jancye; Ayoubi, Salar
Cc: ⁴⁵
Subject: MCF tender.2014

Good morning Jancey,

We're working through the tender for next years MCF and I have a couple of questions that I'm hoping that either Salar or yourself might be able to help us with.

Firstly will Tim be involved again next year in the same type of role or position as last year, I ask as we will potentially want to use him as a reference and I'm not sure what effect his involvement has in that regard Time Cody is employed by the festival; therefore, he can't be used as a referee.

, and secondly we can't seem to find the proposed festival date for next year in the tender doc. I'm assuming it's the second weekend in Feb again but just want to clarify.

This tender documents is prepared for 3 years period therefore we only mentioned Day1- Day2 and Day 3 of the festival as the date for each year may be different. The festival dates for 2014 festival is Friday 07 February, Saturday 08 February and Sunday 09 February. The exact dates for 2015 and 2016 Festival will be announced on or before 90 days prior to each year's event.

67

Thanks, and I'll talk to you soon.

Kind Regards,

48

Mitchell, Malcome

676

From: ⁴⁵
Sent: Friday, 26 July 2013 8:30 AM
To: Ayoubi, Salar; Winter, Jancye
Cc: Mirenda, Emma; Mitchell, Malcome
Subject: RE: MCF tender 2014

Hi Malcome or Emma, I just thought I should enquire also. In the pricing schedule below it mentions an allowance of 3 x leads to each stall, operation room, parent room. Can I ask how many rooms we are expecting for this year. I mean can allow for 3 leads to 1 x room and be very cheap, however if there are +400 rooms then my price will be expensive

Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 4 x main stages and 1 Platform
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

45

From: Ayoubi, Salar [mailto:Salar.Ayoubi@act.gov.au]
Sent: Thursday, 25 July 2013 9:27 AM
To: ⁴¹ Winter, Jancye
Cc: Mirenda, Emma; Mitchell, Malcome
Subject: RE: MCF tender 2014

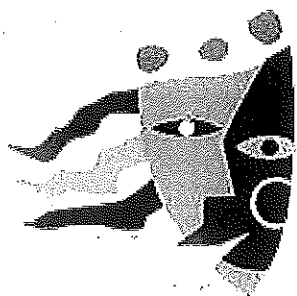
Dear

I have forwarded your queries to Procurement officers who are currently working on this project. While the tender is open We cannot respond to any queries directly.
Malcome or Emma will get back to you ASAP.

Regards,

Salar Ayoubi
Office of Multicultural Affairs/National Multicultural Festival
Phone: +61 2 6207 1380
Email: salar.ayoubi@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government

675



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From: 45
Sent: Thursday, 25 July 2013 8:29 AM
To: Winter, Jancye; Ayoubi, Salar
Cc: 45
Subject: MCF tender 2014

Good morning Jancey,

We're working through the tender for next years MCF and I have a couple of questions that I'm hoping that either Salar or yourself might be able to help us with.

Firstly will Tim be involved again next year in the same type of role or position as last year, I ask as we will potentially want to use him as a reference and I'm not sure what effect his involvement has in that regard, and secondly we can't seem to find the proposed festival date for next year in the tender doc. I'm assuming it's the second weekend in Feb again but just want to clarify.

Thanks, and I'll talk to you soon.

Kind Regards,

45

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674

Mitchell, Malcome

From: Ayoubi, Salar
Sent: Friday, 26 July 2013 9:50 AM
To: Winter, Jancye
Cc: Mirenda, Emma; Mitchell, Malcome
Subject: RE: MCF tender 2014

Dear Malcome and Emma :

We will have 1 Operation room and 1 Parent room during the event.

Regards,

Salar Ayoubi

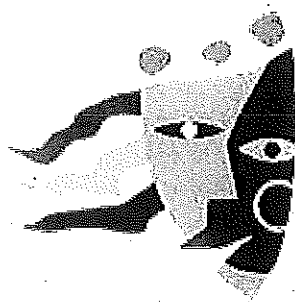
Office of Multicultural Affairs/National Multicultural Festival

Phone: +61 2 6207 1380

Email: salar.ayoubi@act.gov.au

Office of Multicultural Affairs | Community Services Directorate | ACT Government

Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
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Canberra

From: 45
Sent: Friday, 26 July 2013 8:30 AM
To: Ayoubi, Salar; 45 Winter, Jancye
Cc: Mirenda, Emma; Mitchell, Malcome
Subject: RE: MCF tender 2014

Hi Malcome or Emma, I just thought I should enquire also. In the pricing schedule below it mentions an allowance of 3 x leads to each stall, operation room, parent room. Can I ask how many rooms we are expecting for this year. I mean can allow for 3 leads to 1 x room and be very cheap, however if there are +400 rooms then my price will be expensive

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Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

673

45

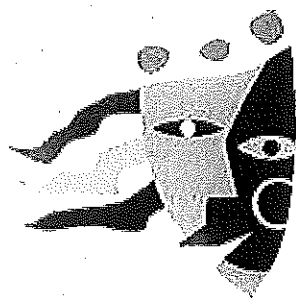
From: Ayoubi, Salar [mailto:Salar.Ayoubi@act.gov.au]
Sent: Thursday, 25 July 2013 9:27 AM
To: 46 Winter, Jancye
Cc: Mirenda, Emma; Mitchell, Malcome
Subject: RE: MCF tender 2014

Dear 45

I have forwarded your queries to Procurement officers who are currently working on this project. While the tender is open We cannot respond to any queries directly.
Malcome or Emma will get back to you ASAP.

Regards,

Salar Ayoubi
Office of Multicultural Affairs/National Multicultural Festival
Phone: +61 2 6207 1380
Email: salar.ayoubi@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
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Canberra

From: 46
Sent: Thursday, 25 July 2013 8:29 AM
To: Winter, Jancye; Ayoubi, Salar
Cc: 46
Subject: MCF tender 2014

Good morning Jancey,

We're working through the tender for next years MCF and I have a couple of questions that I'm hoping that either Salar or yourself might be able to help us with.

672
Firstly will Tim be involved again next year in the same type of role or position as last year, I ask as we will potentially want to use him as a reference and I'm not sure what effect his involvement has in that regard, and secondly we can't seem to find the proposed festival date for next year in the tender doc. I'm assuming it's the second weekend in Feb again but just want to clarify.

Thanks, and I'll talk to you soon.

Kind Regards,

45

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Mitchell, Malcome

671

From: Hall, Caroline
Sent: Wednesday, 24 July 2013 3:14 PM
To: Winter, Jancye; Mitchell, Malcome
Subject: RE: NMF Addendum query

Thankyou

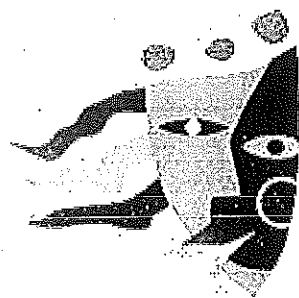
Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Winter, Jancye
Sent: Wednesday, 24 July 2013 2:20 PM
To: Hall, Caroline; Mitchell, Malcome
Subject: FW: NMF Addendum query

Approved. Please note response below.

Regards

Jancye Winter
Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival
Phone: +61 2 6205 3153
Email: Jancye.Winter@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



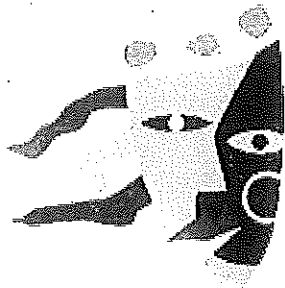
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From: Ayoubi, Salar
Sent: Wednesday, 24 July 2013 2:18 PM
To: Winter, Jancye
Subject: FW: NMF Addendum query

670

Regards,

Salar Ayoubi
Office of Multicultural Affairs/National Multicultural Festival
Phone: +61 2 6207 1380
Email: salar.ayoubi@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



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From: Ayoubi, Salar
Sent: Wednesday, 24 July 2013 10:40 AM
To: Winter, Jancye
Subject: NMF Addendum.query

Hi Jancye;

Please see the answers against each question if its approved by you please forwarded to Caroline and Malcome.

- 1) Please indicated the desired heights per Stage
90CM to 150 is acceptable excluding Garema Place. Garema Place must be in range of 130 to 160cm.
- 2) Is it possible to provide a Cadcam / other format map of the stage locations indicating access points.
All the designated areas for staging have appropriate access points for heavy duty vehicles and forklifts.
The locations are listed in the tender documents and final location would be only provided 90 days prior to the event in case of any scheduled infrastructure work by ACT Government during that period.
- 3) Please advise if basic Plank and Ply flooring suitable for the 6m x 4m platforms. Are there any special requirements re these stage covers?
Many different types of platforms are in the market, the most common and exactable are Aluminium framed panels covered by special footing board or special carpets. Gym ad sport planks are not acceptable.
- 4) Please supply some rough acceptable degrees of variation for the staging sizes? Is 1m too much of a variation front or side?
The stage sizes for each area is requested based on the performers requirements, space availability in the City area and work health and Safety requirements therefore stage sixes must be strictly adhered.

Regards,

669

Salar Ayoubi

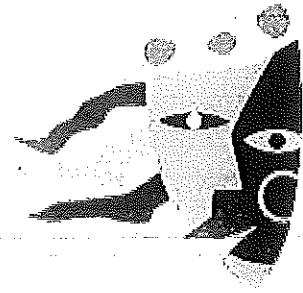
Office of Multicultural Affairs/National Multicultural Festival

Phone: +61 2 6207 1380

Email: salar.ayoubi@act.gov.au

Office of Multicultural Affairs | Community Services Directorate | ACT Government

Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
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Canberra

From: Ayoubi, Salar

Sent: Tuesday, 23 July 2013 2:01 PM

To: Hall, Caroline; Winter, Jancye

Cc: Mitchell, Malcome

Subject: RE: NMF Addendum query

Thanks Caroline;

I am not sure when this has to be ready by, I will do some research this afternoon, Jancye is not in today, I will have the answers approved by her and will get back to you ASAP.

Regards,

Salar Ayoubi

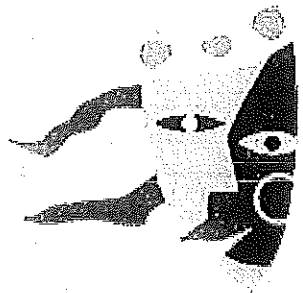
Office of Multicultural Affairs/National Multicultural Festival

Phone: +61 2 6207 1380

mail: salar.ayoubi@act.gov.au

Office of Multicultural Affairs | Community Services Directorate | ACT Government

Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
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From: Hall, Caroline

Sent: Tuesday, 23 July 2013 12:34 PM

To: Ayoubi, Salar; Winter, Jancye

Cc: Mitchell, Malcome
Subject: NMF Addendum query

668

We have received the following questions for the Festival. Could you please provide an answer and we will issue an Addendum.

I would like to ask some questions re the STAGES & PLATFORMS...

- 1) Please indicated the desired heights per Stage
- 2) Is it possible to provide a Cadcam / other format map of the stage locations indicating access points.
- 3) Please advise if basic Plank and Ply flooring suitable for the 6m x 4m platforms. Are there any special requirements re these stage covers?
- 4) Please supply some rough acceptable degrees of variation for the staging sizes? Is 1m too much of a variation front or side?

Thanks

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214



669

Shared Services Procurement

Home Tenders 22416.110

22416.110

Tender Number: 22416.110

Description: National Multicultural Festival 2014-2016

Opening Date: 06 Jul 2013 10:00am

Closing Date: 08 Aug 2013 2:00pm

Prequalification:

Technical Officer:

Phone:

Project Officer: Emma Mirenda

Phone: (02) 6205 4969

Email: SharedServicesProcurementGSTwo@act.gov.au

Additional Information: Project Number: 22416

If the Project Officer is unavailable please call the Interim Officer: Connie Ciuffetelli on Ph: (02) 6207 8011.

Community Services Directorate is seeking to engage the services of suitability experienced and qualified businesses to provide a range of services for the 2014-2016 National Multicultural Festival.

Services include:

- * Sound and Lighting
- * Generators and Electrical
- * Portable toilets
- * Parent and Operation rooms
- * Security Services
- * Waste Management
- * Traffic Management Services
- * Marquees and Change Rooms
- * Supply and install appropriate staging and platforms.

To download tender documents please complete the contact details below.



*Contact Name:

*Company:

ABN:

Address:

*Phone:

Fax:

Mobile

*Email:

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Page last updated on 4 July 2013

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REQUEST FOR QUOTATION NO: 22416.110



ACT
Government

**PROVISION OF GOODS AND SERVICES
FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL**

**ON BEHALF OF
COMMUNITY SERVICES DIRECTORATE**

CONTACT OFFICER: EMMA MIRENDA

SHARED SERVICES PROCUREMENT

PHONE: (02) 6205 4969

FAX: (02) 6207 6500

EMAIL: SHAREDSEVICESPROCUREMENTGSTWO@ACT.GOV.AU

ISSUE DATE: SATURDAY, 6 JULY 2013

CLOSING DATE: THURSDAY, 8 AUGUST 2013

CLOSING TIME: 2:00PM CANBERRA TIME

664

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1. STATEMENT OF REQUIREMENTS

1.1.1. This Request for Quotation (RFQ) is to seek suitably experienced Contractors to provide Goods and Services for the 2014-2016 National Multicultural Festival (Festival) on behalf of the Community Services Directorate.

1.1.2. Respondents are referred to **Annexure A – H** for the Statement of Requirements for:

1. Provision of Sound and Lighting;
(Refer to **Annexure A**);
2. Provision of Generators and electrical services;
(Refer to **Annexure B**);
3. Portable Toilets, Parent and operation rooms;
(Refer to **Annexure C**);
4. Security Services;
(Refer to **Annexure D**);
5. Waste Management Services;
(Refer to **Annexure E**);
6. Traffic Management Services;
(Refer to **Annexure F**);
7. Provision of Marquees And Change Rooms ;
(Refer to **Annexure G**); and
8. Supply and install appropriate staging and platforms ;
(Refer to **Annexure H**).

1.2 Background

1.2.1. The National Multicultural Festival has been staged in Canberra for the past 16 years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate.

1.2.2. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

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1.3 Nominating Goods/Services

1.3.1 Respondents are to nominate which of the following services they are tendering for by completing the Nomination for Tendering of Services form -Attachment 1.

1. Provision of Sound and Lighting;
2. Provision of Generators and electrical services;
3. Provision of Marquees And Change Rooms;
4. Supply and install appropriate staging and platforms;
5. Security Services;
6. Traffic Management Services;
7. Portable Toilets; and
8. Waste Management Services.

1.3.2 Please ensure that you clearly identify which Service/s your Organisation is tendering for.

2. ASSESSMENT

2.1 Value for Money

2.1.1. In evaluating Quotations the Territory has as its objective the attainment of best value for money and not necessarily the lowest price.

2.1.2. Apart from conformity with the requirements of this RFQ, the Territory will evaluate Quotations in accordance with the criteria outlined below.

2.2 Threshold Criteria

Threshold Criteria	Pass/Fail
Compliance with all required Legislation and Regulations. Respondents are to provide copies of all applicable licenses required for the safe and proper delivery of the Services.	Pass/Fail

Responses that do not meet the above threshold criteria will be regarded as non-conforming, and will not be considered for further assessment against remaining criteria.

2.3 Weighted Criteria

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(v) a description of any other social outcomes not already detailed.	
(b) This criteria will be evaluated in terms of the Respondents ability to provide the Territory with the best social outcomes	
(3) Personnel Respondents are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.	20%
(4) Experience in undertaking major events. Respondents are to outline the experience of thier company in undertaking major events.	20%
Total	100%
NON-WEIGHTED CRITERIA	
(5) Pricing Schedule Respondents are to provide a detailed breakdown of costs to deliver the nominated service.	
(6) Referees Respondents are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Respondent against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.	

3. CONTRACT REQUIREMENTS

3.1.1. The form of contract expected to be used for the Services required by this RFQ is the Territory's Services Agreement. The Territory reserves the right to alter provisions of the contract and the form of contract if an alternative is determined to be more appropriate. Standard Territory terms and conditions and form of contract for [Services/Goods] is available at www.procurement.act.gov.au/tenders advertised/open tenders.

3.1.2. The contract is expected to be for an initial period of two (2) years, with provision for up to one (1) extension of one (1) year. The maximum term of the contract will be two years.

4. CONDITIONS OF QUOTATION

4.1 Insurance Requirements

- 4.1.1. Without limiting the insurance that is required to be held by the successful Respondent by law (e.g. worker's compensation) or under the contract, the successful Respondent will be required to take out and maintain:

- (1) public liability insurance with coverage in the amount of not less than \$20,000,000.00 in respect of each occurrence.

4.2 Acknowledgement

- 4.2.1. In submitting a Quotation the Respondent acknowledges that it:

- (1) has examined this RFQ, any other information issued and any information relevant to the risks, contingencies, and other circumstances having an affect on the Quotation;
- (2) has made and relied upon its own enquiries to address the Assessment Criteria;
- (3) is satisfied as to the correctness and sufficiency of the Quotation; and
- (4) agrees its Quotation must remain open for at least sixty (60) days from the date and time of closing.

4.3 Disclaimer

- 4.3.1. The Territory is in no way liable for the inaccuracy of any information printed or stored by a Respondent (or other user) after downloading an electronic copy from Shared Services Procurement website. A Respondent (or other user) who utilises an automatic language translation service in connection with the RFQ does so at its own risk.
- 4.3.2. If the Respondent finds any discrepancy, misdescription, error or omission in the RFQ or requires clarification of any information in relation to the RFQ, the Respondent is requested to notify the Contact Officer on the front cover page of this RFQ before the date and time for closing Quotations.

4.4 Further Information, Clarification and Enquiries

4.4.1. There are no obligations on the part of the Territory to seek clarifications or any other information regarding a Quotation. Respondents may be required to attend interviews, presentations, demonstrations, site visits or submit additional information to allow full consideration of a Quotation.

4.4.2. By submitting a Quotation, the Respondent:

(1) authorises the Territory to:

- (a) enquire into the Respondent's financial status and viability;
- (b) obtain from any government agency information including about the Respondent's performance during any previous or current contracts for services similar to those sought in this RFQ; or
- (c) seek information from sources including regulatory and law enforcement bodies, relevant to whether the Respondent is relevantly registered or licensed to provide the Services; and
- (d) acknowledges that the provision and receipt of information by the Territory to any other government agency is a communication in circumstances of qualified privilege and the Respondent shall have no claim against the Territory arising out of the provision or receipt of such information.

4.4.3. Respondents may request clarification of this RFQ or submit queries in relation to this RFQ in writing to the Contact Officer. Any Response by the Territory will be written and may be provided to all Respondents.

4.5 Ownership of Quotations

4.5.1. Quotations (including copies) will not be returned and become the property of the Territory. The Respondent authorises the Territory to use (including copying, reproducing or supplying) their Quotation for assessment purposes and in any agreement resulting from their Quotation that may be entered into with the Territory should they be the preferred Respondent.

4.5.2. The Respondent retains any intellectual property rights in their Quotation and warrants no other person's or organisation's moral or intellectual rights will be infringed in the Territory's use of the Quotation.

4.6 Selection of Preferred Quotation

- 4.6.1. The Territory is under no obligation to select any Quotation and may vary or discontinue the Quotation process upon giving written notice to Respondents.
- 4.6.2. Late Quotations may be accepted, at the sole discretion of the Territory. Confirmation of receipt of Quotations will not be issued.
- 4.6.3. Upon conclusion of the Quotation assessment process, the Territory may select a preferred Respondent and then:
 - (1) commence contract negotiations with the preferred Respondent with a view to concluding those negotiations within a prescribed period of time;
 - (2) negotiate with another Respondent if contract negotiations with the preferred Respondent are not concluded within the time specified to the preferred Respondent; or
 - (3) cease negotiations with any Respondent.
- 4.6.4. No legal obligations arise until the Territory has executed a contract substantially in the form identified at Part 3.1.1 of this RFQ.
- 4.6.5. The Territory will offer unsuccessful Respondents the opportunity of a debriefing.

4.7 Costs of Submitting a Quotation

- 4.7.1. The Territory will make no payment to a Respondent for any costs incurred by a Respondent in preparing a Quotation, in respect of any discussions, negotiations, enquiries or requests for details or information made by or on behalf of the Territory after the submission of Quotations or for any work undertaken by any Respondent after its Quotation is submitted including work requested by the Territory in accordance with any provision of the RFQ.

4.8 Addenda

- 4.8.1. Addenda to this RFQ may be issued by the Territory prior to the date and time for closing the RFQ for the purposes of clarifying documents or to notify any amendments to the RFQ.
- 4.8.2. Addenda will be issued to each person or organisation to which the RFQ was issued, or they will each be notified that an addendum is available for collection.

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4.9 Confidential Text and Disclosure

- 4.9.1. The Respondent must specify in writing if the Respondent believes any information in relation to this Quotation is confidential and wishes that information to be treated as confidential in any contract. Respondents should be aware that the Territory may be required to disclose information, either under the *Freedom of Information Act 1989* or by the responsible Minister in the Legislative Assembly.
- 4.9.2. Respondents should seek their own legal advice as to the implications for them of the notifiable contracts provisions of the *Government Procurement Act 2001*.

4.10 Conflict of Interest

- 4.10.1. A Respondent with a conflict of interest must disclose the conflict of interest to the Territory at the time of lodgement of the Quotation or if the conflict of interest or a risk of conflict of interest arises after lodgement of the Quotation and prior to the completion of the Quotation process, immediately disclose that conflict of interest to the Territory.
- 4.10.2. In submitting a Quotation, the Respondent warrants that:
- (1) the Respondent has no knowledge of the price, including rates, of any other respondent for the goods or services; and
 - (2) except as disclosed in its response, the Respondent has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade or industry association or to or on behalf of any other respondent in relation to the RFQ or any contract which may be entered into consequently, nor paid or allowed any money on that account.
- 4.10.3. At the sole discretion of the Territory, contravention of this provision may result in the Respondent's Quotation being deemed to be non-conforming.

4.11 Proprietary Names

- 4.11.1. If proprietary names, brands, catalogues or reference numbers are specified in the RFQ, the Respondent may offer material or equipment of a similar characteristic, type, quality, appearance, finish, method of construction and performance.

5. RESPONDENT DECLARATION

- 5.1.1. The Respondent must include in its Quotation a completed and signed Respondent Declaration in the form provided at **Attachment 3**.
- 5.1.2. The Respondent must also include in its Quotation a completed and signed Ethical Suppliers Declaration in the form provided at **Attachment 4**.

6. LODGEMENT OF QUOTATIONS

- 6.1.1. The Respondent must lodge an original and three copies of the Quotation. The original is to be marked as the original and each copy sequentially marked with a copy number. In the event of any discrepancy between the copy and the original, the original takes precedence.
- 6.1.2. Quotations must be either posted or hand delivered and received by the closing time and date to:

The Tender Box
RFQ 22416.110
Attention: Emma Mirenda Phone: 6205 4969
Ground Floor
40 Allara Street
CANBERRA CITY ACT 2601

- 6.1.3. Quotations are to be no larger than 350mm wide x 60mm high in size. Quotations in excess of this size will not fit in the delivery slot of the Tender Box. If a hand delivered Quotation is not able to be placed in the Tender Box (e.g. due to size or otherwise) Respondents are to proceed to Level 5, 40 Allara Street, Canberra City and telephone the nominated Contact Officer to arrange collection of the Quotation by hand.
- 6.1.4. If a Quotation is to be delivered by an Australia Post courier or by a private courier service requiring a signature, the Quotation should be delivered to Level 5, 40 Allara Street, Canberra City to be received and signed for by an Officer from Shared Services.
- 6.1.5. Following the closing date for Quotations, names of Respondents for this RFQ will be listed on the Shared Services Procurement notice board, located on Level 5, 40 Allara Street, Canberra City. The list will also be available from Shared Services Procurement's website – www.procurement.act.gov.au. Quotations received after the prescribed closing time may not be included on the list.

- 6.1.6. If a hand delivered Quotation is not able to be placed in the Tender Box (e.g. due to size) Respondents should contact Shared Services Procurement and request an Officer come to the foyer to accept the Quotation by hand. Respondents may use the wall phone located adjacent to the Tender Box to direct dial Shared Services Procurement.
- 6.1.7. If a Quotation is being delivered by an Australia Post courier or private courier requiring signature, the courier should contact Shared Services Procurement and request an Officer come to the foyer to accept and sign for the Quotation. The wall phone located adjacent to the Tender Box may be used to direct dial Shared Services Procurement.
- 6.1.8. Following the closing date for Quotations, names of Respondents for this RFQ will be listed on the Shared Services Procurement website – www.procurement.act.gov.au. Quotations received after the prescribed closing time may not be included on the list.
- 6.1.9. All enquires in relation to this RFQ must be directed in writing to the Contact Officer.
- 6.1.10. Below is a list of actions and/or information that Respondents should review prior to submitting their Quotation.
- ☐ Quotation submitted on time.
 - ☐ Quotations are to be clearly marked with the RFQ number, the RFQ description, contact officer and the date and time for closing of Quotations.
 - ☐ Quotations have the Nomination for Tendering of Services form completed and attached.
 - ☐ One (1) Original unbound hard copy and three (3) soft copies on CD/UBS submitted. *Please ensure that soft copies **DO NOT** include any pricing information.
 - ☐ All Assessment Criteria addressed.
 - ☐ Completed Pricing Schedule
 - ☐ Completed and signed Respondent Declaration.
 - ☐ Completed Draft Agreement and Confidential Text
 - ☐ Completed and signed Ethical Suppliers Declaration.

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- ☐ Completed and signed Statutory Declaration
- ☐ Insurance cover (including workers compensation) to the value requested by the Territory (copy of current certificates to be supplied with Quotation) (see Clause 4.1.1)

ATTACHMENT 1 – NOMINATION FOR TENDERING OF SERVICES FORM

I/we wish to submit a quotation for:

- ☐ Provision of Sound and Lighting.
- ☐ Provision of Generators and electrical services;
- ☐ Provision of Portable Toilets, Parent and Operation rooms.
- ☐ Provision of Security Services
- ☐ Provision of Waste Management Services.
- ☐ Provision of Traffic Management Services.
- ☐ Provision of Marquees and Change Rooms
- ☐ Supply and install appropriate staging and platforms.

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ATTACHMENT 2 – PRICING SCHEDULE

1. Sound and Lighting	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all sound and lighting equipment in accordance with Annexure A – 1.7 Specifications and 1.11 – List of Equipment. If required please provide a breakdown in costs. Prices are to be GST inclusive	
Supply, Installation and Removal of Sound and Lighting	Total cost\$
Hourly rate	\$

2. Generators and Electrical Services	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel) in accordance with Annexure B –1.6 Specifications and 1.10 – List of Equipment. If required please provide a breakdown in cost. Prices are to be GST inclusive	
Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel)	Total cost \$
Hourly rate	

3. Portable Toilets, Parent and Operation Rooms	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of Portable Toilets, Operation Room and Parent Room in accordance with Annexure C – 1.6 Specification. If required please provide a breakdown in cost. Prices are to be GST inclusive	
Supply, Installation and Removal of Portable Toilets, Operation Room and Parent Room	Total cost \$

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Hourly rate	\$

4. Security Services

Respondents are to provide a GST inclusive price for Security Guard at the days and times stated below.

If required please provide a further breakdown in cost.

Day	Shift Time	Total Number of Guards required	Total Hours Required	Cost of Guards GST inc. \$
Bump In – Festival Setup Period				
Monday – Thursday				
Monday - Thursday	8pm – 8am	5	60	\$

Friday 8am to Saturday 1am				
Day	Shift Time	Total Number of Guards required	Total Hours Required	Cost of Guards GST inc. \$
Bump In – Festival Setup Period	8am – Saturday 1am	7	61	

Friday 4pm - Saturday 8am				
Day	Shift Time	Number of Guards required	Total Hours Required	Cost of Guards GST inc. \$
Overnight	4pm-Friday to 8am Saturday	4	61	

Saturday 10am – 6pm				
Day	Shift Time	Number of Guards required	Total Hours Required	Cost of Guards GST inc. \$
Festival Day	10am -6pm	7	56	

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Saturday Night 6pm – Sunday 1am				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Night Program Event shutdown	6pm-1am	6	42	

Saturday 1am – Sunday 8am				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Overnight	1am-8am	5	35	

Sunday 10am – 6 pm				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Festival Day Event Shutdown	10am -6pm	6	48	

Sunday Night 6pm - Monday 8am				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Overnight	6pm- 8am	3	42	

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Bump Out – Monday - Thursday				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Monday - Thursday	8pm – 8am Nightly	4	48	

Civic Square stage Thursday – Saturday					
Day	Shift Time	Number of Guards	Total Hours Required		Cost of Guards GST inc. \$
Thursday - Saturday	11pm – 8am Nightly	1	27		

5. Waste Management Services

Respondents are to provide an all inclusive price for the supply, installation, maintenance and removal of Waste Management Services in accordance with **Annexure E – 1.6 Specification**.

If required please provide a breakdown in cost.

Prices are to be **GST inclusive**

Type of Bin	Qty	Price as per Annexure E – 1.6 Specification \$
General 240lt wheelie bins	150	\$
Recycle 240lt wheelie bins	150	\$
1100L Roll top skip bins	80 (approx)	\$
Skip 1 - large	1 or 2	\$
Skip 2 - large	1 or 2	\$
Clean all marquees and the general area in and around Garema Place from Midnight.		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm		

6. Traffic Management Services

Respondents are to provide an all inclusive price for the Supply of trained and licensed personnel to manage traffic in accordance with **Annexure F – 1.6 Specifications**.
If required please provide a breakdown in cost.
Prices are to be **GST inclusive**

Supply of trained and licenced personnel to Manage Traffic	Total cost \$
Hourly rate	\$

7. Marquees and Change Rooms

Respondents are to provide an all inclusive price for the supply, construction and removal of Marquees and Change Rooms in accordance with **Annexure G – 1.6 Specification**.
If required please provide a breakdown in cost.
Prices are to be **GST inclusive**

Supply, Construction and Removal of Marquees and Change Rooms	Total cost \$
Hourly rate	\$

8. Stage and Platforms

Respondents are to provide an all inclusive price for the supply, construction and removal of stage and platforms in accordance with **Annexure H – 1.6 Specifications and 1.10 List of Equipment**.
If required please provide a breakdown in cost.
Prices are to be **GST inclusive**

Supply, Construction and Removal of Stage and Platforms	Total cost \$
Hourly rate	\$

ATTACHMENT 3 – RESPONDENT DECLARATION

I/We quote to the Territory for the National Multicultural Festival on behalf of the Community Services Directorate at the GST-inclusive prices specified in this RFQ.

I/We have provided details of any information I/we wish to be treated as confidential in any resulting contract, in accordance with section 4.10.

I/We undertake to provide insurance policies if selected as the preferred Respondent prior to entering into a contract with the Territory. I/We have sighted all addenda to this RFQ.

_____ Full Name and / or Name of Company		AND/OR	_____ Trading Name (Business Name)	
_____ ACN (Australian Companies Number)		OR	_____ ABN (Australian Business Number)	
_____ Business Address			_____ Postal Address	
_____ State	_____ P/Code		_____ State	_____ P/Code
_____ Telephone No	_____ Mobile No	_____ Facsimile No	_____ Email address	
_____ Name of ACT Professional Standards Scheme		_____ Upper Limit of capped Professional Indemnity Liability Insurance		
_____ Respondent's Representative		_____ (include telephone number)		
_____ Position Held by Respondent's Representative				
_____ Signature of Director if corporation else Respondent		_____ Printed Name		
_____ Date				
_____ Signature of 2nd Director if corporation else Witness		_____ Printed Name		

ATTACHMENT 4 – ETHICAL SUPPLIERS DECLARATION

The Territory may request further details about the information provided by the Respondent in this Ethical Suppliers Declaration. This Ethical Suppliers Declaration may be sent to the relevant Union (though UnionsACT), ACT Workcover and any other regulatory bodies deemed appropriate for verification of information supplied by the Respondent.

The Territory will not enter into contracts with Respondents that cannot demonstrate compliance with their Employee and industrial relations obligations. The determination of compliance extends to the obligations in respect of Subcontractors. The Respondent will be informed if, in the assessment by the Territory, it has failed to satisfactorily demonstrate compliance.

Definitions

In this Declaration.

Full Details means details of:

- (a) the nature of the breach or offence or alleged breach or offence;
- (b) any conviction recorded or adverse finding made in respect of the breach or offence;
- (c) any penalty or orders imposed by a court, tribunal, commission or board in respect of the breach or offence and the maximum penalty that could have been imposed under the **Prescribed Legislation**;
- (d) the name of the court, tribunal, commission or board, the State or Territory in which the proceeding or prosecution is brought, the date on which the proceeding or prosecution was commenced and the number or description assigned to the proceeding or prosecution by the court, tribunal, commission or board;
- (e) the name of the entity against which the finding or conviction was made or the proceeding or prosecution was initiated.

Tendering Entity means the legal entity (individual or company) that proposes to enter into a contract with the Territory at the end of the tendering process.

Contract means a written contract for the procurement of prescribed works or services having a total consideration, or estimated total consideration, worth \$25,000 or more.

Employee means a natural person who is employed under a contract of service to provide a supplier of prescribed works or services or a **Subcontractor** with his or her labour, except for the provision of professional or information technology service.

Employee and industrial relations obligations means compliance with:

- (a) **Prescribed Legislation**; and
- (b) determinations made by the tribunals of competent jurisdiction in respect of the interpretation, breach or any other matter concerning any **Prescribed Legislation**.

— Note: Examples of employee and industrial relations obligations may typically include payment of remuneration; training; annual holidays; long service leave entitlements; occupational health and safety; workers' compensation; injury management, (including rehabilitation); legal age of employment; discrimination; and superannuation. This list is non exhaustive.

Prescribed Legislation means awards or industrial agreements made pursuant to any legislation applicable to a supplier or **Subcontractor**:

- (a) Building and Construction Industry Improvement Act 2005 (Cwlth);
- (b) Equal Opportunity for Women in the Workplace Act 1999 (Cwlth);
- (c) Fair Work Act 2009 (Cwlth);
- (d) Long Service Leave (Portable Schemes) Act 2009 (ACT);
- (e) Long Service Leave Act 1976 (ACT);
- (f) Paid Parental Leave Act 2010 (Cwlth);
- (g) Payroll Tax Act 2011 (ACT);
- (h) Superannuation Guarantee (Administration) Act 1992 (Cwlth);
- (i) Work Health and Safety Act 2011 (ACT);
- (j) Workers Compensation Act 1951 (ACT);
- (k) any Regulations made under the above Acts;
- (l) any laws of the Commonwealth or the Australian Capital Territory which vary or replace the above Acts or Regulations, or any part of them; and
- (m) any other Acts or Regulations of the Commonwealth or the Australian Capital Territory, which deal with matters relating to industrial relations, employment and/or workplace safety obligations.

Subcontractor means an entity that is contracted by the **Tendering Entity** to provide services or works in connection with a **Contract** between the Territory and the **Tendering Entity**.

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Name of the Tendering Entity in relation to which I make this Declaration:

ACN / ABN of the Tendering Entity:

If a company, include ACN, and if a partnership or sole proprietor, include the full names of individual members and ABN.

1. The following industrial instrument (award or agreement) made pursuant to any **Prescribed Legislation** specifically applies to the **Employees** and **Subcontractors** of the **Tendering Entity** and is binding on it.

2. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration complied with all **Prescribed Legislation**.

YES	NO

3. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration recognised the rights of **Employees** and **Subcontractors** to union membership and representation.

YES	NO

4. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration complied with any amendments to wages and conditions of employment for their **Employees** and **Sub-contractors** as decided by any authorised industrial or wage-setting agency.

YES	NO

5. In the preceding 24 months of the date of this Declaration there have been either:

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- (a) no findings against the **Tendering Entity**, or a proposed **Subcontractor**, by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order;

OR

- (b) the following findings against the **Tendering Entity**, or a proposed **Subcontractor**, by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order [provide **Full Details**].

6. In the preceding 24 months of the date of this Declaration there have been either:

- (a) no convictions under the **Prescribed Legislation** against the **Tendering Entity** or a proposed **Subcontractor**;

OR

- (b) the following convictions under the **Prescribed Legislation** against the **Tendering Entity** or a proposed **Subcontractor** [provide **Full Details**].

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7. There are currently no proceedings or prosecutions against the **Tendering Entity** or a proposed **Subcontractor** in respect of a breach of any **Prescribed Legislation** OR the following proceedings and prosecutions are currently brought against the **Tendering Entity** or a proposed **Subcontractor** [provide **Full Details**].

8. The **Tendering Entity** has not been required to implement any remedial measures to ensure future compliance with the **Prescribed Legislation** OR the **Tendering Entity** has implemented the following remedial measures to ensure future compliance with **Prescribed Legislation**.

ANNEXURE A

**STATEMENT OF REQUIREMENTS
SOUND AND LIGHTING**

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality sound and lighting services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Festival Dates

The Festival Event Manager or their nominated delegate will advise the successful Contractor of the Bump In and Bump Out dates and Festival Dates no later than August prior to each year of the Festival.

1.4 Bump In

1.4.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.4.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump In date.

1.4.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.4.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.5 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.6 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.7 Specifications

1.7.1. The successful Contractor will be required to:

- (a) supply, install and remove all appropriate sound and lighting equipment for the four (4) stages and one (1) platform including all fixtures, control systems, racks, cabling, accessories and consumables as outlined in the List of Equipment for Sound and Lighting;
- (b) ensure that all cables utilised are safety tagged and data certified;
- (c) supply all the necessary lifting equipment on site with a certified operators;
- (d) ensure the sound check is completed by 12:00 noon on Day one (1) of the Festival; and
- (e) supply and install one (1) easy setup gazebo to be used as a sound booth for the platform.

1.7.2. The Festival Event Manager or their nominated delegate will:

- (a) provide a 3m x3m sound booth marquee for each Akuna Street and Petrie Plaza stages; and
- (b) provide a 6m x 3m sound booth marquee for Garema Place stage.

1.8 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.9 Security

Dedicated security will be provided by OMATSIA to every stage when Contractor staffs are not present on that stage. The security guard will not leave the stage at any time during their shift unless replaced by another guard at that time. All stages will have an individual guard.

1.10 Additional Reading

National Multicultural Festival Website: <http://www.multiculturalFestival.com.au>

Community Services Directorate Website: www.dhcs.act.gov.au

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1.11 List of Equipment - Sound and Lighting**Garema Place Stage****FOH Audio and Control**

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 1RU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics - Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aerials
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Stobes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage

FOH Audio and Control

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker
1 Subwoofer

Stage Equipment

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer
1 32 Channel, 6 Returns 45m
1 Stage Fold-back Packer
1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console
24 Par 64 Cans
4 Moving Lights
6 4 Way Blinders

Ainslie Place Stage

FOH Audio and Control

1 –Midas Mixing Console 40 Mono & 8 Stereo Ch
1 FX Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Lexicon Reverb Unit
1 TC Electronic multitap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer

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1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Peltre Plaza Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Garema Place Platform**FOH Audio and Control**

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline – To be based at Garema Stage**Drums, Percussion**

1 Pear Masters Custom drum Kit

Bass

1 -ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables
DJ Turntables.
2 Pioneer CDJ1000 CD Player
1 Pioneer DJM800 DJ Mixer

Media Call**FOH Audio and Control**

1 24 Mono 4 Stereo)
1 Effects Rack
6 Stereo Comp/Gate
1 Stereo Digital Graphic Eq
1 CD Player
2 Reverb Unit
2 Loudspeakers
2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge
1 Lectum with mic and light connectors
1 Power Amplifiers
1 Stage Fold-back Packer
1 Band Microphone Kit
1 Signal Power Packer
1 -24 Channel, 4 Returns 40m

Civic Square Stage**FOH Audio and Control**

1 -40 Mono 8 Stereo
1 Effects Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Reverb Unit
1 Electronic Two multitap rhythm delay
2 8Ch Comp/Gate
1 8Ch ins Gate
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3-Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

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ANNEXURE B

STATEMENT OF REQUIREMENTS **GENERATORS AND ELECTRICAL SERVICES**

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Generators and Electrical Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

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- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and

- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply, install and remove all appropriate Generators and Electrical Services/Equipment as outlined in the List of Generators and Lighting;
- (b) include fuel and diesel charges as part of their tendered price;
- (c) provide a final footprint of Generators and wiring map no later than 60 days prior to the commencement of the Festival;
- (d) ensure that all cables utilised are safety tagged and data certified;
- (e) supply all the necessary lifting equipment on site with a certified operators;
- (f) supply an additional set of keys to the generators on the Bump In date to the Festival Event Manager; and
- (g) ongoing technical support throughout the Festival.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.10 List of Equipment - Generator and Electrical Services

Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 4 x main stages and 1 Platform
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 – 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 – 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available – 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power Lock Cable Length
5m
10m
20m
30m
50m

Currently allow for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches.
- 35 x 32 amp 30m leads.
- 150 x 5 channel cable covers.

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ANNEXURE C

STATEMENT OF REQUIREMENT
PORTABLE TOILETS, OPERATION ROOM AND PARENT ROOM

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Portable Toilets, an Operation room and a Parent room to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festival's UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and

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- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor will be required to:

- (a) supply, install and remove 10 Female, 10 Male and 2 Disabled toilets for the Festival which includes all fixtures, accessories and consumables;
- (b) liaise with the Festival Event Manager regarding the location of toilet units, parent and operation rooms;
- (c) supply appropriately trained personnel to install, maintain and operate toilets and wash rooms during the Festival (according to the agreed schedule);
- (d) supply 20 suitable Kros Urinals with appropriate 2.1 meter fencing around it;
- (e) supply 20 portable female and five (5) portable Male Fresh Flash toilets, which are individual stand free units;
- (f) supply of all safety equipment required to complete the task or more frequently as required;
- (g) supply personnel during the Festival opening hours, to check and, suitably maintain and if necessary, empty toilets, receptacles and bins and clean toilets, hand basins and floors throughout the Festival sites;
- (h) review on a regular basis and supply toilet paper and paper hand towels as required throughout the Festival;
- (i) remove and appropriately dispose of all waste in accordance with the agreed program schedule, the *Waste Minimisation Act 2001* and *Hazardous Waste Regulations Act 1989*;
- (j) cover all transport costs associated with equipment and crew to and from the Festival venues;
- (k) provide on-going support for the duration of the Festival;
- (l) remove daily both general and sanitary collected waste;
- (m) empty and clean all toilet and wash basin bins and receptacles daily;
- (n) provide one (1) air-conditioned- 6m x 3m parent room throughout the Festival with 20 chairs two (2) tables;
- (o) provide one (1) air-conditioned- 6m x 3m Operational room throughout the Festival with 20 chairs two (2) tables;
- (p) provide two (2) change tables for the Parent Room with a Microwave oven;
- (q) provide four (4) disabled fresh flash toilet units;

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- (r) provide appropriate signage across the footprint for Male, Female, Kros Urinal and Disabled toilets;
- (s) provide one (1) 3m x 6m air-conditioned Operation Room to be located in a central area of the footprint;
- (t) provide additional services outside of agreed schedule if required; and
- (u) remove all toilet and wash basin bins and receptacles during Bump Out of the Festival;

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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1.10 List of Equipment and Event Sites

Location 1:

Ten Single Toilets & One Disabled unit

Services to be completed on site at the following times:

1st Day of Festival - approx 9pm

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Location 2

Ten Single Toilets, One Disabled & One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Location 3

Ten Single Toilets, One Disabled & and One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Kros Urinal: (Locations will be discussed no later than 10 working days prior to the Festival)

20 Single units across the footprint

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

One 3X6 Air Conditioned Operational Room including required chairs and tables.

One 3X6 Air Conditioned Parent Room including specifications.

STATEMENT OF REQUIREMENT
SECURITY SERVICES

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to provide Security Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

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- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

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1.6 Specifications

The successful Contractor will be required to:

- (a) provide fully briefed Security personnel for each Festival event with information provided by the Festival Event Manager or their nominated delegate;
- (b) ensure security personnel carry communication equipment in order to call for support/backup including Police, Ambulance and Fire Brigade;
- (c) ensure that security personnel are aware of and comply with the current procedures in accordance with the *Security Industry ACT 2003* and *Security Industry Regulation 2003*;
- (d) provide services throughout the duration of the Festival and where requested during Bump In and Bump Out in accordance with agreed schedules; including
 - (i) the provision of security services on the setup date and opening program of the Festival and dates to be advised;
 - (ii) provide security services for overnight events and structure protection;
- (e) provide personal protections during high demand and VIP shows as requested;
- (f) ensure all guards hold a current employee licence;
- (g) ensure that if any personnel are required to guard with a firearm, the person must hold an appropriate ACT firearms licence;
- (h) ensure all personnel are fully qualified for the role and responsibilities they are undertaking;
- (i) have back up staff in place to cover staff breaks; and
- (j) have an experienced supervisor to oversee the guards performance and punctuality.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

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1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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1.10 Security Services Schedule

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump In – Festival Setup Period					
Monday - 4 days before Festival commences	8pm – 8am	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 3 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 2 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 1 day before Festival commences		2	24	Overnight Event/Structures protection	Total Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday – Day 1 of Festival					
Bump In – Festival Setup Period	8am - 4pm	2	16	Roving - Crowd Control	Festival Footprint 2 x Roving
Festival Begins – Opening Program 5pm to Midnight Event Shutdown 12.00am – 1am	4pm-1am	4	36	Footprint Set up : [identify unauthorised vehicles] 4pm to 5pm Monitor Event: Crowd Control, Responsible Serving of Alcohol etc. Event Shutdown 12.00am – 1am	Garema Stage - 1 x Static Festival Footprint - 3 x Roving
		1	9	Entrance & Room Control	Performers Change Room

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday Night/Saturday Morning					
Overnight	8pm-Friday to 8am Saturday	4	48	Overnight Event/Structures protection	Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving
	4pm-Friday to 8am Saturday	2	16	Overnight Event/Structures protection	Garema Stage 1x Static

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday – 2nd Day of Festival					
Festival Day Program 11 am to 6pm	10am - 6pm	6	48	Footprint Set up: [identify unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static

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					Festival Footprint 2 x Roving
		1	8	Change Room Entrance & Room Control	Performers Change Room

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night – 2nd Day of Festival					
Night Program 6pm – Midnight Event shutdown Midnight – 1am	6pm- 1am	6	42	Monitor Event: Crowd Control, Responsible Serving of Alcohol etc.	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 4 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night/Sunday Morning					
Overnight	1am-8am	5	35	Overnight Event/Structures protection	Garema Stage 1 x Static
					Petrie Stage 1 x Static
					City Walk South 1 x Static
					Ainslie Place Stage 1 x Static
					Festival Footprint 1 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Morning – 3rd Day of Festival					
Festival Day Program 11 am to 5pm	10am-6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am	Garema Place 1 x Static
					Petrie Plaza Stage 1 x Static
					City Walk South 1 x Static
					Ainslie Place Stage 1 x Static
Event Shutdown 5pm – 6pm				Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Festival

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					Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Night/Monday Morning					
Overnight	6pm-8am	3	42	Overnight Event/Structures protection	Festival Footprint 3 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump Out – Festival Packup Period					
Monday - 1 day after Festival closes	8pm – 8am Nightly	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 2 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 3 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 4 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1x Roving

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Civic Square stage					
Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Thursday - 1 Day before Festival commences	11pm - 8am Nightly	1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Friday - Day 1 of Festival.		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Saturday - Day 2 of Festival		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving

OTHER SERVICES

A Senior Guide or Manager will be required to attend:

- Risk and Emergency Planning Sessions
- Attend Site inspection, Bump In and Command Centre Induction Sessions.

ANNEXURE E

STATEMENT OF REQUIREMENT
WASTE MANAGEMENT SERVICES

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Waste Management Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Event Sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
 - (e) be required to join the Festival's UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing; and
 - (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

1.6.1. The successful Contractor is to:

- (a) provide, maintain and place bulk waste storage facilities (skip bins) for use during pre-event Bump In, the Festival and post event Bump Out. The quantity to be discussed and agreed in writing between the successful Contractor and the Festival Event Manager or their nominated delegate;
- (b) provide, maintain and place suitable 240 litre two-bin system for recycling and general garbage throughout the Festival sites;
- (c) report total tonnage for both recyclables and other waste disposed of from the Festival and include copies of dockets issued at waste and recycling facilities;
- (d) provide, maintain and place suitable receptacles for the storage and disposal of commingled recyclables, cardboard and waste to landfill;
- (e) provide, maintain and place large storage bins for wet waste including floral foam and plant material;
- (f) supply sufficient, suitable, high quality bin liners to service all of the relevant bins (black /green for waste to landfill and clear for recycling.);
- (g) supply personnel to place all bins in designated locations, remove bins to kerb ready for collection and return bins to designated locations after collection waste in accordance with the agreed program schedule;
- (h) supply personnel during Festival hours to check and, if necessary, empty bins and replace liners throughout the event site;
- (i) ensure provision for the Festival Event Manager or their nominated delegate to request an additional truck and human resources to assist where/when necessary;
- (j) remove and appropriate disposal of all waste in accordance with the agreed program schedule;
- (k) provide a copy of all waste tipping dockets (receipts/invoices) to the Festival Event Manager or their nominated delegate no later than 15 working days after the Festival;
- (l) outline and implement an appropriate strategy and allocate specific areas on the foot print for oil waste collections. A large amount of oil is collected during the Festival and stall holders need central locations within the footprint for the collection of oil waste. The Successful Contractor should provide this strategy to the Festival Event Manager or their nominated delegate seven (7) days prior to Bump-In;
- (m) take responsibility for overnight security of all equipment;

- (n) be mindful of area of influence (associated with entrance and exit points of the footprint and making sure waste collection services is implemented in those areas);
- (o) make sure all the marquees are cleaned prior to new stall holders Bump in each day of the Festival no later than 5:00 am in the morning. This is only applicable where a change of stall-holder has occurred overnight. Bump-in for new stall holders is 6.00am. The numbers vary each year. As an indication only, 30- 40 stalls may need cleaning overnight on completion of Day 1 of the Festival and overnight on completion of Day 2 of the Festival 100 – 120 stalls may need cleaning. Seven days prior to the Bump In final numbers will be provided;
- (p) provide additional services and ongoing site checks especially during the peak period, which is usually Day 2 of the Festival between 5:00pm to 11:00 pm;
- (q) ensure that all personnel undertaking services throughout the Festival be equipped with the appropriate tools, equipment and protective gear to undertake assigned tasks;
- (r) Bump out no later than 5:00 am Monday the day after the Festival;
- (s) participate in the pre cleaning inspection sessions as requested by the Festival Event Manager or their nominated delegate; and
- (t) making sure all the waste management compounds are safely structured and liaise with emergency services and traffic controllers on regular bases and as required during the Festival.

1.6.2. The Festival Event Manager or their nominated delegate will:

- (a) supply a 3m x 3m stall for each 10 marquees as a central waste collection area for the stall holders (each stall will contains two (2) general bins and three (3) recycling bins provided by the waste management contractor); and
- (b) provide a list of all the stall holders commencements dates no later than seven (7) working days prior to the event.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

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1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Social Procurement

1.9.1. The ACT Government uses social procurement to generate positive social outcomes in addition to the efficient delivery of goods and services. Social procurement helps to build stronger communities by generating employment opportunities and promoting social inclusion to bring positive improvements to people's lives.

1.9.2. This can be done in a number of ways: head contractors may directly engage people from groups experiencing disadvantage such as:

- (a) employment of people from disadvantaged groups (people with mental illness or disabilities);
- (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);
- (c) employment of people who have been unemployed long term;
- (d) people from culturally and linguistically diverse backgrounds; and
- (e) a description of any other social outcomes not already detailed.

1.9.3. Responses will be assessed on the social benefit outcomes they will support in addition to the primary deliverables outlined in the Request for Quotation. This criteria will be evaluated in terms of the Respondents ability to provide the Territory with the best social outcomes

1.10 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.11 Waste Management Services

Type of Bin	Qty	Bin Delivery Date	Delivery Location
General 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
Recycle 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
1100L Roll top skip bins	80 (approx)	To be advised	In specified waste Marquees (Back Of House)
Skip 1 - large	1 or 2	To be advised	Waste Compound 1
Skip 2 - large	1 or 2	To be advised	Waste Compound 2
Clean all marquees and the general area in and around Garema Place from Midnight.		1 st Day of Festival	
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.		2 nd Day of Festival	
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm		3 rd Day of Festival	
Provision of the appropriate garbage bags/bin liners to service all of the above to be supplied by Contractor.			

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STATEMENT OF REQUIREMENT **TRAFFIC MANAGEMENT SERVICES**

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Traffic Management Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply trained and licensed personnel to manage traffic control during the Festival. This includes securing road closures using barriers, directing vehicles to minimise traffic disruption and, if required, the daily placement and removal of traffic diversion cones in all areas;
- (b) managing the traffic lights conditions/appearance during the road closure periods;
- (c) liaise with Road ACT prior to the Festival;
- (d) inform the ACT residents of all traffic condition changes via local media no later than 10 days prior to the Festival;
- (e) provide and erect electronic signage seven (7) days before the Festival on all major arterials around the Civic area;
- (f) provide a written letter to all the business and residence in the affected areas informing them of the temporary changes of traffic conditions;
- (g) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises;
- (h) supply sufficient and experienced personnel with high level of customer service skills during the Festival;
- (i) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (j) allow the Territory to request additional human resources to assist where necessary;
- (k) meet with the Festival Event Manager or their delegate prior to the commencement of Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager or their delegate;
- (l) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (m) provide the Festival Event Manager or their nominated delegate at least two (2) after- hours point of contacts;
- (n) from time to time consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;

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- (o) act in good faith to maintain standards of customer service and comply with all relevant health and safety Traffic management practices and legislation;
- (p) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (q) have an internal Radio communication system in place which is to be available to the traffic controllers while they are on duty;
- (r) an approved traffic management map by road ACT including all the signage requirements will be provided by the Festival Event Manager no later than 60 Working days prior to the event;
- (s) to communicate with the Festival Event Manager or their nominated delegate through the Territory's internal communication radio;
- (t) provide three (3) Variable Message Signs (VMS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate two (2) weeks before the Bump In date; and
- (u) provide 10 Road Advisory signs (RAS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate one (1) week before the Bump In date.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.10 Road Closure Plan for 2014 National Multicultural Festival**Interchanges (7th to 9th February 2014)**

Location:
London CCT–Between Akuna Street and Northbourne Avenue
Time and Date
From 10:00 am Friday 7 th of February to 8:00 pm Sunday the 9 th February.
Traffic Management Plan:
2 Traffic Marshalls and including road barriers. (Northbourne Interchange)
1 Traffic Marshalls and including road barriers (Akuna Interchange)

Location:
London CCT–East Row
Time and Date the changes will occur:
From 3:00 pm Saturday the 8 th February to 6:00 pm.
Traffic Management Plan:
1 Traffic Marshalls and including road barriers

Location:
London CCT–Ainslie Place
Time and Date the changes will occur:
From 6:00 am Friday the 7 th February to 8:00 pm Sunday 9 th February
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
London CCT–Legislative Assembly car park (short Stay)
Time and Date the changes will occur:
From 5:30 pm Friday the 7 th February to 5:00 pm Sunday the 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Akuna Street Riverside Lane (Behind Eclipse House)
Time and Date the changes will occur:
From 5:30 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Alinga Street-(From East Row down towards Garema Place)
Time and Date the changes will occur:
From 4:00 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

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Location:
Entrances to Foot Print from Bunda Street to : • Petrie Plaza; and • Garema Place
Time and Date the changes will occur:
From 12:00 noon Friday 7 th February to Sunday 9 th February 5:00 pm.
Traffic Management Plan:
Barriers will be in place with appropriate signage and 1 Traffic Marshall required for each entrance point during the closing period.

Car Parks and Lanes

Location:
London Cct to North Building Car park- (Canberra Museum and Gallery)
Time and Date the changes will occur:
From 5:00 am Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Tocumwal Lane (Bunda Street & Petrie Plaza)
Time and Date the changes will occur:
From 6:00 am Friday 7 th February to 8:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Riverside Lane (Ainslie Place)
Traffic Condition:
Only Emergency Services residents of Ainslie Place apartments will have access to the area to use the underground car parking.
Time and Date the changes will occur:
Friday 7 th February from 6:00 am to Sunday 9 th February 8:00 pm.
Traffic Management Plan:
Traffic Marshall will be on site at the entrance of Ainslie Place.

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ANNEXURE G

STATEMENT OF REQUIREMENTS
PROVISION OF MARQUEES AND CHANGE ROOMS

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Marquees and Change Rooms to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

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- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival . The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;

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- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply up to 350 marquees during the event including sound booths, with a preference for marquees to be colourful to reflect the nature of the Festival;
- (b) provide to the Festival Event Manager or their delegate, an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate

access to emergency services during Bump In and Bump Out period and throughout the event;

- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around groups of marquees as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the marquees should pose minimum disruption to city traders and take into account the safety of the public;
- (q) effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to the original condition;
- (t) provide one (1) 3m x 6m marquee to be used as sound booth in Garema Place;
- (u) provide three (3) 3m x 3m marquees to be used as sound booths for other three (3) remaining stages;
- (v) ensure all forklift operators hold current appropriate licensing;
- (w) all staff working on footprint during Bump In & Bump Out must be aware of pedestrians in the area;
- (x) ensure the final Bump Out day must be on or before 6:00 am on the date to be advised;
- (y) work closely with all the stakeholders in particular on site electricians and sound and lighting providers;

591

- (z) provide a 6m x 3m change room (partitioned for male and female) for each five (5) stages in the agreed location with the Festival Event Manager or their nominated delegate;
- (aa) provide a 6m x 3m marquee for emergency services in the agreed location with the Festival Event Manager or their nominated delegate;
- (bb) ensure a safe and healthy site for the Festival, by complying with the HRIA Weighting Guide. It is a requirement of ACT Government that no pegs or bolts be inserted into the ground, the only form of securing a marquee is to use weights and base plates as outlined in the publication named "Hire and Rental Industry Association, Events Division, Temporary Structure and Marquee Weigh Guide" www.hireandrental.com.au ; and
- (cc) attend planning meetings and the final event debrief session as required.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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ATTACHMENT H

STATEMENT OF REQUIREMENT
STAGES AND PLATFORMS

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Stages and Platforms to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, Ainslie Place, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;

- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply five(5) stages and two (2) platforms with appropriate stage covers;
- (b) provide to the Festival Event Manager or their delegate an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the Festival;

- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around the stages as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the stages should pose minimum disruption to city traders and take into account the safety of the public
- (q) provide and implement an effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to original condition; and
- (t) to attend planning meetings and the final event debrief session as required.

1.7 No assignment or subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.10 List of Stage Requirements and Site Information

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday - From Festival Shutdown
Petrie & London Platform	6 x 4 meters	Friday Morning - Day of Festival from 8am. Festival Opens 4.00pm	Sunday - From Festival Shutdown - no earlier than 6pm
Garema Place Platform	6 x 4 meters	Friday Morning - Day of Festival from 8am. Festival Opens 4.00pm	Sunday - From Festival Shutdown - no earlier than 6pm
Civic Square Stage	10 x 8 meter	Tuesday - 3 days before Festival commences	Monday - 1 day after Festival closes

585

Hi Malcome

We have another few questions. Please see below email.

Regards

Emma Ciuffetelli-Miranda | Procurement Officer
Phone: 02 6205 4969 | Fax: 02 6207 6500
Shared Services | Commerce and Works Directorate | ACT Government
 Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

From: 45
Sent: Monday, 29 July 2013 10:23 AM
To: Mirenda, Emma
Cc: 45
Subject: NATIONAL MULTICULTURAL FESTIVAL TENDER 2014-2016

Hi Emma,

I am in the process of putting together our Tender for the festival.

Would you be able to clarify a couple of things for me?

2.2 Threshold Criteria

Applicable Licenses

Is it possible to supply me with a list of the types of Licences that you require us to supply?

2.3 Weighted Criteria

(1) Service Delivery Model

Timeline

Is there an expected timeline that you can provide for Bump In and Bump Out of the festival with regards to Marquees and Change Rooms?

Look forward to hearing from you.

Thanks

Mitchell, Malcome

From: Mirenda, Emma
Sent: Monday, 29 July 2013 9:58 AM
To: Mitchell, Malcome
Cc: Hall, Caroline
Subject: National Multicultural Festival - 22416.110
Attachments: Addendum Notice 1.doc

583

Importance: High

Good morning Malcome

We have received a few more questions in relation to the Festival. I have included them in the Addendum Connie sent over to you last week.

Could you please review the document and provide any further amendments.

Please provide your approval of the document, to me, in writing.

Once I receive your approval, I will arrange to have the document uploaded onto the Shared Services Procurement website.

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer

Phone: 02 6205 4969 | Fax: 02 6207 6500

Shared Services | Commerce and Works Directorate | ACT Government

Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

Mitchell, Malcome

From: Hall, Caroline
Sent: Tuesday, 23 July 2013 12:34 PM
To: Ciuffetelli, Connie
Cc: Mirenda, Emma; Mitchell, Malcome
Subject: RE: Questions: NMCF 2014 - 45

582

Thanks Connie I am seeking the response. Will come back to you shortly.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Ciuffetelli, Connie
Sent: Tuesday, 23 July 2013 11:29 AM
To: Hall, Caroline
Cc: Mirenda, Emma
Subject: FW: Questions: NMCF 2014 - 45

Hello Caroline

Could you please provide a response to me, to the questions received below from

45

Your response will be incorporated into an Addendum and sent to you for approval.

Thanks
kind regards

Connie Ciuffetelli | Procurement Officer | **Goods & Services**
Ph: (02) 6207 0811 | Fax: (02) 6207 6500 | Email: connie.ciuffetelli@act.gov.au

Shared Services Procurement | **Commerce and Works Directorate** | **ACT Government**
Level 5, 40 Allara Street Canberra City ACT 2601
PO Box 818 Dickson ACT 2602 | www.procurement.act.gov.au | www.act.gov.au

Please note: I work full days from Monday to Thursday

From: Shared Services Procurement, GNS
Sent: Monday 22 July 2013 16:54

To: mark
Subject: RE: Questions: NMCF 2014

Hi

Thank you for confirming.
Your email and questions have been forwarded to the Procurement Officer looking after that project.

Regards

Goods and Services | Shared Services Procurement
Email: SharedServicesProcurementGnS@act.gov.au
Shared Services | Commerce and Works | **ACT Government**
Level 5, 40 Allara Street Civic ACT 2601 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

From: 45
Sent: Monday, 22 July 2013 4:35 PM
To: Shared Services Procurement, GnS
Subject: RE: Questions: NMCF 2014

Yes. Confirming that.

From: Shared Services Procurement, GnS [<mailto:SharedServicesProcurementGnS@act.gov.au>]
Sent: Monday, 22 July 2013 3:50 PM
To:
Subject: RE: Questions: NMCF 2014

Hi 46

Thank you for your email.
So that your email can be forwarded to the correct Procurement Officer can you please confirm if your questions below are in relation to RFT 22416.110 for the National Multicultural Festival 2014-2016 that was released on the 6th of July 2013 and is due to close on the 8th of August 2013?

Regards

Goods and Services | Shared Services Procurement
Email: SharedServicesProcurementGnS@act.gov.au
Shared Services | Commerce and Works | **ACT Government**
Level 5, 40 Allara Street Civic ACT 2601 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

From: 45
Sent: Monday, 22 July 2013 3:32 PM
To: Shared Services Procurement, GnS
Subject: Questions: NMCF 2014

Hi Rebecca,

I would like to ask some questions re the STAGES & PLATFORMS...

- 1) Please indicated the desired heights per Stage
- 2) Is it possible to provide a Cadcam / other format map of the stage locations indicating access points.

- 3) Please advise if basic Plank and Ply flooring suitable for the 6m x 4m platforms. Are there any special requirements re these stage covers?
- 4) Please supply some rough acceptable degrees of variation for the staging sizes? Is 1m too much of a variation front or side?

580

Much appreciated.

45

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Mitchell, Malcome

From: Hall, Caroline
Sent: Thursday, 21 August 2014 11:27 AM
To: Mitchell, Malcome
Subject: FW: Signed procurement plan minutes-2014-16 National Multicultural Festival
Attachments: Signed PPM by ED- 2014-16 NMF.pdf; Signed Brief by Meredith - ED- NMF 2014-16.pdf

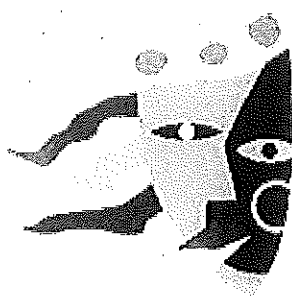
From: Ayoubi, Salar
Sent: Monday, 8 July 2013 4:01 PM
To: Hall, Caroline
Cc: Winter, Jancye
Subject: Signed procurement plan minutes-2014-16 National Multicultural Festival

Dear Caroline;

Please find attached signed procurement plan minutes and brief by Executive Director for Policy and Organisational Services for 2014-16 National Multicultural Festival. Once again thank you for all your kind support and guidance to finalising this process. I will forward the original hard copy via internal mail this afternoon.

Regards,

Salar Ayoubi
Office of Multicultural Affairs/National Multicultural Festival
Phone: +61 2 6207 1380
Email: salar.ayoubi@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



Mitchell, Malcome

From: Hall, Caroline
Sent: Monday, 15 July 2013 10:46 AM
To: Mitchell, Malcome
Subject: FW: National Multicultural Festival 2014-2016 - 22416.110
Attachments: Final - Request for Quotation (RFQ).doc

578

Importance: High

From: Mirenda, Emma
Sent: Wednesday, 3 July 2013 3:49 PM
To: Hall, Caroline
Cc: Ayoubi, Salar
Subject: National Multicultural Festival 2014-2016 - 22416.110
Importance: High

Caroline

Please find attached the final version of the Request for Quotation for the National Multicultural Festival 2014-2016 as it will appear on the Shared Services Procurement Website on Saturday 6 July 2013.

Salar

As requested you can locate the document as of Saturday 6 July 2013 from the following hyperlink. You will however need to locate the Request for Quotation by the number 22416.110 and then be required to enter some information to obtain the PDF version of the Request for Quotation.

http://www.procurement.act.gov.au/tenders/open_tenders

Regards

Emma Cluffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | Fax: 02 6207 6500
Shared Services | Commerce and Works Directorate | ACT Government
Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

Mitchell, Malcome

From: Hall, Caroline
Sent: Thursday, 21 August 2014 11:31 AM
To: Mitchell, Malcome
Subject: FW: National Multicultural Festival
Attachments: 20130627132426819.pdf

577

-----Original Message-----

From: Hall, Caroline
Sent: Thursday, 27 June 2013 1:01 PM
To: Winter, Jancye
Cc: Ayoubi, Salar
Subject: FW: National Multicultural Festival

Jancye

Please find attached the signed Procurement Plan for the National Multicultural Festival.

Could you please arrange the necessary signatures by the Financial Delegates and return to me as soon as possible.

Thanks

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

-----Original Message-----

From: Moscaritolo, Alf
Sent: Thursday, 27 June 2013 12:29 PM
To: Hall, Caroline
Cc: Mirenda, Emma
Subject: RE: National Multicultural Festival

Hi Caroline,

Now signed by SSP.

Cheers, Alf.

-----Original Message-----

From: Hall, Caroline
Sent: Wednesday, 26 June 2013 12:49 PM
To: Moscaritolo, Alf
Subject: National Multicultural Festival

Alf

I have signed the one page and returned it.

Regards

576

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

-----Original Message-----

From: caroline [<mailto:caroline.hall@act.gov.au>]
Sent: Wednesday, 26 June 2013 12:36 PM
To: Hall, Caroline
Subject:

This E-mail was sent from "NCHB01L01P03" (Aficio MP C4000).

Scan Date: 26.06.2013 12:36:09 (+1000)

578

CONTRACTS AND GRANTS UNIT RECOMMENDATION			
Name	Caroline Hall	Phone Number	(02) 6205 4655
Position	Senior Manager Contracts and Grants Unit, Community Services Directorate		
Signature	<i>Caroline Hall</i>	Date	26/6/13

SHARED SERVICES PROCUREMENT RECOMMENDATION			
Project Officer	<i>Emma Miranda</i>	Signature and Date	<i>EMiranda</i> 26.6.13
		Phone Number	54969
Manager	<i>ALL MOSEARIDES</i>	Signature and Date	<i>[Signature]</i> 26.6.13
Director / Executive Director	<i>[Signature]</i>	Signature and Date	27/6/13

AGENCY ENDORSEMENT			
Name	Nic Manikis	Phone Number	6205 0522
Position	Director- Office of Multicultural, Aboriginal and Torres Strait Islander Affairs		
Signature		Date	

DIRECTOR GENERAL/DELEGATE APPROVAL			
Name	Meredith Whitten		
Position	Executive Director- Policy and Organisational Services		
Statement	The Procurement Plan Minute and attachments are approved. I am satisfied that the value for money assessment will be undertaken against approved assessment criteria with regards to the value for money principles.		
Signature		Date	

Mitchell, Malcome

From: Hall, Caroline
Sent: Thursday, 27 June 2013 1:23 PM
To: Moscaritolo, Alf
Cc: Mirenda, Emma
Subject: RE: National Multicultural Festival

574

Thanks Alf, I have forwarded it on for the Delegate's signature.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

-----Original Message-----

From: Moscaritolo, Alf
Sent: Thursday, 27 June 2013 12:29 PM
To: Hall, Caroline
Cc: Mirenda, Emma
Subject: RE: National Multicultural Festival

Hi Caroline,

Now signed by SSP.

Cheers, Alf.

-----Original Message-----

From: Hall, Caroline
Sent: Wednesday, 26 June 2013 12:49 PM
To: Moscaritolo, Alf
Subject: National Multicultural Festival

Alf

I have signed the one page and returned it.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

574 a)

-----Original Message-----

From: caroline [<mailto:caroline.hall@act.gov.au>]

Sent: Wednesday, 26 June 2013 12:36 PM

To: Hall, Caroline

Subject:

This E-mail was sent from "NCHB01L01P03" (Aficio MP C4000).

Scan Date: 26.06.2013 12:36:09 (+1000)

Mitchell, Malcome

From: Hall, Caroline
Sent: Monday, 1 July 2013 2:51 PM
To: Ayoubi, Salar
Subject: RE: National Multicultural Festival - 22146.110

Salar

I am going to print out the version and start reading it from this end. SSP cannot proceed until I clear it.

Caroline

From: Ayoubi, Salar
Sent: Monday, 1 July 2013 2:51 PM
To: Hall, Caroline
Cc: Winter, Jancye
Subject: RE: National Multicultural Festival - 22146.110

Hi Caroline;

Jancye will be reviewing the document this afternoon.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government
Community Services

From: Hall, Caroline
Sent: Monday, 1 July 2013 2:49 PM
To: Ayoubi, Salar
Subject: RE: National Multicultural Festival - 22146.110

Salar

Please advise when I will receive the RFT to approve.

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

572

From: Mirenda, Emma
Sent: Monday, 1 July 2013 2:20 PM
To: Ayoubi, Salar
Cc: Hall, Caroline
Subject: National Multicultural Festival - 22146.110
Importance: High

Hi Salar

Can you please provide an estimated time as to when you would be sending through the eight (8) Request for Quotations for the above project. These will all need to be reviewed and approved by SSP individually before being released to market. All documents are required to be submitted to the SSP web administrator by 10am Thursday morning.

Regards

Emma Cluffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | **Fax:** 02 6207 6500
Shared Services | Commerce and Works Directorate | ACT Government
Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

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Mitchell, Malcome

From: Ayoubi, Salar
Sent: Thursday, 6 June 2013 2:12 PM
To: Hall, Caroline
Cc: Winter, Jancye
Subject: National Multicultural Festival Procurement Plan Minutes- Version 6
Attachments: Procurement Plan Minute- V6 29052013 SA.doc

Hi Caroline;

Please find attached PPM (V6) The changes I have made the changes that Jancye asked me to do. Please review and let me know whenever is ok to go to Shared Services.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



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Community Services



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Commerce and Works

Strategic Procurement Plan Minute

PROCUREMENT OVERVIEW											
To	Executive Director – Policy and Organisational Services CSD • Senior Director, Finance and Budget CSD										
Name of Project	National Multicultural Festival (Festival) 2014-2016.										
Purpose	To obtain the majority of the goods and services required for the 2014-2016 National Multicultural Festival (Festival).										
Background	The National Multicultural Festival has been staged in Canberra for sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate (CSD). The National Multicultural Festival runs for a three (3) day period during February each year and consists of a number of different events at a variety of different locations throughout the Australian Capital Territory (ACT). Events include interstate and local parades, performances, exhibitions, and food concessions. The event showcases the ACTs cultural diversity. Due to the number of services and performances involved in successfully staging the National Multicultural Festival, preparations for the event occur many months in advance to schedule participants. For this process the OMATSIA liaises with Embassies and Multicultural stakeholders in the Territory to establish a diverse list of local and national cultural performances who are invited to appear at the National Multicultural Festival. The National Multicultural Festival is a high profile event that promotes and benefits the Territory through tourism and its involvement in a major multicultural event that is nationally and internationally recognised. The procurement planning for previous Festivals has been conducted on a year-by year basis. A strategic approach for the upcoming three (3) year period will achieve a higher degree of value for money outcome for the Territory and the associated services.										
Estimated value (\$)	The combined total contract value for the three (3) year period will be capped to \$1,680,000 (GST Inclusive).										
Timing/urgency	Indicative timeframe: <table> <tr> <td>RFT advertised</td><td>22/06/2013</td></tr> <tr> <td>RFT Closes</td><td>18/07/2013</td></tr> <tr> <td>Approval of Tender Evaluation Report</td><td>31/07/2013</td></tr> <tr> <td>Contract Awarded</td><td>1 week of August 2013</td></tr> <tr> <td>Debrief Unsuccessful Tenderers</td><td>August 2013</td></tr> </table> (Note: timings are estimates and may change after the Procurement Plan is signed)	RFT advertised	22/06/2013	RFT Closes	18/07/2013	Approval of Tender Evaluation Report	31/07/2013	Contract Awarded	1 week of August 2013	Debrief Unsuccessful Tenderers	August 2013
RFT advertised	22/06/2013										
RFT Closes	18/07/2013										
Approval of Tender Evaluation Report	31/07/2013										
Contract Awarded	1 week of August 2013										
Debrief Unsuccessful Tenderers	August 2013										

Tender Number	22416.110
Is Government Procurement Board sign off required?	No, the estimated value of this procurement is below the \$5,000,000 threshold for goods and services procurement.
Is ACT Government Solicitor consultation required?	The Territory will use the template documents developed by the ACT Government Solicitor. If required, their services will be engaged for specific advice.

PROCUREMENT REQUIREMENTS

Objective or scope of works or services to be provided	To engage the following services and where applicable, provision of goods: 1. Provision of Sound and Lighting; (Attachment A); 2. Provision of Generators and electrical services; (Attachment B); 3. Portable Toilets, Parent and operation rooms; (Attachment C); 4. Security Services; (Attachment D); 5. Waste Management Services; (Attachment E); 6. Traffic Management Services; (Attachment F); 7. Provision of Marquees And Change Rooms ; (Attachment G); 8. Supply and install appropriate staging and platforms ; (Attachment H); and 9. 150 entertainers will be selected for each year of the Festival through an online application system.
Type	Goods and Services
Funding	Funding is approved for year 1 and 2 through OMATSIA with year 3 subject to funding.
Site	The Festival Sites incorporate Garema Place, Petrie Plaza, Ainslie Place, Civic Square, London Circuit and City Walk.
Consultation (including pre tender)	OMATSIA has consulted with: • Contracts and Grants Unit; • Shared Services Procurement Solutions; and • key Government and Community stakeholders.

PROCUREMENT RISK

Risk	The overall risk for the procurement is Moderate - High, refer to Attachment I

PROCUREMENT METHODOLOGY

Description of the procurement method to be used	A Public Tender process will be undertaken for the following Services: 1. Provision of Sound and Lighting; 2. Provision of Generators and electrical services; 3. Provision of Marquees, And Change Rooms; 4. Supply and install appropriate staging and platforms; 5. Security Services; 6. Traffic Management Services;

	7. Portable Toilets; and 8. Waste Management Services. Approximately (150) entertainers being paid less than \$20,000 will be procured through a Letter of Agreement.
Evaluation	See Attachment J.
Is this suitable to be a Social Procurement?	Yes. Some of the services identified may suit social procurement; however some specialised licensed Contractors will be required for other services. OMATSIA and the Contracts and Grants Unit have liaised with Shared Services Procurement to include appropriate wording for Social Procurement within applicable Statement of Requirements.

EVALUATION TEAM			
Name	1. Jancye Winter	2. Brent Fitzsimons	3. Damien How
Position	Chair	Member	Member
Agency	CSD	CSD	CSD
Statement on team composition	The Evaluation Team comprises of appropriately skilled officers from CSD who are experienced in tender evaluation and are familiar with the Services required for this procurement. A representative from CSD Contracts and Grants Unit will facilitate this process and provide probity advice if required.		

CONTRACT MANAGEMENT	
Number of contracts	Eight (8)-Services Agreements Approximately (150) Entertainment Agreements.
Contract management	The Agreements will be managed by an OMATSIA's officer who is appropriately skilled to undertake the management of these Agreements and monitored by the Contracts and Grants Unit.
Period of contract(s)	Three (3) years for the Public Tenders. 3 Month contract for entertainers (entertainers will be selected through an online application system)

AUSTRALIAN FREE TRADE AGREEMENTS (FTAs)	
Does the AUSFTA / Australia-Chile FTA apply?	Yes.

AUSTRALIAN GOVERNMENT FUNDING	
Is there Australian Government funding attached to the procurement?	No, funding is provided by CSD.

CONTRACTS AND GRANTS UNIT RECOMMENDATION			
Name	Caroline Hall	Phone Number	(02) 6205 4655
Position	Senior Manager Contracts and Grants Unit, Community Services Directorate		
Signature		Date	

SHARED SERVICES PROCUREMENT RECOMMENDATION			
Project Officer		Signature and Date	
		Phone Number	
Manager		Signature and Date	
Director / Executive Director		Signature and Date	

AGENCY ENDORSEMENT			
Name	Nic Manikis	Phone Number	6205 0522
Position	Director- Office of Multicultural, Aboriginal and Torres Strait Islander Affairs		
Signature		Date	

DIRECTOR GENERAL/DELEGATE APPROVAL			
Name	Meredith Whitten		
Position	Executive Director- Policy and Organisational Services		
Statement	The Procurement Plan Minute and attachments are approved. I am satisfied that the value for money assessment will be undertaken against approved assessment criteria with regards to the value for money principles.		
Signature		Date	

STATEMENT OF REQUIREMENTS SOUND AND LIGHTING

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality sound and lighting services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

FESTIVAL DATES

The Festival Event Manager or their nominated delegate will advise the successful Contractor of the Bump In and Bump Out dates and Festival Dates no later than August prior to each year of the Festival.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump In date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (g) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (h) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (i) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (j) ensure safe Work Method Statements are written for high-risk tasks;
- (k) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years; and
- (l) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) supply, install and remove all appropriate sound and lighting equipment for the four (4) stages and one (1) platform including all fixtures, control systems, racks, cabling, accessories and consumables as outlined in the List of Equipment for Sound and Lighting;
- (b) ensure that all cables utilised are safety tagged and data certified;
- (c) supply all the necessary lifting equipment on site with a certified operators;
- (d) ensure the sound check is completed by 12:00 noon on Day One of the Festival;
- (e) supply and install one (1) easy setup gazebo to be used as a sound boot for the platform; and
- (f) nominate a staff member to join the Festival's radio network from 6:00 am on day one of the Festival, contractor is responsible for the battery replacements of the units as needed.

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The Festival Organiser Will:

- (a) provide a 3m x3m sound boot marquee for each Akuna Street and Petrie Plaza stages;
and
- (b) provide a 6m x 3m sound boot marquee for Garema Place stage.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

Dedicated security will be provided by OMATSIA to every stage when Contractor staffs are not present on that stage. The security guard will not leave the stage at any time during their shift unless replaced by another guard at that time. All stages will have an individual guard.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

List of Equipment Sound and Lighting

Garema Place Stage

FOH Audio and Control

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 1RU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics - Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aeriels
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Stobes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage**FOH Audio and Control**

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker
1 Subwoofer

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Stage Equipment

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer
1 32 Channel, 6 Returns 45m
1 Stage Fold-back Packer
1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console
24 Par 64 Cans
4 Moving Lights
6 4 Way Blinders

Ainslie Place Stage

FOH Audio and Control

1 -Midas Mixing Console 40 Mono & 8 Stereo Ch
1 FX Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Lexicon Reverb Unit
1 TC Electronic multtap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Peitre Plaza Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit
(6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline – To be based at Garema Stage

Drums, Percussion

1 Pear Masters Custom drum Kit

Bass

1 –ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables
DJ Turntables.
2 Pioneer CDJ1000 CD Player
1 Pioneer DJM800 DJ Mixer

Media Call

FOH Audio and Control

1 24 Mono 4 Stereo)
1 Effects Rack
6 Stereo Comp/Gate
1 Stereo Digital Graphic Eq
1 CD Player
2 Reverb Unit
2 Loudspeakers
2 Subwoofer

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Foldback and Stage Equipment

4-15 + Horn Wedge
1 Lectum with mic and light connectors
1 Power Amplifiers
1 Stage Fold-back Packer
1 Band Microphone Kit
1 Signal Power Packer
1 -24 Channel, 4 Returns 40m

STATEMENT OF REQUIREMENTS

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GENERATORS AND ELECTRICAL SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Generators and Electrical Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number;
 - (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
 - (g) have regular on site meetings with the Festival Event Manager or their nominated delegate;
 - (h) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (i) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (j) ensure safe Work Method Statements are written for high-risk tasks;
 - (k) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years; and
 - (l) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is:

- (a) supply, install and remove all appropriate Generators and Electrical Services/Equipment as outlined in the List of Generators and Lighting;
- (b) to include fuel and diesel charges as part of their tendered price;
- (c) provide a final footprint of Generators and wiring map no later than 60 days prior to the commencement of the Festival;
- (d) ensure that all cables utilised are safety tagged and data certified;
- (e) supply all the necessary lifting equipment on site with a certified operators;
- (f) supply an additional set of keys to the generators on the Bump In date to the Festival Event Manager;
- (g) ongoing technical support throughout the Festival;
- (h) to have UHF radio communication tool in places during the event; and
- (i) nominate a staff member to join the Festival's radio network from 6:00 am on day one of the Festival, contractor is responsible for the battery replacements of the units as needed.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Contractor by law (e.g. worker's compensation) or under the contract, the successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

List of Equipment Generator and Electrical Services

Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 4 x main stages and 1 Platform
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 – 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 – 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available – 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power lock cable length
5m
10m
20m
30m
50m

Currently allowed for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches
- 35 x 32 amp 30m leads
- 150 x 5 channel cable covers

SS4

STATEMENT OF REQUIREMENT-**PORTABLE TOILETS-OPERATION ROOM AND PARENT ROOM****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Portable Toilets, an Operation room and a Parent room to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number;
 - (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
 - (g) have regular on site meetings with the Festival Event Manager or their nominated delegate;
 - (h) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (i) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (j) ensure safe Work Method Statements are written for high-risk tasks;
 - (k) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years; and
 - (l) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) supply, install and remove 10 Female, 10 Male and 2 Disabled toilets for the Festival which includes all fixtures, accessories and consumables;
- (b) supply of appropriately trained personnel to install, maintain and operate toilets and wash rooms during the Festival (according to the agreed schedule);
- (c) supply twenty (20) suitable Kros Urinals with appropriate 2.1 meter fencing around it;
- (d) supply twenty (20) portable female and five (5) portable Male Fresh Flash toilets, which are individual stand free units;
- (e) supply of all safety equipment required to complete the task;
- (f) supply personnel during the Festival opening hours, to check and, suitably maintain and if necessary, empty toilets, receptacles and bins and clean toilets, hand basins and floors throughout the Festival sites;
- (g) supply toilet paper and paper hand towels daily during the Festival;
- (h) remove and appropriately dispose of all waste in accordance with the agreed program schedule, the Waste Minimisation Act 2001 and *Hazardous Waste Regulations Act 1989*;

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- (i) cover all transport costs associated with equipment and crew to and from the Festival venues;
 - (j) provide on-going support for the duration of the Festival;
 - (k) remove daily both general and sanitary collected waste;
 - (l) empty; and clean all toilet and wash basin bins and receptacles daily;
 - (m) provide one (1) air-conditioned- 6 x 3 parent room throughout the Festival with twenty (20) chairs two (2) tables;
 - (n) provide one (1) air-conditioned- 6 x 3 Operational room throughout the Festival with twenty (20) chairs two (2) tables;
 - (o) provide two (2) change tables for the Parent Room with a Microwave oven;
 - (p) provide four (4) disabled fresh flush toilet units;
 - (q) provide appropriate signage across the footprint for Male, Female, Kros Urinal and Disabled toilets;
 - (r) provide one (1)- 3m x 6m air-conditioned Operation Room to be located in a central area of the footprint;
 - (s) provide additional services outside of agreed schedule if required;
 - (t) remove all toilet and wash basin bins and receptacles during Bump Out of the Festival;
 - (u) ongoing technical support throughout the Festival as needed; and
 - (v) nominate a staff member to join the Festival's radio network from 6:00 am on day one of the Festival, contractor is responsible for the battery replacements of the units as needed.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and

- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

SSO

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

EVENT SITES

Garema Place:

Ten Single Toilets & One Disabled unit

Services to be completed on site at the following times:

1st Day of Festival - approx 9pm

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Ainslie Place:

Ten Single Toilets, One Disabled & One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Corner Petrie Plaza & London Circuit

Ten Single Toilets, One Disabled & and One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Kros Urinal: (Locations will be discussed no later than 10 working days prior to the Festival)

20 Single units across the footprint

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

One 3X6 Air Conditioned Operational Room including required chairs and tables.

One 3X6 Air Conditioned Parent Room including specifications.

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ATTACHMENT D

STATEMENT OF REQUIREMENT

SECURITY SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to provide Security Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSLA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number;
 - (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
 - (g) have regular on site meetings with the Festival Event Manager or their nominated delegate;
 - (h) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (i) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (j) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (k) ensure safe Work Method Statements are written for high-risk tasks; and
 - (l) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) provide fully briefed Security personnel for each Festival event with information provided by the Festival Event Manager or their nominated delegate;
- (b) ensure security personnel carry communication equipment in order to call for support/backup including Police, Ambulance and Fire Brigade;
- (c) ensure that security personnel are aware of, and use the current procedures in accordance with the *Security Industry ACT 2003* and *Security Industry Regulation 2003*;
- (d) provide services throughout the duration of the Festival and where requested during Bump In and Bump Out in accordance with agreed schedules; including
 - (i) the provision of security services on the setup date and opening program of the Festival and dates to be advised;
 - (ii) provide security services for overnight events and structure protection;
- (e) provide personal protections during high demand and VIP shows as requested;
- (f) ensure all guards hold a current employee licence;
- (g) ensure that if any personnel are required to guard with a firearm, the person must hold an appropriate ACT firearms licence;

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- (h) ensure all personnel are fully qualified for the role and responsibilities they are undertaking;
 - (i) have their own communication radio system separate to the Festival's radio network;
 - (j) have back up staff in place to cover staff breaks;
 - (k) have an experienced supervisor to oversee the guards performance and punctuality; and
 - (l) nominate a staff member to join the Festival's radio network from 6:00 am on day one of the Festival, contractor is responsible for the battery replacements of the units as needed.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

SECURITY SERVICES SCHEDULE

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump In – Festival Setup Period					
Monday - 4 days before Festival commences	8pm – 8am	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 3 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 2 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 1 day before Festival commences		2	24	Overnight Event/Structures protection	Total Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday – Day 1 of Festival					
Bump In – Festival Setup Period	8am - 4pm	2	16	Roving - Crowd Control	Festival Footprint 2 x Roving
Festival Begins – Opening Program 5pm to Midnight Event Shutdown 12.00am – 1am	4pm- 1am	4	36	Footprint Set up : [remove unauthorised vehicles] 4pm to 5pm Monitor Event: Crowd Control, Responsible Serving of Alcohol etc. Event Shutdown 12.00am – 1am	Garema Stage - 1 x Static Festival Footprint - 3 x Roving
		1	9	Entrance & Room Control	Performers Change Room

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday Night/Saturday Morning					
Overnight	8pm-Friday to 8am Saturday	4	48	Overnight Event/Structures protection	Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving
	4pm-Friday to 8am Saturday	1	7	Overnight Event/Structures protection	Garema Stage 1x Static

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday – 2nd Day of Festival					
Festival Day Program 11 am to 6pm	10am - 6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 2 x Roving

		1	8	Change Room Entrance & Room Control	Performers Change Room

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night – 2nd Day of Festival					
Night Program 6pm – Midnight Event shutdown Midnight – 1am	6pm-1am	6	42	Monitor Event: Crowd Control, Responsible Serving of Alcohol etc.	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 4 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night/Sunday Morning					
Overnight	1am-8am	5	35	Overnight Event/Structures protection	Garema Stage 1 x Static Petrie Stage 1 x Static City walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Morning – 3rd Day of Festival					
Festival Day Program 11 am to 5pm Event Shutdown 5pm – 6pm	10am - 6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Night/Monday Morning					
Overnight	6pm-8am	3	42	Overnight Event/Structures protection	Festival Footprint 3 x Roving

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump Out – Festival Packup Period					
Monday - 1 day after Festival closes	8pm – 8am Nightly	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 2 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 3 day after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 4 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1x Roving

OTHER SERVICES

A Senior Guide or Manager will be required to attend:

- Risk and Emergency Planning Sessions
- Attend Site inspection, Bump In and Command Centre Induction Sessions.

ATTACHMENT E

STATEMENT OF REQUIREMENT WASTE MANAGEMENT SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Waste Management Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Event Sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (g) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (h) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (i) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (j) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years; and
- (k) ensure safe Work Method Statements are written for high-risk tasks; and
- (l) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is to:

- (a) provide, maintain and place bulk waste storage facilities (skip bins) for use during pre-event Bump In, the Festival and post event Bump Out. The quantity to be discussed and agreed in writing between the successful Contractor and the Festival Event Manager or their nominated delegate;
- (b) provide, maintain and place suitable 240 litre two-bin system for recycling and general garbage throughout the Festival sites;
- (c) report total tonnage for both recyclables and other waste disposed of from the Festival and include copies of dockets issued at waste and recycling facilities;
- (d) provide, maintain and place suitable receptacles for the storage and disposal of commingled recyclables, cardboard and waste to landfill;
- (e) provide, maintain and place large storage bins for wet waste including floral foam and plant material;
- (f) supply sufficient, suitable, high quality bin liners to service all of the relevant bins (black /green for waste to landfill and clear for recycling.);

- (g) supply personnel to place all bins in designated locations, remove bins to kerb ready for collection and return bins to designated locations after collection waste in accordance with the agreed program schedule;
- (h) supply personnel during Festival hours to check and, if necessary, empty bins and replace liners throughout the event site;
- (i) ensure provision for the Festival Event Manager or their nominated delegate to request an additional truck and human resources to assist where/when necessary;
- (j) remove and appropriate disposal of all waste in accordance with the agreed program schedule;
- (k) provide all the waste tipping dockets to the festival coordinator no later than 15 working days after the Festival if not penalty charges will apply to the contractor;
- (l) implement an appropriate strategy and allocate specific areas on the foot print for oil waste collections;
- (m) take responsibility for overnight security of all equipment;
- (n) be mindful of area of influence (associated with entrance and exit points of the footprint and making sure waste collection services is implemented in those areas);
- (o) making sure all the marquees are cleaned prior to new stall holders bump in each day of the festival no later than 5:00 am in the morning;
- (p) additional service and ongoing site checks especially during the peak period which is usually day 2 of the festival between 5:00 to 11:00 pm;
- (q) ensure that all personnel undertaking services throughout the Festival be equipped with the appropriate tools, equipment and protective gear to undertake assigned tasks;
- (r) bump out no later than 5:00 am Monday the day after the Festival;
- (s) participate in pre cleaning inspection sessions as requested by the event coordinator;
- (t) making sure all the waste management compounds are safely structured and liaise with emergency services and traffic controllers on regular bases and as required during the festival;
- (u) provide ongoing technical support throughout the event; and
- (v) nominate a staff member to join the Festival's radio network from 6:00 am on each day of the Festival, contractor is responsible for the battery replacements of the units as needed.

The Festival Organiser Will:

- (a) supply a 3X3 stall for each ten (10) marquees as a central waste collection area for the stall holders (each stall will contains two (2) general bins and three (3) recycling bins provided by the waste management contractor); and
- (b) provide a list of all the stall holders commencements dates no later than seven (7) working days prior to the event.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

SOCIAL PROCUREMENT

The ACT Government uses social procurement to generate positive social outcomes in addition to the efficient delivery of goods and services. Social procurement helps to build stronger communities by generating employment opportunities and promoting social inclusion to bring positive improvements to people's lives.

This can be done in a number of ways: head contractors may directly engage people from groups experiencing disadvantage such as:

- (a) employment of apprentices;
- (b) equal opportunity employment practices;
- (c) employment of people from disadvantaged groups (people with mental illness or disabilities);
- (d) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);
- (e) employment of people who have been unemployed long term;
- (f) people from culturally and linguistically diverse backgrounds; and
- (g) a description of any other social outcomes not already detailed.

Tenders will be assessed on the social benefit outcomes they will support in addition to the primary deliverables outlined in the Request for Tender.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.
- (c)

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

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WASTE MANAGEMENT SERVICES

Type of Bin	Qty	Bin Delivery Date	Delivery Location
General 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
Recycle 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
1100L Roll top skip bins	80 (approx)	To be advised	In specified waste Marquees (Back Of House)
Skip 1 - large	1 or 2	To be advised	Waste Compound 1
Skip 2 - large	1 or 2	To be advised	Waste Compound 2
Clean all marqueesand the general area in and around Garema Place from Midnight.		1 st Day of Festival	
Clean all marqueesand the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.		2 nd Day of Festival	
Clean all marqueesand the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm		3 rd Day of Festival	
Provision of the appropriate garbage bags/bin liners to service all of the above to be supplied by Contractor.			

ATTACHMENT F**STATEMENT OF REQUIREMENT-
TRAFFIC MANAGEMENT SERVICES****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Traffic Management Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (g) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (h) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (i) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (j) ensure safe Work Method Statements are written for high-risk tasks; and
- (k) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply trained and licensed personnel to manage traffic control during the Festival. This includes securing road closures using barriers, directing vehicles to minimise traffic disruption and, if required, the daily placement and removal of traffic diversion cones in all areas;
- (b) managing the traffic lights conditions/appearance during the road closure periods;
- (c) liaise with Road ACT prior to the Festival;
- (d) inform the ACT residents of all traffic condition changes via local media no later than ten (10) days prior to the Festival;
- (e) provide and erect electronic signage seven (7) days before the Festival on all major arterials around the Civic area.
- (f) provide a written letter to all the business and residence in the affected areas informing them of the temporary changes of traffic conditions;

- (g) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises;
- (h) supply sufficient and experienced personnel with high level of customer service skills during the Festival;
- (i) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (j) allow the Territory to request additional human resources to assist where necessary;
- (k) meet with the Festival Event Manager or their delegate prior to the commencement of Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager or their delegate;
- (l) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (m) provide the Festival Event Manager or their nominated delegate at least two (2) after-hours point of contacts;
- (n) from time to time consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (o) act in good faith to maintain standards of customer service and comply with all relevant health and safety Traffic management practices and legislation;
- (p) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (q) have internal Radio communication system in place and should be available to the traffic controllers while they are on duty;
- (r) to communicate with the Festival Event Manager or their nominated delegate through the Territory's internal communication radio;
- (s) provide three (3) Variable Message Signs (VMS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate two (2) weeks before the Bump In date;
- (t) provide ten (10) Road Advisory signs (RAS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate one (1) weeks before the Bump In date;
- (u) provide ongoing technical support throughout the Festival; and
- (v) nominate a staff member to join the Festival's radio network from 6:00 am on each day of the Festival, contractor is responsible for the battery replacements of the units as needed.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT G

STATEMENT OF REQUIREMENTS

PROVISION OF MARQUEES AND CHANGE ROOMS

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Marquees and Change Rooms to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In(or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (g) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (h) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (i) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (j) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (k) ensure safe Work Method Statements are written for high-risk tasks; and
- (l) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply up to 350 marquees during the event including sound booths, these marquees should be colourful to reflect the celebrity nature of the festival;
- (b) provide to the Festival Event Manager or their delegate, an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;

- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the event;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around groups of marquees as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the marquees should pose minimum disruption to city traders and take into account the safety of the public
- (q) effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to the original condition;
- (t) provide One (1) 3m x 6m marquee to be used as sound booth in Garema Place;
- (u) provide three (3) 3m x 3m marquees to be used as sound booths for other three (3) remaining stages;
- (v) ensure all forklift operators hold current appropriate licensing;
- (w) all staff working on footprint during bump in & Bump Out must be aware of pedestrians in the area;
- (x) ensure the final Bump Out day must be on or before 6:00 am on the date to be advised;
- (y) work closely with all the stakeholders in particular on site electricians and sound and lighting providers;
- (z) provide a 6m x 3m change room for each five (5) stages in the agreed location with the Festival Event Manager or their nominated delegate;
- (aa) provide a 6m x 3m marquee for emergency services in the agreed location with the Festival Event Manager or their nominated delegate
- (bb) attend planning meetings and the final event debrief session as required; and
- (cc) nominate a staff member to join the Festival's radio network from 6:00 am on day one of the Festival, contractor is responsible for the battery replacements of the units as needed.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim;
- (b) Comprehensive Motor Vehicle and plant and equipment insurances; and
- (c) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT H**STATEMENT OF REQUIREMENT****STAGES AND PLATFORMS****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Stages and Platforms to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, Ainslie Place, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (g) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (h) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (i) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (j) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (k) ensure safe Work Method Statements are written for high-risk tasks; and
- (l) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply four (4) stages and one (1) platform with appropriate stage covers;
- (b) provide to the Festival Event Manager or their delegate an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;

- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the Festival;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around the stages as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the stages should pose minimum disruption to city traders and take into account the safety of the public
- (q) provide and implement an effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to original condition;
- (t) to attend planning meetings and the final event debrief session as required; and
- (u) nominate a staff member to join the Festival's radio network from 6:00 am on day one of the Festival, contractor is responsible for the battery replacements of the units as needed.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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STAGE REQUIREMENTS AND SITE INFORMATION

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday - From Festival Shutdown
Petrie & London Platform	6 x 4 meters	Friday Morning - Day of Festival from 8am. Festival Opens 4.00pm	Sunday - From Festival Shutdown - no earlier than 6pm

Risk Criteria

ATTACHMENT I



ACT Government Risk Matrix

				Consequence					
				Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood	People	Injuries or ailments not requiring medical treatment.	Internal Review	Minor injury or First Aid Treatment Case.	Scrutiny required by internal committees or internal audit to prevent escalation.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.	
	Reputation & Image	Low-level repairable damage to commonplace structures	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Transient, minor effects	Mostly repairable damage	Permanent damage to items of cultural significance	Significant, medium-term environmental harm	Long term environmental harm	
	Environmental	Low-level repairable damage to commonplace structures	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Transient, minor effects	Mostly repairable damage	Permanent damage to items of cultural significance	Significant, medium-term environmental harm	Long term environmental harm	
	Cultural & Heritage	Low-level repairable damage to commonplace structures	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Transient, minor effects	Mostly repairable damage	Permanent damage to items of cultural significance	Significant, medium-term environmental harm	Long term environmental harm	
	Business Process & Systems	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met. Inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.	Items of cultural significance	
	Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M			
Frequency				1	2	3	4	5	
Frequency	Almost Certain	Is expected to occur in next	Once a quarter or more	>1 in 10	5	Medium	High	High	
	Likely	Will probably occur	Once a year or more	1 in 10 - 100	4	Medium	Medium	High	
	Possible	Might occur at some time in the future	Once every 1 - 5 years	1 in 100 - 1,000	3	Low	Medium	Medium	
	Unlikely	Could occur but doubtful	Once every 5 - 20 years	1 in 1,000 - 10,000	2	Low	Medium	Medium	
	Rare	May occur but only in exceptional circumstances	Once every 20 - 100 years	1 in 10,000 - 100,000	1	Low	Low	Medium	High

Risk Control Effectiveness

Control Effectiveness	Guide
Adequate	Nothing more to be done except review and monitor the existing controls. Controls are well designed for the risk, are largely preventative and address the root causes and Management believes that they are effective.
Room for improvement	Most Controls are designed correctly and are in place and effective however there are some controls that are either not correctly designed or are not very effective. There may be an over-reliance on reactive controls. Some more work to be done to improve operating.
Inadequate	Significant control gaps or no credible control. Either controls do not treat root causes or they do not operate effectively. Controls if they exist are just reactive. Management has no confidence that any degree of control is being achieved due to poor control design and/or very limited operational effectiveness.

Priority For Attention

Priority	Suggested Timing of Treatment	Authority for controlled tolerance of risk
High	Short term -- normally within one month Detailed action plan required	Director-General
Medium	Medium Term -- normally within three months Needs senior management attention	Senior Executive
Low	Normally within 1 year Specify management responsibility	Managers
	Ongoing control as part of a management system. Manage by routine procedures	All Staff

Priority for Attention - Action

Every care should be taken to act as soon as possible to implement risk control measures where ever possible or to take action to fix the problem. **Extreme Risks and High Risks** especially where the risk relates to people & personal injury require us to act immediately to take steps to fix the problem.

** The suggested timing of treatment does not mean that immediate action ought not be taken or that the timing can not be completed sooner than suggested.

Note:

When identifying, analysing and rating risk consideration should be given, but not necessarily limited to, the attached categories of risk and the suggested examples of frequency and consequences.

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Risk Register Plan

2014-16 National Multicultural Festival

Risk Register part 1 – risk identification

Risk Reference	<u>The Risk:</u>	<u>Source</u>	<u>Impact /Outcome</u>	Risk Owner – the officer responsible for managing the risk
	What can happen? A description of the risk	How can this happen? Drivers to the risk Contributor or source of the risk	What will be the outcome or effect, if what can happen does happen? Impact on the business objectives Impact from the event happening Consequence	
1	There is an over expenditure on the National Multicultural Festival	- Stallholders do not pay fees; - Additional infrastructures/ equipment required on the day of the event; - Increasing fees by infrastructure providers; - Significant sponsorship is not secured; and - Damage to hired equipment.	- Reputation damage; - Media and political impact; - Less Community engagement; - Negative audit response; and - Downturn in participation and attendance	Director of OMATSIA
2	Entertainers who are not receiving immediate payment withdraw from the program	- Not enough staff; - Finance team have not been given a sufficient realistic timeframe to complete the payments; and - Not having a signed agreement in place.	- Negative media coverage; - Losing the ACT Community interest; and - Increasing the cost of marketing and program amendments	Festival Event Manager or their nominated delegate
3	Safety issues for the public members and , residences of the area due to minimal access by emergency services during the event	- Footprint does not allow adequate exits and access points to the area; and - Building big structures with not enough spaces in between	- Injury to people; and - Negative community impact.	Senior Manager OMATSIA
4	Electrical failure due to inclement weather	- Extreme weather condition eg, storm , rain - Cables are not correctly typed and tagged; and - Generators not appropriately places	- Cancellation or postponing the event - Negative publicity; and - Possible injury to member of the public	Festival Event Manager or their nominated delegate

5	Injury to public, performers and stall holders	• Unsafe structure and staging setup; • Not engaging qualified contractors; • Not complying with W,H&S requirements; • Not having a stage manager; • Not knowing the performance requirement in term of required performance space; and • No briefing sessions for performers	• Injury to people; and • Negative community impact. • Reputation damage; • Media and political impact; • Less Community engagement; • Downturn in participation and attendance	Stage manager ; Program Coordinator; Contractors; and Performers.
6	Alcohol related injury	• Stallholders selling alcohol without appropriate licensing; • Selling alcohols to underage participants; and • No limitation and alcohol policy in place.	• Unsafe environment for the families and kids; • Media attention; and • Injury to the member of the public	Festival Event Manager or their nominated delegate; Stallholders
7	Food poisoning	• Stallholder not following food safety regulations; • No supervision on how the food gets stored and served; • Losing power from generators for a long period of time during the event; • No refrigerators; and • No hygienic policy	• Serious illness to participants; • Damage the event reputation; • Financial impacts on stallholders and long-term negative impact on the event; and • Event facing restrictions by health agencies.	Festival Event Manager or their nominated delegate; Stallholders
8	Conflict with businesses in the footprint area	• Business entries and views are being blocked by Marquees and stages; and • Possible damages to their properties	• Delay in installing infrastructure; • Delay in delivering the program; and • Negative impact on governments reputation	Festival Event Manager or their nominated delegate; Contractor s
9	Delays or breach of probity in Procurement process	• Not enough staff to undertake the procurement process; • Failure to engage subject matter experts in procurement process ; and • Tender not advertised in time.	• Not having an appropriate service provider; • Poor service delivery ; • Media and political attention; • Engaging the contractors without pursuing with value for money policy; and • Delay in service delivery	Festival Event Manager or their nominated delegate; Contracts and Grants unit; Shared Services Procurement
10	Conflict with residents in the footprint area	• The access are being blocked by Marquees and stages; and • Possible damages to their properties/ cars; • Delay to access emergency services; and • Noise level;	• Delay in installing infrastructure; • Delay in delivering the program; and • Negative impact on governments reputation	Stage manager ; Festival Event Manager or their nominated delegate; Contractors; and Performers.

11	Failure to build and pack up the infrastructure on time	• Extreme weather conditions; • Infrastructure not available; and • Contract not in place.	• Postponement and cancellation of the event; and • Damage the event reputation.	Festival Event Manager or their nominated delegate; Contractors;
12	Ineffective implementation of temporary traffic measures	• Temporary traffic measures is not implemented effectively; • Not having a clear communications with road ACT; • Not enough traffic controller in place; • Poor signage; and • No public notice in place prior to the event.	• Decreasing satisfaction level; • Reputation damage; and • Possible injury and accidents to member of the public.	Festival Event Manager or their nominated delegate; Road ACT; Traffic Controllers

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Conseq.	Inherent Risk Rating				Consequence	Likelihood of Conseq.	Residual Risk Rating		
1	- All infrastructure requirements will be identified prior to the event to engage the suitable service provider; and - All service Providers and stall holders are required to hold a Public Liability based on the level of service they provide	Moderate	Possible	Medium	Room for Improvement	- Stallholders to pay the fees prior to stall allocations based on the size and number of marquees they require; - All stallholders to provide proof of public liability to Festival Event Manager; - Early sponsorship agreements in place; and - All additional infrastructures will be discussed with the Festival Event Manager and Director of OMATSIA prior to advertising the tender.	OMATSIA Director	Minor	Possible	Medium	Adequate	Regular meetings with Finance team. Regular communication with stallholders and Contractors.
2	- Processing Entertainment applications and payments of 50% prior to the events; and - Liaise with Contracts and Grants Unit on regular bases	Major	Possible	High	Room for Improvement	- Inform the public and participants of the deadlines and closing dates ; - Have regular meetings with Contracts and Grants Unit; - Establish process for payments and indicative timelines. - Communicate regularly with Entertainers.	Festival Event Manager	Moderate	Unlikely	Medium	Adequate	Weekly meetings and reporting to the Festival Director.

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "<u>Room for Improvement</u>" or "<u>inadequate</u>."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Conseq.	Inherent Risk Rating				Consequence	Likelihood of Conseq.	Residual Risk Rating		
4	• Liaise with Electricians and Generators suppliers prior to the event and provide them the final footprint; • Identifying the generator locations prior to Bump In date; and • Undertake comprehensive check on all connections and cables by safety officers and electricians on a regular basis.	Moderate	Possible	Medium	Adequate							
5	• Performers/Stall Holders to identify requirements and final numbers on their application; • Backup stage managers scheduled ; • Infrastructures to be checked making sure all safety elements have been taken into account; and • Information sessions prior to the event.	Major	Possible	High	Room for Improvement	• Appropriate signage in the change rooms and entries of each stage; • Pre briefing of all stallholders and safety information provided; • Stage managers to be briefed about safety issues and concerns; Liaise with sound and lighting service contractor to ensure staff rostering and scheduling is appropriate; and • First aid facilities in place.	Festival Event Manager	Moderate	Unlikely	Medium	Adequate	Festival Event Manager to undertake regular checks and sign off sheet in place for each visit.

6	- All stallholders must hold temporary alcohol licences; and - Regular monitoring by ACT police and Festival Event Managers;	Major	Likely	High	In adequate	- Appropriate signage in each stall selling alcohol; - Promote ID requirement culture; - Information sessions; and - Public awareness through public and social medias;	Festival Event Manager	Moderate	Likely	High	Room for Improvement	Regular stall checks; Undercover inspectors; Action to be taken as soon as issues in find. Liaise with ACT police during the event.
7	- Regular checks by ACT Health during the event; - Stall holders are required to hold food licensing; - Supply adequate power and space by the Festival offices to have cool rooms in place; and - Information sessions.	Major	Likely	High	Room for Improvement	- Compulsory courses for stallholders on food hygiene and handling; and - Quality checks.	Festival Event Manager	Moderate	Possible	Medium	Adequate	Liaise with ACT health officers on site; Prompt actions to be taken; Place a signing sheet for each stall after each visit is done by ACT health.
8	- Public notices in place prior to the event; - Delivering a letter informing them of the footprint; and - Liaise with Canberra Centre management on regular basis.	Moderate	Possible	Medium	Adequate							
9	- Seeking advice from Contracts and Grants Unit and Shared Services procurement; - Seek advice from Government Solicitor Office	Minor	Unlikely	Medium	Adequate							
10	- Provide residents with useful information that will assist during the Festival such as emergency points and how to access; - Insuring the residences of the area can continue their day to day access to their buildings; - A letter is to issued and mailed out to all residences; - Provide after hour contacts; and - Provide them with a program lists and schedules.	Major	Likely	High	Room for Improvement	- All the stakeholders be informed and mindful of the residences rights and clarify each parties responsibilities while the events is happening; - Waste Management activities be completed before midnight; and - ACT Government parking and access permits to be issued.	Festival Event Manager	Minor	Possible	Medium	Adequate	Record all the Correspondence. Undertake a residence in a satisfactory survey.

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "<u>Room for Improvement</u>" or "<u>inadequate</u>."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk	Risk rating following additional risk controls			Control Effectiveness	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood	Inherent				Consequence	Likelihood	Residual		
11	- Liaise with the contractors and seek their alternative and backup options; - Contractual terms and conditions outline dates/times required for Bump In and Bump Out - Contractor to take the liability of delivery and pack-up.	Moderate	Possible	Medium	Adequate							
12	- Liaise with Road ACT and provide them with a foot print; - Safety logistics officers to identify the signs needed during the Festival; and - Licensed traffic controllers in Place.	Minor	Likely	Medium	Adequate							

ATTACHMENT J

EVALUATION PLAN

1. EVALUATION PLAN

AIM

This Evaluation Plan details the project timetable, the evaluation methodology and evaluation criteria by which offers received will be evaluated. The Request for Tender or other documents will include the evaluation criteria and methodology as set out here unless otherwise agreed by the delegate.

2. EVALUATION TEAM

The Evaluation Team has been formed to evaluate the Tender for the project. All members of the Evaluation Team are aware of their responsibilities, the need to demonstrate impartiality and equity to all Tenderers.

ROLE

Position	Name	Title	Directorate
Chair	Jancye Winter	Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival	Community Services Directorate
Member	Brent Fitzsimmons	Manager, Community Facilities Asset Maintenance Branch	Community Services Directorate
Member	Damian Howe	A/Assistant Manager Property Management Asset Maintenance Branch	Community Services Directorate

The Evaluation Team will be responsible for:

- maintaining probity;
- evaluating the Tender in accordance with the criteria and methodology;
- documenting the evaluation process;
- preparing an evaluation report;
- seeking Director General or Delegate approval to proceed with a contract with the preferred Tenderer; and
- debriefing unsuccessful Tenderers.

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3. SPECIALIST ADVICE AND SUPPORT

The Evaluation Team may, as required, utilise specialist advice to assist in the evaluation process. The areas of expertise may include:

- a) technical analysis;
- b) Probity; and
- c) legal issues (Government Solicitors Office).

4. LATE TENDERS

Tenders lodged after the closing time and date will be opened and registered separately. Late tenders and incomplete tenders may be admitted to evaluation at the absolute discretion of the Territory. In deciding whether to admit a late Tender for evaluation, the Territory may take into account any factors it considers relevant, including without limitation:

- a) whether the late Tender is likely to have had an opportunity to obtain some unfair advantage from late tender;
- b) how late the Tender is, the reasons given for lateness and evidence available;
- c) whether the Tender was mishandled by the Territory, by an official postal service or by a reputable delivery service; and
- d) evidence of unfair practices.

5. ASSESSMENT CRITERIA

ASSESSMENT

5.1 Value for Money

In evaluating Tenders the Territory has as its objective the attainment of best value for money and not necessarily the lowest price. Apart from conformity with the requirements of this RFT, the Territory will evaluate Tenders in accordance with the criteria outlined below.

5.2 Nominating Goods/Services

Tenderers are to nominate which of the following services they are tendering for by completing the Nomination for Tendering of Services form.

- 1. Provision of Sound and Lighting;
- 2. Provision of Generators and electrical services;
- 3. Provision of Marquees And Change Rooms;
- 4. Supply and install appropriate staging and platforms;
- 5. Security Services;
- 6. Traffic Management Services;
- 7. Portable Toilets; and
- 8. Waste Management Services.

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5.3 Weighted Criteria

ASSESSABLE CRITERIA	Weighting %
Tenderers are to detail and provide evidence against the following:	
Service Delivery Model	40%
1. Tenderers are to outline their proposed service delivery model which details: (a) their understanding of the principles and practice of the public events and its potential to achieve the best outcomes for the Festival; and (b) the proposed methodology to deliver the Services, the implementation plan and key milestones indicating dates for service commencement and a proposed schedule for Bump In and Bump Out.	20
2. Tenderers are to detail the Risk Management Strategy for service establishment and delivery.	10
3. Tenderers to detail how they will meet the Festival deadlines.	10
Social Procurement	10%
4. Tenders are to outline how they address the following elements of social procurement and community benefits outcomes they will support. Examples include: (a) employment of apprentices; (b) equal opportunity employment practices; (c) employment of people from disadvantaged groups (people with mental illness or disabilities); (d) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds); (e) employment of people who have been unemployed long term; (f) people from culturally and linguistically diverse backgrounds; and (g) a description of any other social outcomes not already detailed.	
Personnel	
Tenderers are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.	20%

Experience in undertaking major events. Tenderers are to outline the experience of thier company in undertaking major events.	20%
Warranties with all required Legislation and Regulations Tenderers are to provide copies of all their license required for the services identified in this tender.	10%
Total	100 %

5.3 Non - Weighted Criteria

ASSESSABLE CRITERIA	
1. Pricing Schedule	
Tenderers are to provide a detailed breakdown of costs to deliver the service within the allocated budget for each services.	
2. Referees	
Tenderers are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Tenderer against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.	

6. EVALUATION PROCESS

All Tenderers will be assessed using the methodology outlined below:

- a) Tenderers will be assessed for formal compliance with the requirements of the RFT.
- b) Assessment for formal compliance will include the following factors:
 - (i) receipt of Tender prior to the closing date and time;
 - (ii) compliance with the draft conditions of contract;
 - (iii) Tender of a completed Declaration by Tenderers;
 - (iv) a letter of Compliance from the Equal Opportunity for Women in the Workplace Agency if the Tenderer has been named as non-compliant under the *Equal Opportunity for Women in the Workplace Act 1999* (Cwlth) in the period twelve months prior to the closing date for Tenderers; if applicable; and.
- c) A Tenderer that is:
 - (i) at variance with or does not respond to or does not fully comply with any requirement of this RFT;
 - (ii) unable to meet the minimum standards of qualifications for personnel;
 - (iii) unable to meet the Insurance requirements; or
 - (iv) contains erasures or is illegible, may be deemed to be non-conforming.

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- d) The Territory may, in respect of a Tenderer that is nonconforming or which has been deemed by the Territory to be non-conforming:
 - (i) reject and not further consider the Tender;
 - (ii) ignore any non-conformance in the Tender; or
 - (iii) if possible without impacting on the probity of the procurement process allow the Tenderer to correct the non-conformance in the form of a Request for Clarification or Notice of Important Information.
- e) The Assessable Criteria will be evaluated by individual evaluation team members and rated a score out of 10. The Evaluation Team will then meet and reach a consensus score for each tender. The Evaluation Team will discuss any discrepancies between the scores. If a consensus score cannot be agreed for a tender to a particular sub criterion, the individual scores will be averaged to determine the agreed score.
- f) The agreed Evaluation Team scores will then be multiplied by the corresponding criteria weightings to obtain a weighted score against each sub criterion for each Tender. The individual weighted scores against each sub criterion will then be summed to obtain a total weighted score for each Tender.
- g) The Chairperson of the Evaluation Team may standardise a series of questions relevant to the Statement of Requirements, which will be asked of nominated referees to verify information supplied by shortlisted Tenderers if required.
- h) A financial analysis/viability check may be undertaken by a third party on one or more Tenderer(s) and a report included in the evaluation report.
- i) A risk assessment of each Tender will be undertaken on any obtained referee reports and the financial analysis/viability check.
- j) The initial weighted score of Tenderers may be adjusted to reflect risk and issues identified from referee reports or the financial analysis.
- k) Pricing envelopes will be opened and the proposed pricing schedule will be documented in the evaluation report for consideration by the Delegate.
- l) The total score will then be applied to the "Value for Money" model.
- m) "To enable the VFM comparison to be made, the total weighted score for each Tender is divided into the price to determine the Tenderers value for money index.
- n) The Evaluation Team will prepare an evaluation report identifying the preferred Tenderer for each Service, based on the overall best value for money and acceptable risk to the Territory.

7. EVALUATION REPORT

The Evaluation Team will prepare the following information for inclusion with the Evaluation Report;

- a) background to the process;
- b) the evaluation process, including comments and scores against each criterion;
- c) the order of preference of Tenderers;
- d) value for money;
- e) proposed methods for management of risks;
- f) identification of any issues which should be resolved by negotiation; and
- g) recommendations to the approving delegate.

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**8. POST TENDER
CLARIFICATIONS/PRESENTATIONS**

The Evaluation Team may seek in writing clarification of Tenderers received. All clarifications must be fully documented and appropriately filed. The Evaluation Team may request short listed Tenderers to make a presentation in support of their Tender. All results of the presentation will be fully documented and considered in the finalisation of the evaluation scoring process.

**9. LETTERS OF
DECLINE/DEBRIEFINGS**

Tenderers will be appraised of the outcome of the RFT process through letters of decline. Letters of decline will include the following information:

- a) a statement demonstrating the Territory's appreciation for the Tender received;
- b) a statement demonstrating the Territory's regret that they were unsuccessful on this occasion;
- c) advice of public notification on the "Contracts Register"; and.
- d) encouragement to submit offers in the future; and an offer to debrief.

Mitchell, Malcome

From: Hall, Caroline
Sent: Wednesday, 12 June 2013 10:34 AM
To: Winter, Jancye
Cc: Manikis, Nic
Subject: RE: NMF procurement Plan

Jancye

I am currently reading through the Procurement Plan and will get back to you as soon as possible. With a shortage of staff and being end of financial year we have a bit of a backlog. However I am conscious of your timeline and have it in hand.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Winter, Jancye
Sent: Wednesday, 12 June 2013 10:03 AM
To: Hall, Caroline
Cc: Manikis, Nic
Subject: NMF procurement Plan

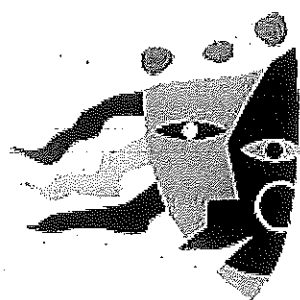
Hi Caroline

Can you please advise when we can expect to have the Procurement Plan back (forwarded to you on 6 June) as I have the brief all ready to go to the Delegate and I am obviously keen to advertise tender ASAP.

Appreciate your earliest advice.

Regards

Jancye Winter
Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival
Phone: +61 2 6205 3153
Email: Jancye.Winter@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
Multicultural
Festival
Canberra

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Mitchell, Malcome

From: Hall, Caroline
Sent: Wednesday, 12 June 2013 5:42 PM
To: Winter, Jancye
Cc: Ayoubi, Salar
Subject: RE: NMF procurement Plan

I am reading through the specifications and note one change that states:
Nominate a staff member to join the Festival's radio network from 6.00am on Day One of the Festival, contractor is responsible for the battery replacements of the units as needed.

Could you please clarify what you mean by this? Does this mean by joining the Festival's radio network you will be supplied with a hand unit and you will be responsible for the battery replacements? Could you please explain or reword.

Thanks

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Winter, Jancye
Sent: Wednesday, 12 June 2013 10:03 AM
To: Hall, Caroline
Cc: Manikis, Nic
Subject: NMF procurement Plan

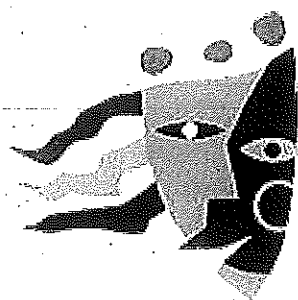
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Appreciate your earliest advice.

Regards

Jancye Winter
Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival
Phone: +61 2 6205 3153
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National
Multicultural
Festival
Canberra

504

Mitchell, Malcome

From: Ayoubi, Salar
Sent: Wednesday, 12 June 2013 8:23 PM
To: Hall, Caroline; Winter, Jancye
Subject: RE: NMF procurement Plan

503

Hi Caroline,

Yes this is correct, OMATSIA will provide the unit but the contractor is responsible to replace the batteries otherwise after the first set of battery runs out they will put the unit away.

Thanks
Salar

From: Hall, Caroline
Sent: Wednesday 12 June 2013 17:41
To: Winter, Jancye
Cc: Ayoubi, Salar
Subject: RE: NMF procurement Plan

I am reading through the specifications and note one change that states:
Nominate a staff member to join the Festival's radio network from 6.00am on Day One of the Festival, contractor is responsible for the battery replacements of the units as needed.

Could you please clarify what you mean by this? Does this mean by joining the Festival's radio network you will be supplied with a hand unit and you will be responsible for the battery replacements? Could you please explain or reword.

Thanks

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Winter, Jancye
Sent: Wednesday, 12 June 2013 10:03 AM
To: Hall, Caroline
Cc: Manikis, Nic
Subject: NMF procurement Plan

Hi Caroline

Can you please advise when we can expect to have the Procurement Plan back (forwarded to you on 6 June) as I have the brief all ready to go to the Delegate and I am obviously keen to advertise tender ASAP.

Appreciate your earliest advice.

Regards

502

Jancye Winter

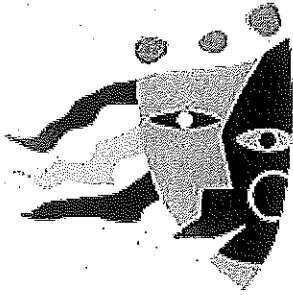
Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival

Phone: +61 2 6205 3153

Email: Jancye.Winter@act.gov.au

Office of Multicultural Affairs | Community Services Directorate | ACT Government

Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
Multicultural
Festival
Canberra

Mitchell, Malcome

From: Hall, Caroline
Sent: Friday, 14 June 2013 2:28 PM
To: Ayoubi, Salar; Winter, Jancye
Subject: National Multicultural Festival
Attachments: Procurement Plan Minute- V7 29052013 SA.doc

Jancye/Salar

Please find attached the final draft version of the National Multicultural Festival for your review. The only changes since the last version have been fixing up typographical errors and rewording the points raised in my email previously. Please review the Waste Management Services in particular where I have expanded some of the specifications to explain further in detail.

Unless I hear to the contrary I will send this on to Shared Services Procurement and the Quality Procurement Committee for their review and approval.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

Mitchell, Malcome

From: Ayoubi, Salar
Sent: Friday, 14 June 2013 2:32 PM
To: Hall, Caroline; Winter, Jancye
Subject: RE: National Multicultural Festival

500

Thanks Caroline, Much appreciate it.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government
Community Services

From: Hall, Caroline
Sent: Friday, 14 June 2013 2:28 PM
To: Ayoubi, Salar; Winter, Jancye
Subject: National Multicultural Festival

Jancye/Salar

Please find attached the final draft version of the National Multicultural Festival for your review. The only changes since the last version have been fixing up typographical errors and rewording the points raised in my email previously. Please review the Waste Management Services in particular where I have expanded some of the specifications to explain further in detail.

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Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

Mitchell, Malcome

From: Hall, Caroline
Sent: Friday, 14 June 2013 4:42 PM
To: Perrin, Kristie
Subject: FW: National Multicultural Festival
Attachments: Procurement Plan Minute- V7 29052013 SA.doc

499

From: Hall, Caroline
Sent: Friday, 14 June 2013 2:28 PM
To: Ayoubi, Salar; Winter, Jancye
Subject: National Multicultural Festival

Jancye/Salar

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Unless I hear to the contrary I will send this on to Shared Services Procurement and the Quality Procurement Committee for their review and approval.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214



Strategic Procurement Plan Minute

PROCUREMENT OVERVIEW											
To	Executive Director – Policy and Organisational Services CSD • Senior Director, Finance and Budget CSD										
Name of Project	National Multicultural Festival (Festival) 2014-2016.										
Purpose	To obtain the majority of the goods and services required for the 2014-2016 National Multicultural Festival (Festival).										
Background	The National Multicultural Festival has been staged in Canberra for sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate (CSD). The National Multicultural Festival runs for a three (3) day period during February each year and consists of a number of different events at a variety of different locations throughout the Australian Capital Territory (ACT). Events include interstate and local parades, performances, exhibitions, and food concessions. The event showcases the ACTs cultural diversity. Due to the number of services and performances involved in successfully staging the National Multicultural Festival, preparations for the event occur many months in advance to schedule participants. For this process the OMATSIA liaises with Embassies and Multicultural stakeholders in the Territory to establish a diverse list of local and national cultural performances who are invited to appear at the National Multicultural Festival. The National Multicultural Festival is a high profile event that promotes and benefits the Territory through tourism and its involvement in a major multicultural event that is nationally and internationally recognised. The procurement planning for previous Festivals has been conducted on a year-by-year basis. A strategic approach for the upcoming three (3) year period will achieve a higher degree of value for money outcome for the Territory and the associated services.										
Estimated value (\$)	The combined total contract value for the three (3) year period will be capped to \$1,680,000 (GST Inclusive).										
Timing/urgency	Indicative timeframe: <table><tr><td>RFT advertised</td><td>22/06/2013</td></tr><tr><td>RFT Closes</td><td>18/07/2013</td></tr><tr><td>Approval of Tender Evaluation Report</td><td>31/07/2013</td></tr><tr><td>Contract Awarded</td><td>1 week of August 2013</td></tr><tr><td>Debrief Unsuccessful Tenderers</td><td>August 2013</td></tr></table> (Note: timings are estimates and may change after the Procurement Plan is signed)	RFT advertised	22/06/2013	RFT Closes	18/07/2013	Approval of Tender Evaluation Report	31/07/2013	Contract Awarded	1 week of August 2013	Debrief Unsuccessful Tenderers	August 2013
RFT advertised	22/06/2013										
RFT Closes	18/07/2013										
Approval of Tender Evaluation Report	31/07/2013										
Contract Awarded	1 week of August 2013										
Debrief Unsuccessful Tenderers	August 2013										

Tender Number	22416.110
Is Government Procurement Board sign off required?	No, the estimated value of this procurement is below the \$5,000,000 threshold for goods and services procurement.
Is ACT Government Solicitor consultation required?	The Territory will use the template documents developed by the ACT Government Solicitor. If required, their services will be engaged for specific advice.

PROCUREMENT REQUIREMENTS

Objective or scope of works or services to be provided	To engage the following services and where applicable, provision of goods: 1. Provision of Sound and Lighting; (Attachment A); 2. Provision of Generators and electrical services; (Attachment B); 3. Portable Toilets, Parent and operation rooms; (Attachment C); 4. Security Services; (Attachment D); 5. Waste Management Services; (Attachment E); 6. Traffic Management Services; (Attachment F); 7. Provision of Marquees And Change Rooms ; (Attachment G); 8. Supply and install appropriate staging and platforms ; (Attachment H); and 9. 150 entertainers will be selected for each year of the Festival through an online application system.
Type	Goods and Services
Funding	Funding is approved for year 1 and 2 through OMATSIA with year 3 subject to funding.
Site	The Festival Sites incorporate Garema Place, Petrie Plaza, Ainslie Place, Civic Square, London Circuit and City Walk.
Consultation (including pre tender)	OMATSIA has consulted with: • Contracts and Grants Unit; • Shared Services Procurement; and • key Government and Community stakeholders.

PROCUREMENT RISK

Risk	The overall risk for the procurement is Moderate - High, refer to Attachment I

PROCUREMENT METHODOLOGY

Description of the procurement method to be used	A Public Tender process will be undertaken for the following Services: 1. Provision of Sound and Lighting; 2. Provision of Generators and electrical services; 3. Provision of Marquees, And Change Rooms; 4. Supply and install appropriate staging and platforms; 5. Security Services; 6. Traffic Management Services;

	7. Portable Toilets; and 8. Waste Management Services.
	Approximately (150) entertainers being paid less than \$20,000 will be procured through a Letter of Agreement.
Evaluation	See Attachment J.
Is this suitable to be a Social Procurement?	Yes. Some of the services identified may suit social procurement; however some specialised licensed Contractors will be required for other services. OMATSIA and the Contracts and Grants Unit have liaised with Shared Services Procurement to include appropriate wording for Social Procurement within applicable Statement of Requirements.

EVALUATION TEAM			
Name	1. Jancye Winter	2. Brent Fitzsimons	3. Damien How
Position	Chair	Member	Member
Agency	CSD	CSD	CSD
Statement on team composition	The Evaluation Team comprises of appropriately skilled officers from CSD who are experienced in tender evaluation and are familiar with the Services required for this procurement. A representative from CSD Contracts and Grants Unit will facilitate this process and provide probity advice if required.		

CONTRACT MANAGEMENT	
Number of contracts	Eight (8)-Services Agreements Approximately (150) Entertainment Agreements.
Contract management	The Agreements will be managed by an OMATSIA's officer who is appropriately skilled to undertake the management of these Agreements and monitored by the Contracts and Grants Unit.
Period of contract(s)	Three (3) years for the Public Tenders. 3 Month contract for entertainers (entertainers will be selected through an online application system)

AUSTRALIAN FREE TRADE AGREEMENTS (FTAs)	
Does the AUSFTA / Australia-Chile FTA apply?	Yes.

AUSTRALIAN GOVERNMENT FUNDING	
Is there Australian Government funding attached to the procurement?	No, funding is provided by CSD.

CONTRACTS AND GRANTS UNIT RECOMMENDATION			
Name	Caroline Hall	Phone Number	(02) 6205 4655
Position	Senior Manager Contracts and Grants Unit, Community Services Directorate		
Signature		Date	

SHARED SERVICES PROCUREMENT RECOMMENDATION			
Project Officer		Signature and Date	
		Phone Number	
Manager		Signature and Date	
Director / Executive Director		Signature and Date	

AGENCY ENDORSEMENT			
Name	Nic Manikis	Phone Number	6205 0522
Position	Director- Office of Multicultural, Aboriginal and Torres Strait Islander Affairs		
Signature		Date	

DIRECTOR GENERAL/DELEGATE APPROVAL			
Name	Meredith Whitten		
Position	Executive Director- Policy and Organisational Services		
Statement	The Procurement Plan Minute and attachments are approved. I am satisfied that the value for money assessment will be undertaken against approved assessment criteria with regards to the value for money principles.		
Signature		Date	

STATEMENT OF REQUIREMENTS

SOUND AND LIGHTING

494

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality sound and lighting services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

FESTIVAL DATES

The Festival Event Manager or their nominated delegate will advise the successful Contractor of the Bump In and Bump Out dates and Festival Dates no later than August prior to each year of the Festival.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump In date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) be required to join the Festivals UHF radio system and be in radio contact at all times throughout the Festival. The successful Contractor must provide their own UHF radio system and will be responsible for maintenance, battery replacement and keeping batteries charged at all times;
- (f) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (g) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (h) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (i) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (j) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (k) ensure safe Work Method Statements are written for high-risk tasks;
- (l) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years; and
- (m) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) supply, install and remove all appropriate sound and lighting equipment for the four (4) stages and one (1) platform including all fixtures, control systems, racks, cabling, accessories and consumables as outlined in the List of Equipment for Sound and Lighting;
- (b) ensure that all cables utilised are safety tagged and data certified;
- (c) supply all the necessary lifting equipment on site with a certified operators;
- (d) ensure the sound check is completed by 12:00 noon on Day One of the Festival; and
- (e) supply and install one (1) easy setup gazebo to be used as a sound boot for the platform.

The Festival Event Manager or their nominated delegate will:

- (a) provide a 3m x 3m sound boot marquee for each Akuna Street and Petrie Plaza stages;
and
- (b) provide a 6m x 3m sound boot marquee for Garema Place stage.

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NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

Dedicated security will be provided by OMATSIA to every stage when Contractor staffs are not present on that stage. The security guard will not leave the stage at any time during their shift unless replaced by another guard at that time. All stages will have an individual guard.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

List of Equipment Sound and Lighting

Garema Place Stage

FOH Audio and Control

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 IRU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics -- Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aerials
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

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Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Strobes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage**FOH Audio and Control**

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker
1 Subwoofer

Stage Equipment

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer
1 32 Channel, 6 Returns 45m
1 Stage Fold-back Packer
1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console
24 Par 64 Cans
4 Moving Lights
6 4 Way Blinders

Ainslie Place Stage**FOH Audio and Control**

1 -Midas Mixing Console 40 Mono & 8 Stereo Ch
1 FX Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Lexicon Reverb Unit
1 TC Electronic multitap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

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8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Peitre Plaza Platform

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FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline -- To be based at Garema Stage

Drums, Percussion

1 Pear Masters Custom drum Kit

Bass

1 -ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables
DJ Turntables.
2 Pioneer CDJ1000 CD Player
1 Pioneer DJM800 DJ Mixer

Media Call

FOH Audio and Control

1 24 Mono 4 Stereo)
1 Effects Rack
6 Stereo Comp/Gate
1 Stereo Digital Graphic Eq
1 CD Player
2 Reverb Unit
2 Loudspeakers
2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge
1 Lectum with mic and light connectors
1 Power Amplifiers
1 Stage Fold-back Packer
1 Band Microphone Kit
1 Signal Power Packer
1 -24 Channel, 4 Returns 40m

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STATEMENT OF REQUIREMENTS

GENERATORS AND ELECTRICAL SERVICES

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OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Generators and Electrical Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- 485
- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;—
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number;
 - (e) be required to join the Festivals UHF radio system and be in radio contact at all times throughout the Festival. The successful Contractor must provide their own UHF radio system and will be responsible for maintenance, battery replacement and keeping batteries charged at all times;
 - (f) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (g) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
 - (h) have regular on site meetings with the Festival Event Manager or their nominated delegate;
 - (i) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (j) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (k) ensure safe Work Method Statements are written for high-risk tasks;
 - (l) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years; and
 - (m) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is:

- (a) supply, install and remove all appropriate Generators and Electrical Services/Equipment as outlined in the List of Generators and Lighting;
- (b) to include fuel and diesel charges as part of their tendered price;
- (c) provide a final footprint of Generators and wiring map no later than 60 days prior to the commencement of the Festival;
- (d) ensure that all cables utilised are safety tagged and data certified;
- (e) supply all the necessary lifting equipment on site with a certified operators;
- (f) supply an additional set of keys to the generators on the Bump In date to the Festival Event Manager; and
- (g) ongoing technical support throughout the Festival.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

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NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Contractor by law (e.g. worker's compensation) or under the contract, the successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

List of Equipment Generator and Electrical Services

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Electrical Service Requirements	
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.	
Supply and install adequate power from generator to 4 x main stages and 1 Platform	
Connection of light fixture in each stall.	
Electrical setup in and around the footprint during the week prior to the Festival	
4 x electricians on call Day 1 of the Festival 12pm - 2am	
6 x electricians on call Day 2 of the Festival 6am - 12pm	
4 x electricians on call Day 3 of the Festival 6am - 7pm	
Emergency electrical services during Festival	
Review of stall holders to review compliance with electrical safety	
Inspect appliances for review during the event and maintain electrical safety	

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 – 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 – 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available – 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power lock cable length
5m
10m
20m
30m
50m

Currently allowed for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches
- 35 x 32 amp 30m leads
- 150 x 5 channel cable covers

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STATEMENT OF REQUIREMENT-

PORTABLE TOILETS-OPERATION ROOM AND PARENT ROOM

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Portable Toilets, an Operation room and a Parent room to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- 480
- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number;
 - (e) be required to join the Festivals UHF radio system and be in radio contact at all times throughout the Festival. The successful Contractor must provide their own UHF radio system and will be responsible for maintenance, battery replacement and keeping batteries charged at all times;
 - (f) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (g) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
 - (h) have regular on site meetings with the Festival Event Manager or their nominated delegate;
 - (i) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (j) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (k) ensure safe Work Method Statements are written for high-risk tasks;
 - (l) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years; and
 - (m) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) supply, install and remove 10 Female, 10 Male and 2 Disabled toilets for the Festival which includes all fixtures, accessories and consumables;
- (b) supply appropriately trained personnel to install, maintain and operate toilets and wash rooms during the Festival (according to the agreed schedule);
- (c) supply twenty (20) suitable Kros Urinals with appropriate 2.1 meter fencing around it;
- (d) supply twenty (20) portable female and five (5) portable Male Fresh Flash toilets, which are individual stand free units;
- (e) supply of all safety equipment required to complete the task;
- (f) supply personnel during the Festival opening hours, to check and, suitably maintain and if necessary, empty toilets, receptacles and bins and clean toilets, hand basins and floors throughout the Festival sites;
- (g) supply toilet paper and paper hand towels daily during the Festival;

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- (h) remove and appropriately dispose of all waste in accordance with the agreed program schedule, the Waste Minimisation Act 2001 and *Hazardous Waste Regulations Act 1989*;
 - (i) cover all transport costs associated with equipment and crew to and from the Festival venues;
 - (j) provide on-going support for the duration of the Festival;
 - (k) remove daily both general and sanitary collected waste;
 - (l) empty; and clean all toilet and wash basin bins and receptacles daily;
 - (m) provide one (1) air-conditioned- 6m x 3m parent room throughout the Festival with twenty (20) chairs two (2) tables;
 - (n) provide one (1) air-conditioned- 6m x 3m Operational room throughout the Festival with twenty (20) chairs two (2) tables;
 - (o) provide two (2) change tables for the Parent Room with a Microwave oven;
 - (p) provide four (4) disabled fresh flush toilet units;
 - (q) provide appropriate signage across the footprint for Male, Female, Kros Urinal and Disabled toilets;
 - (r) provide one (1) 3m x 6m air-conditioned Operation Room to be located in a central area of the footprint;
 - (s) provide additional services outside of agreed schedule if required;
 - (t) remove all toilet and wash basin bins and receptacles during Bump Out of the Festival; and
 - (u) provide ongoing technical support throughout the Festival as needed.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and

- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

EVENT SITES

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Garema Place:

Ten Single Toilets & One Disabled unit

Services to be completed on site at the following times:

1st Day of Festival - approx 9pm

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Ainslie Place:

Ten Single Toilets, One Disabled & One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Corner Petrie Plaza & London Circuit

Ten Single Toilets, One Disabled & and One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Kros Urinal: (Locations will be discussed no later than 10 working days prior to the Festival)

20 Single units across the footprint

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

One 3X6 Air Conditioned Operational Room including required chairs and tables.

One 3X6 Air Conditioned Parent Room including specifications.

STATEMENT OF REQUIREMENT**SECURITY SERVICES****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to provide Security Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number;
 - (e) be required to join the Festivals UHF radio system and be in radio contact at all times throughout the Festival. The successful Contractor must provide their own UHF radio system and will be responsible for maintenance, battery replacement and keeping batteries charged at all times;
 - (f) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (g) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
 - (h) have regular on site meetings with the Festival Event Manager or their nominated delegate;
 - (i) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (j) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (k) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (l) ensure safe Work Method Statements are written for high-risk tasks; and
 - (m) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) provide fully briefed Security personnel for each Festival event with information provided by the Festival Event Manager or their nominated delegate;
- (b) ensure security personnel carry communication equipment in order to call for support/backup including Police, Ambulance and Fire Brigade;
- (c) ensure that security personnel are aware of, and use the current procedures in accordance with the *Security Industry ACT 2003* and *Security Industry Regulation 2003*;
- (d) provide services throughout the duration of the Festival and where requested during Bump In and Bump Out in accordance with agreed schedules; including
 - (i) the provision of security services on the setup date and opening program of the Festival and dates to be advised;
 - (ii) provide security services for overnight events and structure protection;
- (e) provide personal protections during high demand and VIP shows as requested;

- (f) ensure all guards hold a current employee licence;
- (g) ensure that if any personnel are required to guard with a firearm, the person must hold an appropriate ACT firearms licence;
- (h) ensure all personnel are fully qualified for the role and responsibilities they are undertaking;
- (i) have their own communication radio system separate to the Festival's radio network;
- (j) have back up staff in place to cover staff breaks; and
- (k) have an experienced supervisor to oversee the guards performance and punctuality.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

SECURITY SERVICES SCHEDULE

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump In – Festival Setup Period					
Monday - 4 days before Festival commences	8pm – 8am	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 3 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 2 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 1 day before Festival commences		2	24	Overnight Event/Structures protection	Total Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday – Day 1 of Festival					
Bump In – Festival Setup Period	8am - 4pm	2	16	Roving - Crowd Control	Festival Footprint 2 x Roving
Festival Begins – Opening Program 5pm to Midnight Event Shutdown 12.00am – 1am	4pm- 1am	4	36	Footprint Set up : [remove unauthorised vehicles] 4pm to 5pm Monitor Event: Crowd Control, Responsible Serving of Alcohol etc. Event Shutdown 12.00am – 1am	Garema Stage - 1 x Static Festival Footprint - 3 x Roving
		1	9	Entrance & Room Control	Performers Change Room

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday Night/Saturday Morning					
Overnight	8pm-Friday to 8am Saturday	4	48	Overnight Event/Structures protection	Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving
	4pm-Friday to 8am Saturday	2	16	Overnight Event/Structures protection	Garema Stage 1x Static

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday – 2nd Day of Festival					
Festival Day Program 11 am to 6pm	10am - 6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 2 x Roving

		1	8	Change Room Entrance & Room Control	Performers Change Room

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night – 2nd Day of Festival					
Night Program 6pm – Midnight Event shutdown Midnight – 1am	6pm-1am	6	42	Monitor Event: Crowd Control, Responsible Serving of Alcohol etc.	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 4 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night/Sunday Morning					
Overnight	1am-8am	5	35	Overnight Event/Structures protection	Garema Stage 1 x Static Petrie Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Morning – 3rd Day of Festival					
Festival Day Program 11 am to 5pm Event Shutdown 5pm – 6pm	10am - 6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Night/Monday Morning					
Overnight	6pm-8am	3	42	Overnight Event/Structures protection	Festival Footprint 3 x Roving

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump Out – Festival Packup Period					
Monday - 1 day after Festival closes	8pm – 8am Nightly	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 2 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 3 day after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 4 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1x Roving

OTHER SERVICES

A Senior Guide or Manager will be required to attend:

- Risk and Emergency Planning Sessions
- Attend Site inspection, Bump In and Command Centre Induction Sessions.

ATTACHMENT E

STATEMENT OF REQUIREMENT

WASTE MANAGEMENT SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Waste Management Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Event Sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) be required to join the Festivals UHF radio system and be in radio contact at all times throughout the Festival. The successful Contractor must provide their own UHF radio system and will be responsible for maintenance, battery replacement and keeping batteries charged at all times;
- (f) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (g) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (h) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (i) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (j) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (k) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years; and
- (l) ensure safe Work Method Statements are written for high-risk tasks; and
- (m) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is to:

- (a) provide, maintain and place bulk waste storage facilities (skip bins) for use during pre-event Bump In, the Festival and post event Bump Out. The quantity to be discussed and agreed in writing between the successful Contractor and the Festival Event Manager or their nominated delegate;
- (b) provide, maintain and place suitable 240 litre two-bin system for recycling and general garbage throughout the Festival sites;
- (c) report total tonnage for both recyclables and other waste disposed of from the Festival and include copies of dockets issued at waste and recycling facilities;
- (d) provide, maintain and place suitable receptacles for the storage and disposal of commingled recyclables, cardboard and waste to landfill;
- (e) provide, maintain and place large storage bins for wet waste including floral foam and plant material;

- (f) supply sufficient, suitable, high quality bin liners to service all of the relevant bins (black /green for waste to landfill and clear for recycling.);
- (g) supply personnel to place all bins in designated locations, remove bins to kerb ready for collection and return bins to designated locations after collection waste in accordance with the agreed program schedule;
- (h) supply personnel during Festival hours to check and, if necessary, empty bins and replace liners throughout the event site;
- (i) ensure provision for the Festival Event Manager or their nominated delegate to request an additional truck and human resources to assist where/when necessary;
- (j) remove and appropriate disposal of all waste in accordance with the agreed program schedule;
- (k) provide all the waste tipping dockets (receipts) to the Festival Event Manager or their nominated delegate no later than 15 working days after the Festival;
- (l) outline and implement an appropriate strategy and allocate specific areas on the foot print for oil waste collections. A large amount of oil is collected during the Festival and stall holders need central locations within the footprint for the collection of oil waste. The Successful Contractor should provide this strategy to the Festival Event Manager or their nominated delegate seven (7) days prior to Bump-In;
- (m) take responsibility for overnight security of all equipment;
- (n) be mindful of area of influence (associated with entrance and exit points of the footprint and making sure waste collection services is implemented in those areas);
- (o) make sure all the marquees are cleaned prior to new stall holders Bump in each day of the Festival no later than 5:00 am in the morning. This is only applicable where a change of stall-holder has occurred overnight. Bump-in for new stall holders is 6.00am. The numbers vary each year. As an indication only, 30- 40 stalls may need cleaning overnight on completion of Day 1 of the Festival and overnight on completion of Day 2 of the Festival 100 – 120 stalls may need cleaning. Seven days prior to the Bump In final numbers will be provided;
- (p) provide additional services and ongoing site checks especially during the peak period, which is usually Day 2 of the Festival between 5:00pm to 11:00 pm;
- (q) ensure that all personnel undertaking services throughout the Festival be equipped with the appropriate tools, equipment and protective gear to undertake assigned tasks;
- (r) Bump out no later than 5:00 am Monday the day after the Festival;
- (s) participate in the pre cleaning inspection sessions as requested by the Festival Event Manager or their nominated delegate;
- (t) making sure all the waste management compounds are safely structured and liaise with emergency services and traffic controllers on regular bases and as required during the Festival; and
- (u) provide ongoing technical support throughout the event.

The Festival Event Manager or their nominated delegate will:

- (a) supply a 3m x 3m stall for each ten (10) marquees as a central waste collection area for the stall holders (each stall will contains two (2) general bins and three (3) recycling bins provided by the waste management contractor); and

- (b) provide a list of all the stall holders commencements dates no later than seven (7) working days prior to the event.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

SOCIAL PROCUREMENT

The ACT Government uses social procurement to generate positive social outcomes in addition to the efficient delivery of goods and services. Social procurement helps to build stronger communities by generating employment opportunities and promoting social inclusion to bring positive improvements to people's lives.

This can be done in a number of ways: head contractors may directly engage people from groups experiencing disadvantage such as:

- (a) employment of people from disadvantaged groups (people with mental illness or disabilities);
- (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);
- (c) employment of people who have been unemployed long term;
- (d) people from culturally and linguistically diverse backgrounds; and
- (e) a description of any other social outcomes not already detailed.

Tenders will be assessed on the social benefit outcomes they will support in addition to the primary deliverables outlined in the Request for Tender. This criteria will be evaluated in terms of the Tenderers ability to provide the Territory with the best social outcomes

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

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WASTE MANAGEMENT SERVICES

Type of Bin	Qty	Bin Delivery Date	Delivery Location
General 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
Recycle 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
1100L Roll top skip bins	80 (approx)	To be advised	In specified waste Marquees (Back Of House)
Skip 1 - large	1 or 2	To be advised	Waste Compound 1
Skip 2 - large	1 or 2	To be advised	Waste Compound 2
Clean all marquees and the general area in and around Garema Place from Midnight.		1 st Day of Festival	
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.		2 nd Day of Festival	
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm		3 rd Day of Festival	
Provision of the appropriate garbage bags/bin liners to service all of the above to be supplied by Contractor.			

ATTACHMENT F**STATEMENT OF REQUIREMENT-
TRAFFIC MANAGEMENT SERVICES****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Traffic Management Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) be required to join the Festivals UHF radio system and be in radio contact at all times throughout the Festival. The successful Contractor must provide their own UHF radio system and will be responsible for maintenance, battery replacement and keeping batteries charged at all times;
- (f) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (g) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (h) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (i) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (j) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (k) ensure safe Work Method Statements are written for high-risk tasks; and
- (l) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply trained and licensed personnel to manage traffic control during the Festival. This includes securing road closures using barriers, directing vehicles to minimise traffic disruption and, if required, the daily placement and removal of traffic diversion cones in all areas;
- (b) managing the traffic lights conditions/appearance during the road closure periods;
- (c) liaise with Road ACT prior to the Festival;
- (d) inform the ACT residents of all traffic condition changes via local media no later than ten (10) days prior to the Festival;
- (e) provide and erect electronic signage seven (7) days before the Festival on all major arterials around the Civic area;

- (f) provide a written letter to all the business and residence in the affected areas informing them of the temporary changes of traffic conditions;
- (g) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises;
- (h) supply sufficient and experienced personnel with high level of customer service skills during the Festival;
- (i) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (j) allow the Territory to request additional human resources to assist where necessary;
- (k) meet with the Festival Event Manager or their delegate prior to the commencement of Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager or their delegate;
- (l) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (m) provide the Festival Event Manager or their nominated delegate at least two (2) after-hours point of contacts;
- (n) from time to time consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (o) act in good faith to maintain standards of customer service and comply with all relevant health and safety Traffic management practices and legislation;
- (p) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (q) have an internal Radio communication system in place which is to be available to the traffic controllers while they are on duty;
- (r) to communicate with the Festival Event Manager or their nominated delegate through the Territory's internal communication radio;
- (s) provide three (3) Variable Message Signs (VMS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate two (2) weeks before the Bump In date;
- (t) provide ten (10) Road Advisory signs (RAS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate one (1) week before the Bump In date; and
- (u) provide ongoing technical support throughout the Festival.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT G**STATEMENT OF REQUIREMENTS****PROVISION OF MARQUEES AND CHANGE ROOMS****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Marquees and Change Rooms to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) be required to join the Festivals UHF radio system and be in radio contact at all times throughout the Festival. The successful Contractor must provide their own UHF radio system and will be responsible for maintenance, battery replacement and keeping batteries charged at all times;
- (f) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (g) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (h) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (i) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (j) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (k) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (l) ensure safe Work Method Statements are written for high-risk tasks; and
- (m) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply up to 350 marquees during the event including sound booths, these marquees should be colourful to reflect the celebrity nature of the Festival;
- (b) provide to the Festival Event Manager or their delegate, an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;

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- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the event;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around groups of marquees as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the marquees should pose minimum disruption to city traders and take into account the safety of the public
- (q) effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to the original condition;
- (t) provide One (1) 3m x 6m marquee to be used as sound booth in Garema Place;
- (u) provide three (3) 3m x 3m marquees to be used as sound booths for other three (3) remaining stages;
- (v) ensure all forklift operators hold current appropriate licensing;
- (w) all staff working on footprint during Bump In & Bump Out must be aware of pedestrians in the area;
- (x) ensure the final Bump Out day must be on or before 6:00 am on the date to be advised;
- (y) work closely with all the stakeholders in particular on site electricians and sound and lighting providers;
- (z) provide a 6m x 3m change room for each five (5) stages in the agreed location with the Festival Event Manager or their nominated delegate;
- (aa) provide a 6m x 3m marquee for emergency services in the agreed location with the Festival Event Manager or their nominated delegate; and
- (bb) attend planning meetings and the final event debrief session as required.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim;
- (b) Comprehensive Motor Vehicle and plant and equipment insurances; and
- (c) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT H**STATEMENT OF REQUIREMENT****STAGES AND PLATFORMS****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Stages and Platforms to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, Ainslie Place, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number;
- (e) be required to join the Festivals UHF radio system and be in radio contact at all times throughout the Festival. The successful Contractor must provide their own UHF radio system and will be responsible for maintenance, battery replacement and keeping batteries charged at all times;
- (f) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (g) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (h) have regular on site meetings with the Festival Event Manager or their nominated delegate;
- (i) provide a comprehensive training register to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (j) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (k) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (l) ensure safe Work Method Statements are written for high-risk tasks; and
- (m) hold the current Australian Industrial Relations Certificate.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply four (4) stages and one (1) platform with appropriate stage covers;
- (b) provide to the Festival Event Manager or their delegate an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;

- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the Festival;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around the stages as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the stages should pose minimum disruption to city traders and take into account the safety of the public
- (q) provide and implement an effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to original condition; and
- (t) to attend planning meetings and the final event debrief session as required.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

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INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

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STAGE REQUIREMENTS AND SITE INFORMATION

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday – From Festival Shutdown
Petrie & London Platform	6 x 4 meters	Friday Morning – Day of Festival from 8am. Festival Opens 4.00pm	Sunday – From Festival Shutdown – no earlier than 6pm

Risk Criteria

ATTACHMENT I



ACT Government Risk Matrix

					Frequency				
					Matrix	1	2	3	4
Likelihood	Almost Certain	Is expected to occur in most	Once a quarter or more	>1 in 10	5	Medium	High	High	High
	Likely	Will probably occur	Once a year or more	1 in 10 - 100	4	Medium	Medium	High	High
	Possible	Might occur at some time in the future	Once every 1 - 5 years	1 in 100 - 1,000	3	Low	Medium	Medium	High
	Unlikely	Could occur but doubtful	Once every 5 - 20 years	1 in 1,000 - 10,000	2	Low	Medium	Medium	High
	Rare	May occur but only in exceptional circumstances	Once every 20 - 100 years	1 in 10,000 - 100,000	1	Low	Low	Medium	Medium

Risk Control Effectiveness

Control Effectiveness	Guide
Adequate	Nothing more to be done except review and monitor the existing controls. Controls are well designed for the risk, are largely preventative and address the root causes and Management believes that they are effective.
Room for improvement	Most Controls are designed correctly and are in place and effective however there are some controls that are either not correctly designed or are not very effective. There may be an over-reliance on reactive controls. Some more work to be done to improve operating.
Inadequate	Significant control gaps or no credible control. Either controls do not treat root causes or they do not operate effectively. Controls if they exist are just reactive. Management has no confidence that any degree of control is being achieved due to poor control design and/or very limited operational effectiveness.

Priority For Attention

Priority	Suggested Timing of Treatment	Authority for controlled tolerance of risk
High	Short term - normally within one month Detailed action plan required	Director-General
Medium	Medium Term - normally within three months Needs senior management attention	Senior Executive
Low	Normally within 1 year Specify management responsibility	Managers
	Ongoing control as part of a management system. Manage by routine procedures	All Staff

Priority for Attention - Action

Every care should be taken to act as soon as possible to implement risk control measures where ever possible or to take action to fix the problem. **Extreme Risks and High Risks especially where the risk relates to people & personal injury** require us to act immediately to take steps to fix the problem.

** The suggested timing of treatment does not mean that immediate action ought not be taken or that the timing can not be completed sooner than suggested.

Notes:
When identifying, analysing and rating risk consideration should be given, but not necessarily limited to, the attached categories of risk and the suggested examples of frequency and consequences.

Risk Register Plan

2014-16 National Multicultural Festival

Risk Register part 1 – risk identification

Risk Reference	<u>The Risk:</u>	<u>Source</u>	<u>Impact /Outcome</u>	Risk Owner – the officer responsible for managing the risk
	What can happen? A description of the risk	How can this happen? Drivers to the risk Contributor or source of the risk	What will be the outcome or effect, if what can happen does happen? Impact on the business objectives Impact from the event happening Consequence	
1	There is an over expenditure on the National Multicultural Festival	- Stallholders do not pay fees; - Additional infrastructures/ equipment required on the day of the event; - Increasing fees by infrastructure providers; - Significant sponsorship is not secured; and - Damage to hired equipment.	- Reputation damage; - Media and political impact; - Less Community engagement; - Negative audit response; and - Downturn in participation and attendance	Director of OMATSIA
2	Entertainers who are not receiving immediate payment withdraw from the program	- Not enough staff; - Finance team have not been given a sufficient realistic timeframe to complete the payments; and - Not having a signed agreement in place.	- Negative media coverage; - Losing the ACT Community interest; and - Increasing the cost of marketing and program amendments	Festival Event Manager or their nominated delegate
3	Safety issues for the public members and , residences of the area due to minimal access by emergency services during the event	- Footprint does not allow adequate exits and access points to the area; and - Building big structures with not enough spaces in between	- Injury to people; and - Negative community impact.	Senior Manager OMATSIA
4	Electrical failure due to inclement weather	- Extreme weather condition eg, storm , rain - Cables are not correctly typed and tagged; and - Generators not appropriately places	- Cancellation or postponing the event - Negative publicity; and - Possible injury to member of the public	Festival Event Manager or their nominated delegate

5	Injury to public, performers and stall holders	• Unsafe structure and staging setup; • Not engaging qualified contractors; • Not complying with W,H&S requirements; • Not having a stage manager; • Not knowing the performance requirement in term of required performance space; and • No briefing sessions for performers	• Injury to people; and • Negative community impact. • Reputation damage; • Media and political impact; • Less Community engagement; • Downturn in participation and attendance	Stage manager ; Program Coordinator; Contractors; and Performers.
6	Alcohol related injury	• Stallholders selling alcohol without appropriate licensing; • Selling alcohols to underage participants; and • No limitation and alcohol policy in place.	• Unsafe environment for the families and kids; • Media attention; and • Injury to the member of the public	Festival Event Manager or their nominated delegate; Stallholders
7	Food poisoning	• Stallholder not following food safety regulations; • No supervision on how the food gets stored and served; • Losing power from generators for a long period of time during the event; • No refrigerators; and • No hygienic policy	• Serious illness to participants; • Damage the event reputation; • Financial impacts on stallholders and long-term negative impact on the event; and • Event facing restrictions by health agencies.	Festival Event Manager or their nominated delegate; Stallholders
8	Conflict with businesses in the footprint area	• Business entries and views are being blocked by Marquees and stages; and • Possible damages to their properties	• Delay in installing infrastructure; • Delay in delivering the program; and • Negative impact on governments reputation	Festival Event Manager or their nominated delegate; Contractors
9	Delays or breach of probity in Procurement process	• Not enough staff to undertake the procurement process; • Failure to engage subject matter experts in procurement process ; and • Tender not advertised in time.	• Not having an appropriate service provider; • Poor service delivery ; • Media and political attention; • Engaging the contractors without pursuing with value for money policy; and • Delay in service delivery	Festival Event Manager or their nominated delegate; Contracts and Grants unit; Shared Services Procurement
10	Conflict with residents in the footprint area	• The access are being blocked by Marquees and stages; and • Possible damages to their properties/ cars; • Delay to access emergency services; and • Noise level;	• Delay in installing infrastructure; • Delay in delivering the program; and • Negative impact on governments reputation	Stage manager ; Festival Event Manager or their nominated delegate; Contractors; and Performers.

11	Failure to build and pack up the infrastructure on time	• Extreme weather conditions; • Infrastructure not available; and • Contract not in place.	• Postponement and cancellation of the event; and • Damage the event reputation.	Festival Event Manager or their nominated delegate; Contractors;
12	Ineffective implementation of temporary traffic measures	• Temporary traffic measures is not implemented effectively; • Not having a clear communications with road ACT; • Not enough traffic controller in place; • Poor signage; and • No public notice in place prior to the event.	• Decreasing satisfaction level; • Reputation damage; and • Possible injury and accidents to member of the public.	Festival Event Manager or their nominated delegate; Road ACT; Traffic Controllers

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Conseq.	Inherent Risk Rating				Consequence	Likelihood of Conseq.	Residual Risk Rating		
1	- All infrastructure requirements will be identified prior to the event to engage the suitable Contractor; and - All stall holders and Contractors are required to hold a Public Liability based on the level of service they provide .	Moderate	Possible	Medium	Room for Improvement	- Stallholders to pay the fees prior to stall allocations based on the size and number of marquees they require; - All stallholders to provide proof of public liability to Festival Event Manager; - Early sponsorship agreements in place; and - All additional infrastructures will be discussed with the Festival Event Manager and Director of OMATSIA prior to advertising the tender.	OMATSIA Director	Minor	Possible	Medium	Adequate	Regular meetings with Finance team. Regular communication with stallholders and Contractors.
2	- Processing Entertainment applications and payments of 50% prior to the events; and - Liaise with Contracts and Grants Unit on regular bases	Major	Possible	High	Room for Improvement	- Inform the public and participants of the deadlines and closing dates ; - Have regular meetings with Contracts and Grants Unit; - Establish process for payments and indicative timelines. - Communicate regularly with Entertainers.	Festival Event Manager	Moderate	Unlikely	Medium	Adequate	Weekly meetings and reporting to the Festival Director.

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Conseq.	Inherent Risk Rating				Consequence	Likelihood of Conseq.	Residual Risk Rating		
4	- Liaise with Electricians and Generators suppliers prior to the event and provide them the final footprint; - Identifying the generator locations prior to Bump In date; and - Undertake comprehensive check on all connections and cables by safety officers and electricians on a regular basis.	Moderate	Possible	Medium	Adequate							
5	- Performers/Stall Holders to identify requirements and final numbers on their application; - Backup stage managers scheduled ; - Infrastructures to be checked making sure all safety elements have been taken into account; and - Information sessions prior to the event.	Major	Possible	High	Room for Improvement	- Appropriate signage in the change rooms and entries of each stage; - Pre briefing of all stallholders and safety information provided; - Stage managers to be briefed about safety issues and concerns; Liaise with sound and lighting service contractor to ensure staff rostering and scheduling is appropriate; and - First aid facilities in place.	Festival Event Manager	Moderate	Unlikely	Medium	Adequate	Festival Event Manager to undertake regular checks and sign off sheet in place for each visit.

6	- All stallholders must hold temporary alcohol licences; and - Regular monitoring by ACT police and Festival Event Managers;	Major	Likely	High	In adequate	- Appropriate signage in each stall selling alcohol; - Promote ID requirement culture; - Information sessions; and - Public awareness through public and social medias;	Festival Event Manager	Moderate	Likely	High	Room for Improvement	Regular stall checks; Undercover inspectors; Action to be taken as soon as issues in find. Liaise with ACT police during the event.
7	- Regular checks by ACT Health during the event; - Stall holders are required to hold food licensing; - Supply adequate power and space by the Festival offices to have cool rooms in place; and - Information sessions.	Major	Likely	High	Room for Improvement	- Compulsory courses for stallholders on food hygiene and handling; and - Quality checks.	Festival Event Manager	Moderate	Possible	Medium	Adequate	Liaise with ACT health officers on site; Prompt actions to be taken; Place a signing sheet for each stall after each visit is done by ACT heath.
8	- Public notices in place prior to the event; - Delivering a letter informing them of the footprint; and - Liaise with Canberra Centre management on regular basis.	Moderate	Possible	Medium	Adequate							
9	- Seeking advice from Contracts and Grants Unit and Shared Services procurement; - Seek advice from Government Solicitor Office	Minor	Unlikely	Medium	Adequate							
10	- Provide residents with useful information that will assist during the Festival such as emergency points and how to access; - Insuring the residences of the area can continue their day to day access to their buildings; - A letter is to issued and mailed out to all residences; - Provide after hour contacts; and - Provide them with a program lists and schedules.	Major	Likely	High	Room for Improvement	- All the stakeholders be informed and mindful of the residences rights and clarify each parties responsibilities while the events is happening; - Waste Management activities be completed before midnight; and - ACT Government parking and access permits to be issued.	Festival Event Manager	Minor	Possible	Medium	Adequate	Record all the Correspondence. Undertake a residence in a satisfactory survey.

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk	Risk rating following additional risk controls			Control Effectiveness Rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood	Inherent				Consequence	Likelihood	Residual		
11	• Liaise with the contractors and seek their alternative and backup options; • Contractual terms and conditions outline dates/times required for Bump In and Bump Out • Contractor to take the liability of delivery and pack-up.	Moderate	Possible	Medium	Adequate							
12	• Liaise with Road ACT and provide them with a foot print; • Safety logistics officers to identify the signs needed during the Festival; and • Licensed traffic controllers in Place.	Minor	Likely	Medium	Adequate							

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EVALUATION PLAN

1. EVALUATION PLAN

AIM

This Evaluation Plan details the project timetable, the evaluation methodology and evaluation criteria by which offers received will be evaluated. The Request for Tender or other documents will include the evaluation criteria and methodology as set out here unless otherwise agreed by the delegate.

2. EVALUATION TEAM

The Evaluation Team has been formed to evaluate the Tender for the project. All members of the Evaluation Team are aware of their responsibilities, the need to demonstrate impartiality and equity to all Tenderers.

ROLE

Position	Name	Title	Directorate
Chair	Jancye Winter	Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival	Community Services Directorate
Member	Brent Fitzsimmons	Manager, Community Facilities Asset Maintenance Branch	Community Services Directorate
Member	Damian Howe	A/Assistant Manager Property Management Asset Maintenance Branch	Community Services Directorate

The Evaluation Team will be responsible for:

- a) maintaining probity;
- b) evaluating the Tender in accordance with the criteria and methodology;
- c) documenting the evaluation process;
- d) preparing an evaluation report;
- e) seeking Director General or Delegate approval to proceed with a contract with the preferred Tenderer; and
- f) debriefing unsuccessful Tenderers.

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3. SPECIALIST ADVICE AND SUPPORT

The Evaluation Team may, as required, utilise specialist advice to assist in the evaluation process. The areas of expertise may include:

- a) technical analysis;
- b) Probity; and
- c) legal issues (Government Solicitors Office).

4. LATE TENDERS

Tenders lodged after the closing time and date will be opened and registered separately. Late tenders and incomplete tenders may be admitted to evaluation at the absolute discretion of the Territory. In deciding whether to admit a late Tender for evaluation, the Territory may take into account any factors it considers relevant, including without limitation:

- a) whether the late Tender is likely to have had an opportunity to obtain some unfair advantage from late tender;
- b) how late the Tender is, the reasons given for lateness and evidence available;
- c) whether the Tender was mishandled by the Territory, by an official postal service or by a reputable delivery service; and
- d) evidence of unfair practices.

5. ASSESSMENT CRITERIA

ASSESSMENT

5.1 Value for Money

In evaluating Tenders the Territory has as its objective the attainment of best value for money and not necessarily the lowest price. Apart from conformity with the requirements of this RFT, the Territory will evaluate Tenders in accordance with the criteria outlined below.

5.2 Nominating Goods/Services

Tenderers are to nominate which of the following services they are tendering for by completing the Nomination for Tendering of Services form.

- 1. Provision of Sound and Lighting;
- 2. Provision of Generators and electrical services;
- 3. Provision of Marquees And Change Rooms;
- 4. Supply and install appropriate staging and platforms;
- 5. Security Services;
- 6. Traffic Management Services;
- 7. Portable Toilets; and
- 8. Waste Management Services.

Note: Assessable Criteria are to be completed for each category of service tendered.

5.3 Weighted Criteria

ASSESSABLE CRITERIA		Weighting %
Tenderers are to detail and provide evidence against the following:		
Service Delivery Model		40%
1. Tenderers are to outline their proposed service delivery model which details:		20
(a) their understanding of the principles and practice of the public events and its potential to achieve the best outcomes for the Festival; and		
(b) the proposed methodology to deliver the Services, the implementation plan and key milestones indicating dates for service commencement and a proposed schedule for Bump In and Bump Out.		
2. Tenderers are to detail the Risk Management Strategy for service establishment and delivery.		10
3. Tenderers to detail how they will meet the Festival deadlines.		10
Social Procurement		10%
4. Tenders are to outline how they address the following elements of social procurement and community benefits outcomes they will support. Examples include:		
(a) employment of people from disadvantaged groups (people with mental illness or disabilities);		
(b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);		
(c) employment of people who have been unemployed long term;		
(d) people from culturally and linguistically diverse backgrounds; and		
(e) a description of any other social outcomes not already detailed.		
5. This criteria will be evaluated in terms of the Tenderers ability to provide the Territory with the best social outcomes		
Personnel		20%
Tenderers are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.		

Experience in undertaking major events. Tenderers are to outline the experience of thier company in undertaking major events.	20%
Warranties with all required Legislation and Regulations Tenderers are to provide copies of all their license required for the services identified in this tender.	10%
Total	100 %

5.3 Non - Weighted Criteria

ASSESSABLE CRITERIA
1. Pricing Schedule Tenderers are to provide a detailed breakdown of costs to deliver the service within the allocated budget for each services.
2. Referees Tenderers are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Tenderer against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.

6. EVALUATION PROCESS

All Tenderers will be assessed using the methodology outlined below:

- a) Tenderers will be assessed for formal compliance with the requirements of the RFT.
- b) Assessment for formal compliance will include the following factors:
 - (i) receipt of Tender prior to the closing date and time;
 - (ii) compliance with the draft conditions of contract;
 - (iii) Tender of a completed Declaration by Tenderers;
 - (iv) a letter of Compliance from the Equal Opportunity for Women in the Workplace Agency if the Tenderer has been named as non-compliant under the *Equal Opportunity for Women in the Workplace Act 1999* (Cwlth) in the period twelve months prior to the closing date for Tenderers; if applicable; and.
- c) A Tenderer that is:
 - (i) at variance with or does not respond to or does not fully comply with any requirement of this RFT;
 - (ii) unable to meet the minimum standards of qualifications for personnel;
 - (iii) unable to meet the Insurance requirements; or
 - (iv) contains erasures or is illegible, may be deemed to be non-conforming.

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- d) The Territory may, in respect of a Tenderer that is nonconforming or which has been deemed by the Territory to be non-conforming:
 - (i) reject and not further consider the Tender;
 - (ii) ignore any non-conformance in the Tender; or
 - (iii) if possible without impacting on the probity of the procurement process allow the Tenderer to correct the non-conformance in the form of a Request for Clarification or Notice of Important Information.
 - e) The Assessable Criteria will be evaluated by individual evaluation team members and rated a score out of 10. The Evaluation Team will then meet and reach a consensus score for each tender. The Evaluation Team will discuss any discrepancies between the scores. If a consensus score cannot be agreed for a tender to a particular sub criterion, the individual scores will be averaged to determine the agreed score.
 - f) The agreed Evaluation Team scores will then be multiplied by the corresponding criteria weightings to obtain a weighted score against each sub criterion for each Tender. The individual weighted scores against each sub criterion will then be summed to obtain a total weighted score for each Tender.
 - g) The Chairperson of the Evaluation Team may standardise a series of questions relevant to the Statement of Requirements, which will be asked of nominated referees to verify information supplied by shortlisted Tenderers if required.
 - h) A financial analysis/viability check may be undertaken by a third party on one or more Tenderer(s) and a report included in the evaluation report.
 - i) A risk assessment of each Tender will be undertaken on any obtained referee reports and the financial analysis/viability check.
 - j) The initial weighted score of Tenderers may be adjusted to reflect risk and issues identified from referee reports or the financial analysis.
 - k) Pricing envelopes will be opened and the proposed pricing schedule will be documented in the evaluation report for consideration by the Delegate.
 - l) The total score will then be applied to the "Value for Money" model.
 - m) "To enable the VFM comparison to be made, the total weighted score for each Tender is divided into the price to determine the Tenderers value for money index.
 - n) The Evaluation Team will prepare an evaluation report identifying the preferred Tenderer for each Service, based on the overall best value for money and acceptable risk to the Territory.

7. EVALUATION REPORT

The Evaluation Team will prepare the following information for inclusion with the Evaluation Report;

- a) background to the process;
- b) the evaluation process, including comments and scores against each criterion;
- c) the order of preference of Tenderers;
- d) value for money;
- e) proposed methods for management of risks;
- f) identification of any issues which should be resolved by negotiation; and
- g) recommendations to the approving delegate.

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**8. POST TENDER
CLARIFICATIONS/PRESENTATIONS**

The Evaluation Team may seek in writing clarification of Tenderers received. All clarifications must be fully documented and appropriately filed. The Evaluation Team may request short listed Tenderers to make a presentation in support of their Tender. All results of the presentation will be fully documented and considered in the finalisation of the evaluation scoring process.

**9. LETTERS OF
DECLINE/DEBRIEFINGS**

Tenderers will be appraised of the outcome of the RFT process through letters of decline. Letters of decline will include the following information:

- a) a statement demonstrating the Territory's appreciation for the Tender received;
- b) a statement demonstrating the Territory's regret that they were unsuccessful on this occasion;
- c) advice of public notification on the "Contracts Register"; and.
- d) encouragement to submit offers in the future; and an offer to debrief.

Mitchell, Malcome

From: Hall, Caroline
Sent: Monday, 17 June 2013 11:23 AM
To: Mirenda, Emma
Cc: Ayoubi, Salar
Subject: FW: National Multicultural Festival
Attachments: Procurement Plan Minute- V7 29052013 SA.doc

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Emma

Attached is the final draft for the National Multicultural Festival. It is booked in this week for the Quality Procurement Committee CSD review.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Hall, Caroline
Sent: Friday, 14 June 2013 4:42 PM
To: Perrin, Kristie
Subject: FW: National Multicultural Festival

From: Hall, Caroline
Sent: Friday, 14 June 2013 2:28 PM
To: Ayoubi, Salar; Winter, Jancye
Subject: National Multicultural Festival

Jancye/Salar

Please find attached the final draft version of the National Multicultural Festival for your review. The only changes since the last version have been fixing up typographical errors and rewording the points raised in my email previously. Please review the Waste Management Services in particular where I have expanded some of the specifications to explain further in detail.

Unless I hear to the contrary I will send this on to Shared Services Procurement and the Quality Procurement Committee for their review and approval.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit

Community Services Directorate

Phone: (02) 6205 4655

Fax: (02) 6205 0940

Mobile: 0418 631 214

433

Mitchell, Malcome

Subject: FW: Quality Procurement Committee Meeting - National Multicultural Festival 2014-2016
Location: OCYFS L8 Meeting Room 2
Start: Wed 19/06/2013 11:30 AM
End: Wed 19/06/2013 12:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Perrin, Kristie

432

-----Original Appointment-----

From: Perrin, Kristie
Sent: Thursday, 13 June 2013 10:33 AM
To: Perrin, Kristie; Hubbard, Ian; Hall, Caroline; Moscaritolo, Alf; Winter, Jancye
Subject: Quality Procurement Committee Meeting - National Multicultural Festival 2014-2016
When: Wednesday, 19 June 2013 11:30 AM-12:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: OCYFS L8 Meeting Room 2

Good Afternoon

Please find attached the Procurement Plan for the National Multicultural Festival 2014-2016.

If you have any queries, please do not hesitate to contact me.

Regards
Kristie

Kristie Perrin
Manager
Contracts and Grant Unit
6205 0508
kristie.perrin@act.gov.au



Procurement Plan
Minute- V7 29...

Mitchell, Malcome

From: Hall, Caroline
Sent: Monday, 24 June 2013 4:58 PM
To: Winter, Jancye
Subject: RE: NMF procurement

431

I am hoping to get it to Alf and yourself tomorrow.

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

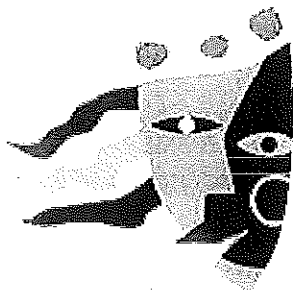
From: Winter, Jancye
Sent: Monday, 24 June 2013 2:15 PM
To: Hall, Caroline
Subject: NMF procurement

Hi Caroline

Nic has asked when I will receive the procurement plan for NMF? Can you please advise status.

Regards

Jancye Winter
Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival
Phone: +61 2 6205 3153
Email: Jancye.Winter@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
Multicultural
Festival
Canberra

Mitchell, Malcome

From: Hall, Caroline
Sent: Tuesday, 25 June 2013 11:08 AM
To: Winter, Jancye
Cc: Moscaritolo, Alf
Subject: RE: NMF Scope

430

Great, I will get the final changes made and send across to Alf for his signature. Once we have both signed I will send across to you for Nic's/Merediths signature.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Winter, Jancye
Sent: Tuesday, 25 June 2013 11:06 AM
To: Hall, Caroline
Cc: Moscaritolo, Alf
Subject: RE: NMF Scope

Hi Caroline

Looks good to me. No changes from my end.

)
Regards

Jancye Winter
Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival
Phone: +61 2 6205 3153
Email: Jancye.Winter@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
Multicultural
Festival
Canberra

429

From: Hall, Caroline
Sent: Tuesday, 25 June 2013 8:40 AM
To: Winter, Jancye
Cc: Moscaritolo, Alf
Subject: NMF Scope

Jancye

I have made most of the changes, I just need to reflect the scope throughout each of the services.

Could you please review below (in particular the highlighted which reflect the changes identified at the Quality Procurement Committee meeting.)

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries will be supplied. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations;
- (g) Be required to have their own radio system separate tot he Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply will all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing;
 - (q) provide ongoing associated support throughout the Festival as needed.
- 428

Caroline Hall

Senior Manager

Contracts and Grants Unit

Community Services Directorate

Phone: (02) 6205 4655

Fax: (02) 6205 0940

Mobile: 0418 631 214

Mitchell, Malcome

From: Hall, Caroline
Sent: Tuesday, 25 June 2013 3:17 PM
To: Moscaritolo, Alf
Cc: Mirenda, Emma; Ayoubi, Salar
Subject: National Multicultural Festival
Attachments: Procurement Plan Minute- V8.doc

427

Alf,
Thank you for attending the Quality Procurement Committee meeting last week. I have made the changes that we all agreed to at the meeting and attached the final draft Procurement Plan for your review. I think you were also going to look at some of the wording against the Threshold Criteria.

Please track any changes and return. I will then sign and return to you for signature.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

Mitchell, Malcome

From: Hall, Caroline
Sent: Wednesday, 26 June 2013 12:36 PM
To: Moscaritolo, Alf
Cc: Mirenda, Emma; Ayoubi, Salar
Subject: RE: National Multicultural Festival

426

Thanks Alf, I am happy with changes. I will sign and send back.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Moscaritolo, Alf
Sent: Wednesday, 26 June 2013 11:59 AM
To: Hall, Caroline
Cc: Mirenda, Emma; Ayoubi, Salar
Subject: RE: National Multicultural Festival

Hi Caroline,

Amended in track changes for ease of reference.

Cheers, Alf.

From: Moscaritolo, Alf
Sent: Wednesday, 26 June 2013 9:20 AM
To: Hall, Caroline
Cc: Mirenda, Emma; Ayoubi, Salar
Subject: RE: National Multicultural Festival

Thank you Caroline,

I'll have my amendment back to you later this morning.

Cheers, Alf.

From: Hall, Caroline
Sent: Tuesday, 25 June 2013 3:17 PM
To: Moscaritolo, Alf
Cc: Mirenda, Emma; Ayoubi, Salar
Subject: National Multicultural Festival

Alf,

Thank you for attending the Quality Procurement Committee meeting last week. I have made the changes that we all agreed to at the meeting and attached the final draft Procurement Plan for your review. I think you were also going to look at some of the wording against the Threshold Criteria.

425

Please track any changes and return. I will then sign and return to you for signature.

Regards

Caroline Hall

Senior Manager

Contracts and Grants Unit

Community Services Directorate

Phone: (02) 6205 4655

Fax: (02) 6205 0940

Mobile: 0418 631 214

Mitchell, Malcome

From: Hall, Caroline
Sent: Wednesday, 26 June 2013 12:49 PM
To: Moscaritolo, Alf
Subject: National Multicultural Festival
Attachments: 20130626123609381.pdf

Alf
I have signed the one page and returned it.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

-----Original Message-----

From: caroline [<mailto:caroline.hall@act.gov.au>]
Sent: Wednesday, 26 June 2013 12:36 PM
To: Hall, Caroline
Subject:

This E-mail was sent from "NCHB01L01P03" (Aficio MP C4000).

Scan Date: 26.06.2013 12:36:09 (+1000)

423

CONTRACTS AND GRANTS UNIT RECOMMENDATION			
Name	Caroline Hall	Phone Number	(02) 6205 4655
Position	Senior Manager Contracts and Grants Unit, Community Services Directorate		
Signature	<i>Caroline Hall</i>	Date	26/6/13

SHARED SERVICES PROCUREMENT RECOMMENDATION			
Project Officer		Signature and Date	
		Phone Number	
Manager		Signature and Date	
Director / Executive Director		Signature and Date	

AGENCY ENDORSEMENT			
Name	Nic Manikis	Phone Number	6205 0522
Position	Director- Office of Multicultural, Aboriginal and Torres Strait Islander Affairs		
Signature		Date	

DIRECTOR GENERAL/DELEGATE APPROVAL			
Name	Meredith Whitten		
Position	Executive Director- Policy and Organisational Services		
Statement	The Procurement Plan Minute and attachments are approved. I am satisfied that the value for money assessment will be undertaken against approved assessment criteria with regards to the value for money principles.		
Signature		Date	

Mitchell, Malcome

From: Hall, Caroline
Sent: Wednesday, 29 May 2013 1:45 PM
To: Davis, Moira
Subject: RE: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

422

Thanks Moira.
Just send the number direct to me as I am tweaking the typing.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Davis, Moira
Sent: Wednesday, 29 May 2013 1:35 PM
To: Hall, Caroline
Subject: RE: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

Hi Caroline,

Sorry about what happened however at this end we are trialling a new system and we thought there may be some hiccups.

I will arrange for an officer to provide Salar with an Oracle Tender number.

Next time to avoid this happening again could your officers send the request to the SSP mail box but also cc me in. This hopefully will avoid this happening again but if not please contact me.

Regards,

Moira

From: Hall, Caroline
Sent: Wednesday, 29 May 2013 1:04 PM
To: Davis, Moira; Moscaritolo, Alf
Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

Hi Moira/Alf

We are hitting a bit of a problem. When staff are seeking tenders numbers to put on the draft Procurement Plan and to reference on the monthly report, they are being advised that they will not be issued until the draft Procurement Plan has been sent to them. This causes us problems.

In saying that, the format of asking below is not suitable and staff usually and will be reminded that they are to provide:

Name of Project, Value of Project, Methodology, Project Officer and any relevant comments. 421

Regards

Caroline Hall

Senior Manager

Contracts and Grants Unit

Community Services Directorate

Phone: (02) 6205 4655

Fax: (02) 6205 0940

Mobile: 0418 631 214

From: Ayoubi, Salar

Sent: Wednesday, 29 May 2013 11:02 AM

To: Hall, Caroline

Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

FYI

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government

Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government

Community Services

From: Ayoubi, Salar

Sent: Monday, 20 May 2013 11:44 AM

To: Perrin, Kristie

Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

Hi Kristie, Please see below email in regards to Tender Number.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government

Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

420



ACT
Government
Community Services

From: Bolton, Ricky
Sent: Friday, 17 May 2013 4:43 PM
To: Ayoubi, Salar
Subject: RE: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

Salar

Has this been allocated to an SSP officer. If so, let me know and I'll pass this request on to that officer. If not, we would like to see the first draft before generating a under out of Oracle.

appy to discuss.

Regards

Ricky Bolton | Senior Procurement Officer
Phone: 02 6205 3957 | **Fax:** 02 6207 6500
Shared Services | Commerce and Works | ACT Government
40 Allara Street Canberra ACT 2600 | GPO Box 818 Dickson ACT 2602 | www.act.gov.au



ACT
Government
Commerce and Works

From: Ayoubi, Salar
Sent: Tuesday, 14 May 2013 2:16 PM
To: Shared Services Procurement, GNS
Subject: Requesting Tender number for 2014-2016 National Multicultural Festival procurement
Importance: High

Dear Shared Services Procurement ;

I am working on a Procurement Plan Minute To obtain the majority of the goods and services required for the 2014-2016 National Multicultural Festival (for the period of 3 years). The combined total contract value for the three (3) year period will be capped to \$1.68, 000,000 (GST Inclusive).

I would like to ask for a Tender number for this procurement

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government

Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Phone: 02 6207 1380 | Fax: 02 6207 2047

419



ACT
Government

Community Services

Mitchell, Malcome

From: Ayoubi, Salar
Sent: Tuesday, 28 May 2013 9:23 AM
To: Hall, Caroline
Subject: FW: PPM for National Multicultural Festival

Hi Caroline;
It looks like Kristie is out of office, do you have an update??

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government
Community Services

From: Ayoubi, Salar
Sent: Tuesday, 28 May 2013 9:21 AM
To: Perrin, Kristie
Cc: Winter, Jancye
Subject: PPM for National Multicultural Festival

Hi Kristie,

Jancye asked me to follow up on the PPM, do we have any updates ??

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government
Community Services

Mitchell, Malcome

417

From: Ayoubi, Salar
Sent: Tuesday, 14 May 2013 3:46 PM
To: Hall, Caroline
Cc: Winter, Jancye
Subject: Amended PPM for National Multicultural Festival
Attachments: Procurement Plan Minute- V1- 10-05-2013 SA.doc

Hi Caroline;

Please find attached amended PPM for National Multicultural Festival, I hope I have captured everything you asked for, I fixed the risk number 3, requested a tender number form Shared Services Procurement and I have asked Jancye to provide me with the Evaluation team detail.

I also asked Jancye for extending my time in OMATSIA for another week and she was happy to approve it.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government

Community Services

Mitchell, Malcome

416

From: Hall, Caroline
Sent: Tuesday, 14 May 2013 12:17 PM
To: Ayoubi, Salar
Subject: RE: Procurement Plan Minute- 2014-2016 National Multicultural Festival

Hi Salar
In the middle of reading it right now. Will have it back to you today.

Regards

Caroline

From: Ayoubi, Salar
Sent: Tuesday, 14 May 2013 12:16 PM
To: Hall, Caroline
Subject: Procurement Plan Minute- 2014-2016 National Multicultural Festival

Hi Caroline;

I am not sure if you had chance to review the procurement minute??

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government
Community Services

From: Ayoubi, Salar
Sent: Friday, 10 May 2013 9:31 AM
To: Hall, Caroline
Subject: Procurement Plan Minute- 2014-2016 National Multicultural Festival

Hi Caroline;

Please find attached PPM for 2014-2016 National Multicultural Festival. Scope of work in this PPM is generic so it's applicable to all.

I am currently working on each individuals and will send them to you as they are ready to review.

Kind Regards,

Salar Ayoubi

415

Contracts and Grants Unit | Community Services | ACT Government

Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government

Community Services

4/14

Mitchell, Malcome

From: Ayoubi, Salar
Sent: Friday, 10 May 2013 9:31 AM
To: Hall, Caroline
Subject: Procurement Plan Minute- 2014-2016 National Multicultural Festival
Attachments: Procurement Plan Minute- V1- 10-05-2013 SA.doc

Hi Caroline;

Please find attached PPM for 2014-2016 National Multicultural Festival. Scope of work in this PPM is generic so it's applicable to all.

I am currently working on each individuals and will send them to you as they are ready to review.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government
Community Services

Procurement Plan Minute

PROCUREMENT OVERVIEW	
To	Executive Director – Community Services Directorate
Name of Project	National Multicultural Festival (NMF) 2014-2016.
Purpose	To obtain the majority of the goods and services required for the 2014-2016 National Multicultural Festival (NMF).
Background	The National Multicultural Festival has been staged in Canberra for sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate (CSD). The National Multicultural Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions, and food concessions. The event showcases the ACT's cultural diversity. Due to the number of services and performance involved in successfully staging the National Multicultural Festival, preparations for the event occur many months in advance to schedule participants. For this process; the OMATSIA liaises with Embassies and Multicultural stakeholders in the Territory to establish a diverse list of local and national cultural performances who are invited to appear at the National Multicultural Festival. The National Multicultural Festival is a high profile event that promotes and benefits the Territory through tourism and its involvement in a major multicultural event that is nationally and internationally recognised. The procurement planning for previous Festivals' has been conducted on a year-by year' basis. for the upcoming, three (3) year period; the procurement process will consider a strategic approach to achieve a higher degree value for money outcome for the Territory and the associated service provides. A strategic Procurement Plan and Tender process 12972.110 was initiated for the festival covering the years 2011, 2012 and 2013.
Estimated value (\$)	The combined total contract value for the three (3) year period will be capped to \$1.5, 000,000 (GST Inclusive).

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Timing/urgency	Indicative timeframe: RFQ advertised 08/06/2013 RFQ Closes 09/07/2013 Approval of Tender Evaluation Report 26/07/2013 Contract Awarded August 2013 Debrief Unsuccessful Tenderers August 2013 (Note: timings are estimates and may change after the Procurement Plan is signed)
Tender Number	XXXXXX
Is Government Procurement Board sign off required?	No
Is ACT Government Solicitor consultation required?	No

PROCUREMENT REQUIREMENTS	
Objective or scope of works or services to be provided	1. Provision of Sound and Lighting; 2. Provision of Generators and electrical services; 3. Provision of Marquees, Tents, Stalls And Change Rooms ; 4. Supply and install appropriate staging and platforms ; 5. Security Services; 6. Traffic Management Services; 7. Portable Toilets; and 8. Waste Management Services. Approximately (150) entertainers being paid less than \$20,000 will be procured through a Letter of Agreement. (Attachment A is a generic scope of work) An individual statement of requirement will be attached to RFQs specific to each service.
Type	Service
Funding	The amount of XXXX (GST excl) funding is available from the Multicultural Festival budget.
Site	The Festival Sites incorporate Garema Place, Petrie Plaza, Civic Square, London Circuit and to Akuna Street Civic.
Consultation (including pre tender)	Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) has consulted with; • Contracts and Grants Unit; • ACT Procurement Solutions; and • key Government and Community stakeholders.

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PROCUREMENT RISK	
Risk	The overall risk for the procurement is XXXX, refer to Attachment B

PROCUREMENT METHODOLOGY	
Description of the procurement method to be used	This Procurement Plan proposes to use existing ACT Government Procurement Panels where appropriate and a combination of Public Tender, Select and Single Select Tender processes to obtain the services required for each year of National Multicultural Festival 2014, 2015 and 2016. . The estimated number of procurement methodologies (per annum) is as follows; One (1) Public Tender and Evaluation process will be undertaken and successful tenderers will be awarded an agreement for the three (3) years period for the following services: 1. Provision of Sound and Lighting; 2. Provision of Generators and electrical services; 3. Provision of Marquees, Tents, Stalls And Change Rooms ; 4. Supply and install appropriate staging and platforms; 5. Security Services; 6. Traffic Management Services; 7. Portable Toilets; and 8. Waste Management Services. Approximately (150) entertainers being paid less than \$20,000 will be procured through a Letter of Agreement.
Evaluation	See Attachment C .
Is this suitable to be a Social Procurement?	No.

EVALUATION TEAM			
Name	1.XXXXXX	2. XXXXX	3. XXXXX
Position	Chair	Member	Member
Agency			
Statement on team composition	The Negotiation Team are skilled and experienced in procurement processes and negotiation of the Festival requirements. .		

CONTRACT MANAGEMENT	
Number of contracts	Eight (8)- Services Agreements Approximately (150) entertainments Agreements.
Contract management	The Services Agreement will be managed by a OMATSIA's officer who is appropriately skilled to undertake the management of this Agreement and monitored by the Contracts and Grants Unit.
Period of contract(s)	Three (3) years.

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AUSTRALIAN FREE TRADE AGREEMENTS (FTAs)	
Does the AUSFTA / Australia-Chile FTA apply?	No

AUSTRALIAN GOVERNMENT FUNDING	
Is there Australian Government funding attached to the procurement?	No

EXEMPTIONS	
Exemption Type	Not Applicable
Reason for Exemption	Not Applicable

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CONTRACTS AND GRANTS UNIT RECOMMENDATION			
Name	Caroline Hall	Phone Number	(02) 6205 2922
Position	Senior Manager Contracts and Grants Unit, Community Services Directorate		
Signature		Date	

SHARED SERVICES PROCUREMENT RECOMMENDATION			
Project Officer		Signature and Date	
		Phone Number	
Manager		Signature and Date	
Director / Executive Director		Signature and Date	
Executive Director		Signature and Date	

AGENCY ENDORSEMENT			
Name	Nic Manikis	Phone Number	6205 0522
Position	Director- Office of Multicultural, Aboriginal and Torres Strait Islander Affairs		
Signature		Date	

DIRECTOR GENERAL/DELEGATE APPROVAL			
Name	Natalie Howson		
Position	Director General/delegate		
Statement			
Signature		Date	

ATTACHMENT A**STATEMENT OF REQUIREMENT****Objective**

To engage a suitably experienced Contractors that will provide required services to the 2014, 2015 and 2016 National Multicultural Festival (Festival). The Territory requires the Contractors to undertake supply and delivery of high quality services during the Festival as outlined below.

The Contractor must warrant that it is suitably qualified and experienced to provide the services.

Background

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

Scope of Work

The Contractor must provide the overall supply, delivery, installation and removal of equipment to the Event Sites as outlined at the Service Requirements specific to each RFQ and below:

- (a) The supply of all safety equipment required to complete the task;
- (b) Supply of appropriately trained personnel to install, maintain and operate during festival period (according to the agreed schedule);
- (c) Supply, installation and removal of all appropriate equipments for the Festival outlined at Service Requirements specific to each RFQ.
- (d) adequate safety operation in all common areas, stages and stalls;
- (e) a detailed list of all on-site and crew schedules;
- (f) all transport costs associated with equipment and crew to and from the venue;
- (g) supply of appropriately trained personnel to according to the agreed plan and schedule with Festival Event Manager or his/her Delegate;
- (h) removal of all appropriate equipment with in a agreed timeframe with Festival Event Manager or his/her Delegate;
- (i) provide on-site technical support during the events;
- (j) in accordance with Territory Workplace Health and Safety requirements the Contractor is to provide all required certifications;

- (k) take responsibility for overnight security of all equipments if applicable.

Event Sites

The Event Sites incorporate Garema Place, Petrie Plaza, Civic Square and London Circuit.

Bump In

Bump-in for each year of the Festival will be discussed and agreed by the Festival coordinator prior to the event.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager.

Prior to conducting any installation at the National Multicultural Festival site, the Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the Contractor no later than seven (7) days prior to the commencement of the official bump-in date.

Expectations

Unless, otherwise directed by the Territory the Contractor will:

- (a) be required to meet with the Festival Event Manager and/or their delegate at Community Services Directorate no later than 30 days prior to the commencement of event bump-in to discuss the agreed plans and schedules;
- (b) be required to provide a project manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with Festival Event Manager;
- (c) communicate all issues and relevant information to the Festival event Manager and/or their delegate from Community Services Directorate;
- (d) be required to provide an afterhours contact number;
- (e) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (f) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (g) the contractor to provide a completed risk register specific to the National Multicultural Festival and submit to the Festival Event Manager to review no later than 10 working days prior to bump in date for each year;
- (h) Safe Work Method Statements (SMWS) are to be written for high-risk tasks;
- (i) Contractor to provide a comprehensive training register; and
- (j) Contractor must hold the current Australian Industrial Relations Certificate.

7. **ADDITIONAL READING**

Official Visitor Act 2012

<http://www.multiculturalfestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ACT Government Risk Matrix

Risk Criteria

ATTACHMENT B



ACTIA

Australian Capital Territory Insurance Authority

ACT Government Risk Matrix

	Insignificant	Minor	Moderate	Major	Catastrophic
People	Injuries or ailments not requiring medical treatment.	Minor Injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
Reputation & Image	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees or ACT Auditor General's Office, or Inquest, etc.	Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.	Assembly inquiry or Commission of inquiry or adverse national media.
Environmental	Limited effect to something of low significance.	Transient, minor effects	Moderate, short-term environmental harm	Significant, medium-term environmental harm	Long term environmental harm
Cultural & Heritage	Low-level repairable damage to commonplace structures	Mostly repairable damage	Permanent damage to items of cultural significance	Significant damage to structures or items of cultural significance	Irreparable damage to highly valued items of cultural significance
Business Process & Systems	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy/procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met. Inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.
Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M

Likelihood

			Frequency	1	2	3	4	5
Almost Certain	Is expected to occur - in most	Once a quarter or more	>1 in 10	5	Medium	High	Very High	Catastrophic
Likely	Will probably occur	Once a year or more	1 in 10-100	4	Medium	High	Very High	Catastrophic
Possible	Might occur at some time in the future	Once every 1-5 years	1 in 100-1,000	3	Low	Medium	High	Catastrophic
Unlikely	Could occur but doubtful	Once every 5-20 years	1 in 1,000-10,000	2	Low	Medium	High	Catastrophic
Rare	May occur but only in exceptional circumstances	Once every 20-100 years	1 in 10,000-100,000	1	Low	Low	Medium	Catastrophic
Very Rare	May occur but only in exceptional circumstances	Once every 100-1,000 years	1 in 100,000-1,000,000	0	Low	Low	Low	Catastrophic

Risk Control Effectiveness

Control Effectiveness	Guide
Adequate	Nothing more to be done except review and monitor the existing controls. Controls are well designed for the risk, are largely preventative and address the root causes and Management believes that they are effective.
Room for improvement	Most Controls are designed correctly and are in place and effective however there are some controls that are either not correctly designed or are not very effective. There may be an over-reliance on reactive controls. Some more work to be done to improve operating.
Inadequate	Significant control gaps or no credible control. Either controls do not treat root causes or they do not operate effectively. Controls if they exist are just reactive. Management has no confidence that any degree of control is being achieved due to poor control design and/or very limited operational effectiveness.

Priority For Attention

Priority	Suggested Timing of Treatment	Authority for controlled tolerance of risk
High	Short term - normally within one month Detailed action plan required	Director-General
Medium	Medium Term - normally within three months Needs senior management attention	Senior Executive
Low	Normally within 1 year Specify management responsibility	Managers
Very Low	Ongoing control as part of a management system. Manage by routine procedures	All Staff

Priority for Attention - Action

Every care should be taken to act as soon as possible to implement risk control measures where ever possible or to take action to fix the problem. **Extreme Risks and High Risks especially where the risk relates to people, personal injury, require us to act immediately to take steps to fix the problem.**

** The suggested timing of treatment does not mean that immediate action ought not be taken or that the timing can not be completed sooner than suggested.

Note:
When identifying, analysing and rating risk consideration should be given, but not necessarily limited to, the attached categories of risk and the suggested examples of frequency and consequences.

Risk Register Plan

2014-16 National Multicultural Festival

Risk Register part 1 – risk identification

Risk Reference	<u>The Risk:</u>	<u>Source</u>	<u>Impact /Outcome</u>	Risk Owner – the officer responsible for managing the risk
	What can happen? A description of the risk	How can this happen? Drivers to the risk Contributor or source of the risk	What will be the outcome or effect, if what can happen does happen? Impact on the business objectives Impact from the event happening Consequence	
1	There is an over expenditure on the National Multicultural Festival	- Stallholders do not pay fees; - Additional infrastructures/ equipments required on the day of the event; - Increasing fees by infrastructure providers; - Significant sponsorship is not secured; and - Damage to hired equipments.	- Reputation damage; - Media and political impact; - Less Community engagement; - Negative audit response; and - Downturn in participation and attendance	Director of OMATSIA
2	Entertainers who are not receiving immediate payment withdraw from the program	- Not enough staff; - Finance team have not been given a sufficient realistic timeframe to complete the payments; and - Not having a signed agreement in place.	- Negative media coverage; - Losing the ACT Community interest; and - Increasing the cost of marketing and program amendments	Festival Coordinator
3	Safety issues for the public members and , residences of the area due to minimal access by emergency services during the event	- Foot print does not allow adequate exits and access points to the area; and - Building big strictures with not enough spaces in between	- injury to people; and - Negative community impact.	Senior Manager OMATSIA
4	Electrical failure due to inclement weather	- Extreme weather condition eg, storm , rain - Cables are not correctly typed and tagged; and - Generators not appropriately places	- Cancellation or postponing the event - Negative publicity; and - Possible injury to member of the public	Festival Coordinator
5	Injury to performance and stall holders	- Unsafe structure and staging setup; - Not having a stage manager; - Not knowing the performance requirement in term of required performance space; and - No briefing sessions for performers	- injury to people; and - Negative community impact.	Stage manager ; Program Coordinator; Contractors; and Performers.
6	Alcohol related injury	Stallholders selling alcohol without appropriate	Unsafe environment for the families	Festival

		• Selling alcohols to underage participants; and • No limitation and alcohol policy in place.	• Media attention; and • Injury to the member of the public	Stallholders
7	Food poisoning	• Stallholder not following food safety regulations; • No supervision on how the food get stored and served; • Losing power from generators for a long period of time during the event; • No refrigerators; and • No hygienic policy	• Serious illness to participants; • Damage the event reputation; • Financial impacts on stallholders and long-term negative impact on the event; and • Event facing restrictions by health agencies.	Festival Coordinator ; Stallholders
8	Conflict with businesses in the foot print area	• Business entries and views are being blocked by tents and stages; and • Possible damages to their properties	• Delay in installing infrastructure; • Delay in delivering the program; and • Negative impact on governments reputation	Festival Coordinator; Contractor s
9	Failure in procurement process	• Not enough staff to undertake the procurement process; • Failure to engage subject matter experts in procurement process ; and • Tender not advertised on time.	• Not having an appropriate service provider; • Poor service delivery ; • Media and political attention; • Engaging the contractors without pursuing with value for money policy; and • Delay in service delivery	Festival Coordinator; Contracts and Grants unit; Shared Services Procurement
10	Conflict with residents in the foot print area	• The access are being blocked by tents and stages; and • Possible damages to their properties/ cars; • Delay to access emergency services; and • Noise level;	• Delay in installing infrastructure; • Delay in delivering the program; and • Negative impact on governments reputation	Stage manager ; Festival Coordinator; Contractors; and Performers.
11	Failure to build and pack up the infrastructure on time	• Extreme weather conditions; • Infrastructure not available; and • Contract not in place.	• Postponement and cancellation of the event; and • Damage the event reputation.	Festival coordinator; Contractors;
12	Ineffective implementation of temporary traffic measures	• Temporary traffic measures is not implemented effectively; • Not having a clear communications with road ACT; • Not enough traffic controller in place; • Poor signage; and • No public notice in place prior to the event.	• Decreasing satisfaction level; • Reputation damage; and • Possible injury and accidents to member of the public.	Festival Coordinator; Road ACT; Traffic Controllers

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Conseq.	Inherent Risk Rating				Consequence	Likelihood of Conseq.	Residual Risk Rating		
1	- All infrastructure requirement will be identified prior to the event to engage the suitable service provider; and - All service Providers and stall holders are required to hold a certain amount of Public Liability based on the level of service they provide	Moderate	Possible	Medium	Room for Improvement	- Stallholders to pay the fees prior to stall allocations based on the size and number of they required; - Early sponsorship agreements in place; and - All additional infrastructures will be discussed with the Event Coordinator and Director of OMATSIA prior to advertising the tender.	OMATSIA Director	Minor	Possible	Medium	Adequate	Regular Meeting with Finance team.
2	- Processing Entertainments applications and payments of 50% prior to the events; and - Liaise with finance on regular bases	Major	Possible	High	In adequate	- Inform the public and participants of the deadlines and closing dates ; and - A better follow-up process in place;	Event Coordinator	Moderate	Unlikely	Medium	Adequate	Weekly meetings and reporting to the Festival Director.
3	- Liaise with Road ACT and Safety logistics officers to implement the best road closer plans; - Informing the residence and ACT communities ten (10) days before the event and publish the road closure plan; and - Emergency stalls are allocated in a central location of the events throughout the Festival	Minor	Unlikely	Medium	Adequate							

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Conseq.	Inherent Risk Rating				Consequence	Likelihood of Conseq.	Residual Risk Rating		
4	• Liaise with Electricians and Generators suppliers prior to the event and provide them the final footprint; • Identifying the generates location prior to bump-in date; and • Comprehensive check on all connections and cables by safety officers and electricians.	Moderate	Possible	Medium	Adequate							
5	• Performers to identify all they requirement and final number of performers on their application; • Backup stage managers scheduled ; • Infrastructures to be checked making sure all safety elements have been taken to account; and • Information sessions prior to the event.	Major	Possible	High	Room for Improvement	• Appropriate signage in the change rooms and entries of each stage; • Stage managers to be briefed about safety issues and concerns; and • Liaise with sound and lighting service provide to make sure this staff rostering and scheduling is appropriate.	Event Coordinator	Moderate	Unlikely	Medium	Adequate	Event Coordinator to do regular checks and sign off sheet in place for each visit.
6	• All stallholders must hold temporary alcohol licences; and • Regular monitoring by ACT police and event coordinators;	Major	Likely	High	In adequate	• Appropriate signage in each stall selling alcohol; • Promote ID requirement culture; • Information sessions; and • Public awareness through public and social medias;	Event Coordinator	Moderate	Likely	High	Room for Improvement	Regular stall checks; Undercover inspectors; Action to be taken as soon as issues in find. Liaise with ACT police during the event.

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Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Conseq.	Inherent Risk Rating				Consequence	Likelihood of Conseq.	Residual Risk Rating		
7	- Regular checks by ACT Health during the event; - Stall holders are required to hold food licensing; - Supply adequate power and space by the Festival offices to have cool rooms in place; and - Information sessions.	Major	Likely	High	Room for Improvement	- Compulsory courses for stallholders on food hygiene and handling; and - Quality checks.	Event Coordinator	Moderate	Possible	Medium	Adequate	Liaise with ACT health officers on site; Prompt actions to be taken; Place a signing sheet for each stall after each visit is done by ACT health.
8	- Public notices in place prior to the event; - Delivering a letter informing them of the footprint; and - Liaise with Canberra Centre management on regular basis.	Moderate	Possible	Medium	Adequate							
9	- Seeking advice from shared Services procurement; - Liaise with Contracts and Grants Unit; and - Engaging and liaise with other government agencies to apply the best procurement practice in place.	Minor	Unlikely	Medium	Adequate							

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk	Risk rating following additional risk controls			Control Effectiveness	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood	Residual				Consequence	Likelihood	Residual		
10	- Provide them with the useful information they may need during the event such as emergency points and how to access; - Insuring the residences of the area can continue their day to day access to their buildings; - A letter is issued and mailed out to all residences; - Provide after hour contacts; and - Provide them with a program lists and schedules;	Major	Likely	High	Room for Improvement	- All the stakeholders be informed and mindful of the residences rights and clarify each parties responsibilities while the events is happening; - Waste Management activities be completed before midnight; and - ACT Government parking and access permission be issued.	Event Coordinator	Minor	Possible	Medium	Adequate	Record all the Correspondence. Involving residence in a satisfactory survey.
11	- Liaise with the contractors and ask about their alternative and backup options; - Contract and Grants to have the agreement in place at least 30 days before the event; and - Contractor to take the liability of delivery and pack-up.	Moderate	Possible	Medium	Adequate							
12	- Liaise with Road ACT and provide the m a foot print; - Safety logistics officers to identify the signs needed during the festival; and - Licensed traffic controllers in Place.	Minor	Likely	Medium	Adequate							

ATTACHMENT C

EVALUATION PLAN

1. EVALUATION PLAN

AIM

This Evaluation Plan details the project timetable, the evaluation methodology and evaluation criteria by which offers received will be evaluated. The Request for Quotation or other documents will include the evaluation criteria and methodology as set out here unless otherwise agreed by the delegate.

2. EVALUATION TEAM

The Evaluation Team has been formed to evaluate the Quotation for the projects. All members of the Evaluation Team are aware of their responsibilities, the need to demonstrate impartiality and equity to all Respondents.

ROLE

Position	Name	Title	Directorate
Chair	XXXXXX	XXXXXX	Community Services Directorate
Member	XXXXXX	XXXXXX	Community Services Directorate
Member	XXXXXX	XXXXXX	Community Services Directorate

The Evaluation Team will be responsible for:

- maintaining probity;
- evaluating the Quotation in accordance with the criteria and methodology;
- documenting the evaluation process;
- preparing an evaluation report;
- seeking Chief Executive or Delegate approval to proceed with a contract with the preferred Respondent; and
- debriefing unsuccessful Respondents.

3. SPECIALIST ADVICE AND SUPPORT

The Evaluation Team may, as required, utilise specialist advice to assist in the evaluation process. The areas of expertise may include:

- a) technical analysis;
- b) Probity; and
- c) legal issues (Government Solicitors Office).

4. LATE QUOTATIONS

Quotation lodged after the closing time and date will be opened and registered separately. Late tenders and incomplete tenders may be admitted to evaluation at the absolute discretion of the Territory. In deciding whether to admit a late quotation for evaluation, the Territory may take into account any factors it considers relevant, including without limitation:

- a) whether the late quotation is likely to have had an opportunity to obtain some unfair advantage from late tender;
- b) how late the quotation is, the reasons given for lateness and evidence available;
- c) whether the quotation was mishandled by the Territory, by an official postal service or by a reputable delivery service; and
- d) evidence of unfair practices.

5. ASSESSMENT CRITERIA

ASSESSMENT

5.1 Value for Money

In evaluating Quotation the Territory has as its objective the attainment of best value for money and not necessarily the lowest price. Apart from conformity with the requirements of this RFQ, the Territory will evaluate Quotations in accordance with the criteria outlined below.

5.2 Weighted Criteria

ASSESSABLE CRITERIA	Weighting %
Respondents are to detail and provide evidence against the following:	
Capacity to supply the necessary equipment/ Personnel. a) Respondents are to outline their proposed service delivery model which details: (1) their understanding of the principles and practice of the public events and its potential to achieve the best outcomes for the Festival; and (2) the proposed methodology to deliver the Services, the implementation plan and key milestones indicating dates for service commencement and a proposed schedule for bump-in and bump-out. b) Respondents are to detail the Risk Management Strategy for service establishment and delivery.	15% 15% 10%
Details of personnel and their experience in undertaking similar services. Respondents are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.	20%
Experience in undertaking major events.	20%
Capacity to meet Festival timelines.	10%
Warranties with all required Legislation and Regulations	10%
Total	100 %

5.3 Non - Weighted Criteria

ASSESSABLE CRITERIA	Acceptable/ Non Acceptable Risk
1. Funding Schedule (Pricing) Respondents are to provide a detailed breakdown of costs to deliver the service within the allocated budget for each services.	Acceptable/ Non acceptable
2. Referees Respondents are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Respondent against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.	Acceptable/ Non acceptable

6. EVALUATION PROCESS

All Respondents will be assessed using the methodology outlined below:

- a) Respondents will be assessed for formal compliance with the requirements of the RFQ.
- b) Assessment for formal compliance will include the following factors:
 - (i) receipt of Quotation prior to the closing date and time;
 - (ii) compliance with the draft conditions of contract;
 - (iii) Tender of a completed Declaration by Respondents;
 - (iv) a letter of Compliance from the Equal Opportunity for Women in the Workplace Agency if the Respondent has been named as non-compliant under the *Equal Opportunity for Women in the Workplace Act 1999* (Cwlth) in the period twelve months prior to the closing date for Respondents; if applicable; and.
- c) A Respondent that is:
 - (i) at variance with or does not respond to or does not fully comply with any requirement of this RFQ;
 - (ii) unable to meet the minimum standards of qualifications for personnel;
 - (iii) unable to meet the Insurance requirements; or
 - (iv) contains erasures or is illegible, may be deemed to be non-conforming.
- d) The Territory may, in respect of a Respondent that is nonconforming or which has been deemed by the Territory to be non-conforming:
 - (i) reject and not further consider the quotation;
 - (ii) ignore any non-conformance in the quotation; or

- (iii) if possible without impacting on the probity of the procurement process allow the Respondent to correct the non-conformance in the form of a Request for Clarification or Notice of Important Information.

e) Acceptable and Non Acceptable will be defined as the following

f)

Description	Rating
The tender represents a workable level of risk, typical of what the service provider would be expected to bear for this type of project.	Acceptable
The tender represents a level of risk higher than "acceptable" risk, contains risks not present in other tenders, would reasonably be anticipated to take longer than the specified time to complete, or pose a greater risk to achieving the specified quality.	Non Acceptable

- g) Where a tenderer has more than one (1) criteria assessed as Non Acceptable by the Evaluation Team, consideration is to be given to the possibility and effectiveness of measures to reduce these risks to an acceptable risk level.
- h) assessable criteria will be evaluated by individual Evaluation Team members and rated a score out of 10 for each criterion. The Evaluation Team will then meet and reach a consensus score for each criterion. The Evaluation Team will discuss any discrepancies between the scores. If a consensus score cannot be agreed for a criterion, the final score will reside with the Chair of the Evaluation Team.
- i) The agreed scores for each criterion will then be multiplied by the corresponding criterion weighting to obtain a weighted score. The weighted score for each criterion will then be added together to obtain a total weighted score for each tender.
- j) The Evaluation Team will take into consideration the tenderer's proposed Pricing Schedule against the total weighted score, to determine associated risks in achieving a value for money outcome.
- k) If this risk is deemed acceptable tenderers will be shortlisted for further consideration.
- l) Referee reports may be undertaken by the Evaluation Team on all tenderers or only the short listed tenderers.
- m) If referee reports are undertaken, the Chair of the Evaluation Team will standardise a series of questions relevant to the Statement of Requirements which will be asked to the nominated referees to verify the information supplied by the tenderer.
- n) Where the tenderer has one (1) or more non-weighted criteria assessed as not acceptable by the Evaluation Team, consideration is to be given to the possibility and effectiveness of measures to reduce these risks to an acceptable risk level.
- o) Based on the evaluation, the Evaluation Team will recommend to the Delegate the Respondent with the highest weighted score and acceptable criteria. This recommended Respondent will be known as the preferred Respondent and an Evaluation Report will be forwarded to the Delegate with the recommendations of the Evaluation Team.

7. EVALUATION REPORT

The Evaluation Team will prepare the following information for inclusion with the Evaluation Report;

- a) background to the process;
- b) the evaluation process, including comments and scores against each criterion;
- c) the order of preference of Respondents;
- d) value for money;
- e) proposed methods for management of risks;
- f) identification of any issues which should be resolved by negotiation; and
- g) recommendations to the approving delegate.

8. POST TENDER CLARIFICATIONS/PRESENTATIONS

The Evaluation Team may seek in writing clarification of Respondents received. All clarifications must be fully documented and appropriately filed. The Evaluation Team may request short listed Respondents to make a presentation in support of their Quotation. All results of the presentation will be fully documented and considered in the finalisation of the evaluation scoring process.

9. LETTERS OF DECLINE/DEBRIEFINGS

Respondents will be appraised of the outcome of the RFQ process through letters of decline. Letters of decline will include the following information:

- a) a statement demonstrating the Territory's appreciation for the quotation received;
- b) a statement demonstrating the Territory's regret that they were unsuccessful on this occasion;
- c) advice of public notification on the "Contracts Register"; and.
- d) encouragement to submit offers in the future; and an offer to debrief.

Jenkins, Tayla

2013/9322

From: malcome.mitchell@act.gov.au
Sent: Wednesday, 10 July 2013 12:13 PM
To: Shared Services, ACT Record Services
Cc: Mitchell, Malcome
Subject: Request for new file

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Mail from: <http://intact/apps/RecordServices/request/>
fileType: new
closePart:
AmendTitle:
origDept: COMMUNITY SERVICES DIRECTORATE - CSD
origBranch: POLICY AND ORGANISATIONAL SERVICES
origSection: FINANCE AND BUDGET
origGroup: CONTRACTS AND GRANTS UNIT
mdb: TVKAAA
tvkFunction: PROCUREMENT
tvkActivity: Tendering Services
sentence: 153.324.001 (NI2007-312 - Procurement Records) Destroy 7 yrs after tender process is completed
tvkSubject: none
freeText: Tendering Services - Request for Quotation Number 22416.110 - Provision of Goods and Services for the 2014-2016 National Multicultural Festival - OMATSIA
crossRef:
class: In-Confidence
inConfidenceType: Commercial
National:
authName:
authTitle:
authDesignation:
limitedAccessOfficer:
createdBy: M Mitchell
createdByPhone: 53529
createDate: 10/07/2013
physicalLocation: Level 1, 153 Emu Bank NCH Belconnen ACT 2616
actionOfficer:
notes:
submitted on: 10/07/2013 by: ACTGOV\Malcome Mitchell
[Open in MSWord] to <http://intact:80/apps/RecordServices/request/Default.asp>
..en(request.Form) = 829

Mitchell, Malcome

From: Ayoubi, Salar
Sent: Wednesday, 3 July 2013 3:50 PM
To: Mirenda, Emma; Hall, Caroline
Subject: RE: National Multicultural Festival 2014-2016 - 22416.110

Tanks again Emma.

Regards,

Salar Ayoubi

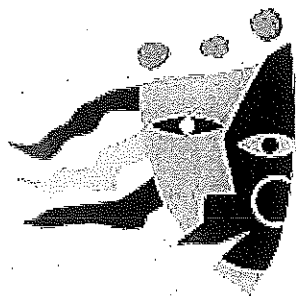
Office of Multicultural Affairs/National Multicultural Festival

Phone: +61 2 6207 1380

Email: salar.ayoubi@act.gov.au

Office of Multicultural Affairs | Community Services Directorate | ACT Government

Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
Multicultural
Festival
Canberra

From: Mirenda, Emma
Sent: Wednesday, 3 July 2013 3:49 PM
To: Hall, Caroline
Cc: Ayoubi, Salar
Subject: National Multicultural Festival 2014-2016 - 22416.110
Importance: High

Hi Caroline

Please find attached the final version of the Request for Quotation for the National Multicultural Festival 2014-2016 as it will appear on the Shared Services Procurement Website on Saturday 6 July 2013.

Salar

As requested you can locate the document as of Saturday 6 July 2013 from the following hyperlink. You will however need to locate the Request for Quotation by the number 22416.110 and then be required to enter some information to obtain the PDF version of the Request for Quotation.

http://www.procurement.act.gov.au/tenders/open_tenders

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer

Phone: 02 6205 4969 | Fax: 02 6207 6500

Shared Services | Commerce and Works Directorate | ACT Government

Please note my work days are Monday, Tuesday and Wednesday.

Mitchell, Malcome

From: Hall, Caroline
Sent: Wednesday, 3 July 2013 3:27 PM
To: Mirenda, Emma
Cc: Ayoubi, Salar
Subject: RE: National Multicultural Festival 2014-2016

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Thanks Emma

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Mirenda, Emma
Sent: Wednesday, 3 July 2013 1:00 PM
To: Hall, Caroline
Cc: Ayoubi, Salar
Subject: National Multicultural Festival 2014-2016
Importance: High

Hi Caroline

Just letting you know that the National Multicultural Festival will be advertised this Saturday 5 July 2013 in the Canberra Times. The documents however will be available on Monday to download.

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | **Fax:** 02 6207 6500
Shared Services | Commerce and Works Directorate | **ACT Government**
Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

Mitchell, Malcome

From: Hall, Caroline
Sent: Wednesday, 3 July 2013 11:46 AM
To: Mirenda, Emma
Subject: RE: RFQ National Multicultural Festival - 22416.110

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As discussed please make the minor changes and good to go.

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Mirenda, Emma
Sent: Wednesday, 3 July 2013 11:38 AM
To: Hall, Caroline
Subject: RFQ National Multicultural Festival - 22416.110
Importance: High

Hi Caroline

Please find attached the RFQ for the above services. I have included the pricing schedule for you to have a look at and approve.

Regards

Emma Cluffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | **Fax:** 02 6207 6500
Shared Services | Commerce and Works Directorate | **ACT Government**
Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

Mitchell, Malcome

From: Hall, Caroline
Sent: Tuesday, 2 July 2013 10:51 AM
To: Winter, Jancye
Cc: Ayoubi, Salar; Mirenda, Emma
Subject: National Multicultural Festival
Attachments: Request for Quotation (RFQ) nmfv1.doc

387

Jancye,

Attached is the draft Request for Quotation for your review and approval.

Could you please track any changes. We have a deadline to meet, so Emma is going to start working with this version, subject to your approval/changes.

Please ignore the contact details as Emma from Shared Services Procurement will enter those details.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

Mitchell, Malcome

From: Hall, Caroline
Sent: Tuesday, 2 July 2013 12:14 PM
To: Mirenda, Emma
Subject: FW: RFQ
Attachments: Request for Quotation (RFQ) nmfv2-.doc

386

Emma

Attached is the final approved version of the RFQ. I have left the track changes in. I will respond back regarding the comments inserted.

Regards

Caroline Hall

Senior Manager

Contracts and Grants Unit

Community Services Directorate

Phone: (02) 6205 4655

Fax: (02) 6205 0940

Mobile: 0418 631 214

From: Winter, Jancye
Sent: Tuesday, 2 July 2013 12:08 PM
To: Hall, Caroline
Subject: FW: RFQ

Approved. Thanks very much

Jancye

From: Ayoubi, Salar
Sent: Tuesday, 2 July 2013 12:00 PM
To: Winter, Jancye
Subject: RFQ

Hi Jancye;

I have made the changes as requested.

Salar Ayoubi

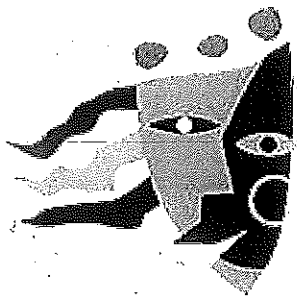
Office of Multicultural Affairs/National Multicultural Festival

Phone: +61 2 6207 1380

Email: salar.ayoubi@act.gov.au

Office of Multicultural Affairs | Community Services Directorate | ACT Government

Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
Multicultural
Festival
Canberra

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Mitchell, Malcome

From: Hall, Caroline
Sent: Tuesday, 2 July 2013 12:17 PM
To: Winter, Jancye
Cc: Ayoubi, Salar
Subject: RFQ
Attachments: Request for Quotation (RFQ) nmfv1- Caroline response.doc

384

Thankyou I have forwarded on to Emma for completion.

I have responded against the comments in attached draft.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Winter, Jancye
Sent: Tuesday, 2 July 2013 12:08 PM
To: Hall, Caroline
Subject: FW: RFQ

Approved. Thanks very much

Jancye

From: Ayoubi, Salar
Sent: Tuesday, 2 July 2013 12:00 PM
To: Winter, Jancye
Subject: RFQ

Hi Jancye;

I have made the changes as requested.

Salar Ayoubi
Office of Multicultural Affairs/National Multicultural Festival
Phone: +61 2 6207 1380
Email: salar.ayoubi@act.gov.au
Office of Multicultural Affairs | Community Services Directorate | ACT Government
Level 2 North Building 180 London Circuit City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



National
Multicultural
Festival
Canberra

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RFQ 22416.110 National Multicultural Festival 2014-2016 on behalf of the Community Services Directorate

REQUEST FOR QUOTATION NO: 22416.110



**PROVISION OF GOODS AND SERVICES
FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL**

ON BEHALF OF

COMMUNITY SERVICES DIRECTORATE

CONTACT OFFICER: [SSP OFFICER]

SHARED SERVICES PROCUREMENT

PHONE: (02) 620 [INSERT]

FAX: (02) 6207 6500

EMAIL: [INSERT]

ISSUE DATE: 6 JULY 2013

CLOSING DATE: 6 AUGUST 2013

CLOSING TIME: 2:00PM CANBERRA TIME

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Directorate

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1. STATEMENT OF REQUIREMENTS

1.1.1. This Request for Quotation (RFQ) is to seek suitably experienced Contractors for the 2014-2016 National Multicultural Festival (Festival) on behalf of the Community Services Directorate.

1.1.2. Respondents are referred to **Annexure A – H** for the Statement of Requirements for:

1. Provision of Sound and Lighting;
(Refer to **Annexure A**);
2. Provision of Generators and electrical services;
(Refer to **Annexure B**);
3. Portable Toilets, Parent and operation rooms;
(Refer to **Annexure C**);
4. Security Services;
(Refer to **Annexure D**);
5. Waste Management Services;
(Refer to **Annexure E**);
6. Traffic Management Services;
(Refer to **Annexure F**);
7. Provision of Marquees And Change Rooms ;
(Refer to **Annexure G**); and
8. Supply and install appropriate staging and platforms ;
(Refer to **Annexure H**).

1.2 Background

1.2.1. The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate.

1.2.2. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

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2. ASSESSMENT

2.1 Value for Money

2.1.1. In evaluating Quotations the Territory has as its objective the attainment of best value for money and not necessarily the lowest price.

2.1.2. Apart from conformity with the requirements of this RFQ, the Territory will evaluate Quotations in accordance with the criteria outlined below.

2.2 Threshold Criteria

2.2.1. Compliance with all required Legislation and Regulations.

Respondents are to provide copies of all applicable licenses required for the safe and proper delivery of the Services.

2.2.2. Responses that do not meet the above threshold criteria will be regarded as non-conforming, and will not be considered for further assessment against remaining criteria.

2.3 Nominating Goods/Services

Respondents are to nominate which of the following services they are tendering for by completing the Nomination for Tendering of Services form - Attachment 4.

1. Provision of Sound and Lighting;
2. Provision of Generators and electrical services;
3. Provision of Marquees And Change Rooms;
4. Supply and install appropriate staging and platforms;
5. Security Services;
6. Traffic Management Services;
7. Portable Toilets; and
8. Waste Management Services.

2.4 Weighted Criteria

ASSESSABLE CRITERIA	Weighting %
Respondents are to detail and provide evidence against the following:	

Service Delivery Model 1. Respondents are to outline their proposed service delivery model which details: (a) their understanding of the principles and practice of the public events and its potential to achieve the best outcomes for the Festival; and (b) the proposed methodology to deliver the Services, the implementation plan and key milestones indicating dates for service commencement and a proposed schedule for Bump In and Bump Out. 2. Respondents are to detail the Risk Management Strategy for service establishment and delivery. 3. Respondents to detail how they will meet the Festival deadlines.	40% 20 10 10
Social Procurement 4. Respondents are to outline how they address the following elements of social procurement and community benefits outcomes they will support. Examples include: (a) employment of people from disadvantaged groups (people with mental illness or disabilities); (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds); (c) employment of people who have been unemployed long term; (d) people from culturally and linguistically diverse backgrounds; and (e) a description of any other social outcomes not already detailed. 5. This criteria will be evaluated in terms of the Respondents ability to provide the Territory with the best social outcomes	10%
Personnel Respondents are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.	20%

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Experience in undertaking major events. Respondents are to outline the experience of thier company in undertaking major events.	20%
Total	100 %

2.5 Non-weighted Criteria

NON-WEIGHTED CRITERIA
1. Pricing Schedule Respondents are to provide a detailed breakdown of costs to deliver the nominated service.
2. Referees Respondents are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Respondent against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.

2.6 Assessment Timetable

2.6.1. The proposed timetable for the procurement process relating to this RFQ is:

RFQ advertised	06/07/2013
RFQ Closes	06/08/2013
Contract Awarded	30/08/2013
Debrief unsuccessful respondents	30/08/2013

3. CONTRACT REQUIREMENTS

3.1.1. The form of contract expected to be used for the Services required by this RFQ is the Territory's Services Agreement. The Territory reserves the right to alter provisions of the contract and the form of contract if an alternative is determined to be more appropriate. Standard Territory terms and conditions and form of contract for [Services/Goods] is available at www.procurement.act.gov.au/tenders advertised/open tenders .

- 3.1.2. The contract is expected to be for an initial period of two (2) years, with provision for up to one (1) extension of one (1) year. The maximum term of the contract will be two years.

4. CONDITIONS OF QUOTATION

4.1 Insurance Requirements

- 4.1.1. Without limiting the insurance that is required to be held by the successful Respondent by law (e.g. worker's compensation) or under the contract, the successful Respondent will be required to take out and maintain:

- (1) public liability insurance with coverage in the amount of not less than \$20,000,000.00 in respect of each occurrence.

Comment [sa1]: Do We need to insert Workers Compensation??

CH: No, Workers Compensation is already addressed within 4.1.1 and required by law.

4.2 Acknowledgement

- 4.2.1. In submitting a Quotation the Respondent acknowledges that it:

- (1) has examined this RFQ, any other information issued and any information relevant to the risks, contingencies, and other circumstances having an affect on the Quotation;
- (2) has made and relied upon its own enquiries to address the Assessment Criteria;
- (3) is satisfied as to the correctness and sufficiency of the Quotation; and
- (4) agrees its Quotation must remain open for at least sixty (60) days from the date and time of closing.

4.3 Disclaimer

- 4.3.1. The Territory is in no way liable for the inaccuracy of any information printed or stored by a Respondent (or other user) after downloading an electronic copy from Shared Services Procurement website. A Respondent (or other user) who utilises an automatic language translation service in connection with the RFQ does so at its own risk.

- 4.3.2. If the Respondent finds any discrepancy, misdescription, error or omission in the RFQ or requires clarification of any information in relation to the RFQ, the Respondent is requested to notify the Contact Officer on the front cover page of this RFQ before the date and time for closing Quotations.

4.4 Further Information, Clarification and Enquiries

4.4.1. There are no obligations on the part of the Territory to seek clarifications or any other information regarding a Quotation. Respondents may be required to attend interviews, presentations, demonstrations, site visits or submit additional information to allow full consideration of a Quotation.

4.4.2. By submitting a Quotation, the Respondent:

(1) authorises the Territory to:

- (i) enquire into the Respondent's financial status and viability;
- (ii) obtain from any government agency information including about the Respondent's performance during any previous or current contracts for services similar to those sought in this RFQ; or
- (iii) seek information from sources including regulatory and law enforcement bodies, relevant to whether the Respondent is relevantly registered or licensed to provide the Services; and
- (iv) acknowledges that the provision and receipt of information by the Territory to any other government agency is a communication in circumstances of qualified privilege and the Respondent shall have no claim against the Territory arising out of the provision or receipt of such information.

4.4.3. Respondents may request clarification of this RFQ or submit queries in relation to this RFQ in writing to the Contact Officer. Any Response by the Territory will be written and may be provided to all Respondents.

4.5 Ownership of Quotations

4.5.1. Quotations (including copies) will not be returned and become the property of the Territory. The Respondent authorises the Territory to use (including copying, reproducing or supplying) their Quotation for assessment purposes and in any agreement resulting from their Quotation that may be entered into with the Territory should they be the preferred Respondent.

4.5.2. The Respondent retains any intellectual property rights in their Quotation and warrants no other person's or organisation's moral or intellectual rights will be infringed in the Territory's use of the Quotation.

4.6 Selection of Preferred Quotation

4.6.1. The Territory is under no obligation to select any Quotation and may vary or discontinue the Quotation process upon giving written notice to Respondents.

- 4.6.2. Late Quotations may be accepted, at the sole discretion of the Territory. Confirmation of receipt of Quotations will not be issued.
- 4.6.3. Upon conclusion of the Quotation assessment process, the Territory may select a preferred Respondent and then:
- (1) commence contract negotiations with the preferred Respondent with a view to concluding those negotiations within a prescribed period of time;
 - (2) negotiate with another Respondent if contract negotiations with the preferred Respondent are not concluded within the time specified to the preferred Respondent; or
 - (3) cease negotiations with any Respondent.
- 4.6.4. No legal obligations arise until the Territory has executed a contract substantially in the form identified at Part 3.1.1 of this RFQ.
- 4.6.5. The Territory will offer unsuccessful Respondents the opportunity of a debriefing.
- 4.7 Costs of Submitting a Quotation**
- 4.7.1. The Territory will make no payment to a Respondent for any costs incurred by a Respondent in preparing a Quotation, in respect of any discussions, negotiations, enquiries or requests for details or information made by or on behalf of the Territory after the submission of Quotations or for any work undertaken by any Respondent after its Quotation is submitted including work requested by the Territory in accordance with any provision of the RFQ.
- 4.8 Addenda**
- 4.8.1. Addenda to this RFQ may be issued by the Territory prior to the date and time for closing the RFQ for the purposes of clarifying documents or to notify any amendments to the RFQ.
- 4.8.2. Addenda will be issued to each person or organisation to which the RFQ was issued, or they will each be notified that an addendum is available for collection.
- 4.9 Confidential Text and Disclosure**
- 4.9.1. The Respondent must specify in writing if the Respondent believes any information in relation to this Quotation is confidential and wishes that information to be treated as confidential in any contract. Respondents should

be aware that the Territory may be required to disclose information, either under the *Freedom of Information Act 1989* or by the responsible Minister in the Legislative Assembly.

- 4.9.2. Respondents should seek their own legal advice as to the implications for them of the notifiable contracts provisions of the *Government Procurement Act 2001*.

4.10 Conflict of Interest

- 4.10.1. A Respondent with a conflict of interest must disclose the conflict of interest to the Territory at the time of lodgement of the Quotation or if the conflict of interest or a risk of conflict of interest arises after lodgement of the Quotation and prior to the completion of the Quotation process, immediately disclose that conflict of interest to the Territory.

- 4.10.2. In submitting a Quotation, the Respondent warrants that:

- (1) the Respondent has no knowledge of the price, including rates, of any other respondent for the goods or services; and
- (2) except as disclosed in its response, the Respondent has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade or industry association or to or on behalf of any other respondent in relation to the RFQ or any contract which may be entered into consequently, nor paid or allowed any money on that account.

- 4.10.3. At the sole discretion of the Territory, contravention of this provision may result in the Respondent's Quotation being deemed to be non-conforming.

4.11 Proprietary Names

- 4.11.1. If proprietary names, brands, catalogues or reference numbers are specified in the RFQ, the Respondent may offer material or equipment of a similar characteristic, type, quality, appearance, finish, method of construction and performance.

5. RESPONDENT DECLARATION

- 5.1.1. The Respondent must include in its Quotation a completed and signed Respondent Declaration in the form provided at Attachment 2.
- 5.1.2. The Respondent must also include in its Quotation a completed and signed Ethical Suppliers Declaration in the form provided at Attachment 3.

6. LODGEMENT OF QUOTATIONS

- 6.1.1. The Respondent must lodge an original and three copies of the Quotation. The original is to be marked as the original and each copy sequentially marked with a copy number. In the event of any discrepancy between the copy and the original, the original takes precedence.
- 6.1.2. Quotations must be either posted or hand delivered and received by the closing time and date to:
- The Tender Box
RFQ 22416.110
Attention: [Insert Contact Officer name and Phone Number]
Ground Floor
40 Allara Street
CANBERRA CITY ACT 2601
- 6.1.3. Quotations are to be no larger than 350mm wide x 60mm high in size. Quotations in excess of this size will not fit in the delivery slot of the Tender Box. If a hand delivered Quotation is not able to be placed in the Tender Box (e.g. due to size or otherwise) Respondents are to proceed to Level 5, 40 Allara Street, Canberra City and telephone the nominated Contact Officer to arrange collection of the Quotation by hand.
- 6.1.4. If a Quotation is to be delivered by an Australia Post courier or by a private courier service requiring a signature, the Quotation should be delivered to Level 5, 40 Allara Street, Canberra City to be received and signed for by an Officer from Shared Services.
- 6.1.5. Following the closing date for Quotations, names of Respondents for this RFQ will be listed on the Shared Services Procurement notice board, located on Level 5, 40 Allara Street, Canberra City. The list will also be available from Shared Services Procurement's website – www.procurement.act.gov.au. Quotations received after the prescribed closing time may not be included on the list.
- 6.1.6. If a hand delivered Quotation is not able to be placed in the Tender Box (e.g. due to size) Respondents should contact Shared Services Procurement and request an Officer come to the foyer to accept the Quotation by hand. Respondents may use the wall phone located adjacent to the Tender Box to direct dial Shared Services Procurement.
- 6.1.7. If a Quotation is being delivered by an Australia Post courier or private courier requiring signature, the courier should contact Shared Services Procurement and request an Officer come to the foyer to accept and sign for the Quotation.

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The wall phone located adjacent to the Tender Box may be used to direct dial Shared Services Procurement.

6.1.8. Following the closing date for Quotations, names of Respondents for this RFQ will be listed on the Shared Services Procurement website – www.procurement.act.gov.au. Quotations received after the prescribed closing time may not be included on the list.

6.1.9. All enquires in relation to this RFQ must be directed in writing to the Contact Officer.

6.1.10. Below is a list of actions and/or information that Respondents should review prior to submitting their Quotation.

- ☐ Quotation submitted on time.
- ☐ Quotations are to be in plain envelopes, wrapping or package and be clearly marked on the outside with the RFQ number, the RFQ description, contact officer and the date and time for closing of Quotations.
- ☐ Quotations have a cover page, which references the title and number of this RFQ, the closing date and the name of the Respondent.
- ☐ Quotations have the Nomination for Tendering of Services form completed and attached.
- ☐ Original and three (3) copies submitted.
- ☐ All Assessment Criteria addressed.
- ☐ Completed Pricing Schedule
- ☐ Completed and signed Respondent Declaration.
- ☐ Completed Draft Agreement and Confidential Text
- ☐ Completed and signed Ethical Suppliers Declaration.
- ☐ Completed and signed Statutory Declaration
- ☐ Insurance cover (including workers compensation) to the value requested by the Territory (copy of current certificates to be supplied with Quotation) (see Clause 4.1.1)

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RFQ 22416.110 National Multicultural Festival 2014-2016 on behalf of the Community Services
Directorate

ATTACHMENT 1 – PRICING SCHEDULE

[Insert Pricing Schedule]

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RFQ 22416.110 National Multicultural Festival 2014-2016 on behalf of the Community Services Directorate

ATTACHMENT 2 – RESPONDENT DECLARATION

I/We quote to the Territory for the National Multicultural Festival on behalf of the Community Services Directorate at the GST-inclusive prices specified in this RFQ.

I/We have provided details of any information I/we wish to be treated as confidential in any resulting contract, in accordance with section 4.10.

I/We undertake to provide insurance policies if selected as the preferred Respondent prior to entering into a contract with the Territory. I/We have sighted all addenda to this RFQ.

Full Name and / or Name of Company		AND/OR	Trading Name (Business Name)	
ACN (Australian Companies Number)		OR	ABN (Australian Business Number)	
Business Address			Postal Address	
State	P/Code		State	P/Code
Telephone No	Mobile No	Facsimile No	Email address	
Name of ACT Professional Standards Scheme		Upper Limit of capped Professional Indemnity Liability Insurance		
Respondent's Representative		(include telephone number)		
Position Held by Respondent's Representative				
Signature of Director if corporation else Respondent		Printed Name		
Date				
Signature of 2nd Director if corporation else Witness		Printed Name		

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ATTACHMENT 3 – ETHICAL SUPPLIERS DECLARATION

The Territory may request further details about the information provided by the Respondent in this Ethical Suppliers Declaration. This Ethical Suppliers Declaration may be sent to the relevant Union (though UnionsACT), ACT Workcover and any other regulatory bodies deemed appropriate for verification of information supplied by the Respondent.

The Territory will not enter into contracts with Respondents that cannot demonstrate compliance with their Employee and industrial relations obligations. The determination of compliance extends to the obligations in respect of Subcontractors. The Respondent will be informed if, in the assessment by the Territory, it has failed to satisfactorily demonstrate compliance.

Definitions

In this Declaration.

Full Details means details of:

- (a) the nature of the breach or offence or alleged breach or offence;
- (b) any conviction recorded or adverse finding made in respect of the breach or offence;
- (c) any penalty or orders imposed by a court, tribunal, commission or board in respect of the breach or offence and the maximum penalty that could have been imposed under the **Prescribed Legislation**;
- (d) the name of the court, tribunal, commission or board, the State or Territory in which the proceeding or prosecution is brought, the date on which the proceeding or prosecution was commenced and the number or description assigned to the proceeding or prosecution by the court, tribunal, commission or board;
- (e) the name of the entity against which the finding or conviction was made or the proceeding or prosecution was initiated.

Tendering Entity means the legal entity (individual or company) that proposes to enter into a contract with the Territory at the end of the tendering process.

Contract means a written contract for the procurement of prescribed works or services having a total consideration, or estimated total consideration, worth \$25,000 or more.

Employee means a natural person who is employed under a contract of service to provide a supplier of prescribed works or services or a **Subcontractor** with his or her labour, except for the provision of professional or information technology service.

Employee and industrial relations obligations means compliance with:

- (a) **Prescribed Legislation**; and

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- (b) determinations made by the tribunals of competent jurisdiction in respect of the interpretation, breach or any other matter concerning any **Prescribed Legislation**.

— Note: Examples of employee and industrial relations obligations may typically include payment of remuneration; training; annual holidays; long service leave entitlements; occupational health and safety; workers' compensation; injury management, (including rehabilitation); legal age of employment; discrimination; and superannuation. This list is non exhaustive.

Prescribed Legislation means awards or industrial agreements made pursuant to any legislation applicable to a supplier or **Subcontractor**:

- (a) Building and Construction Industry Improvement Act 2005 (Cwlth);
- (b) Equal Opportunity for Women in the Workplace Act 1999 (Cwlth);
- (c) Fair Work Act 2009 (Cwlth);
- (d) Long Service Leave (Portable Schemes) Act 2009 (ACT);
- (e) Long Service Leave Act 1976 (ACT);
- (f) Paid Parental Leave Act 2010 (Cwlth);
- (g) Payroll Tax Act 2011 (ACT);
- (h) Superannuation Guarantee (Administration) Act 1992 (Cwlth);
- (i) Work Health and Safety Act 2011 (ACT);
- (j) Workers Compensation Act 1951 (ACT);
- (k) any Regulations made under the above Acts;
- (l) any laws of the Commonwealth or the Australian Capital Territory which vary or replace the above Acts or Regulations, or any part of them; and
- (m) any other Acts or Regulations of the Commonwealth or the Australian Capital Territory, which deal with matters relating to industrial relations, employment and/or workplace safety obligations.

Subcontractor means an entity that is contracted by the **Tendering Entity** to provide services or works in connection with a **Contract** between the Territory and the **Tendering Entity**.

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Name of the Tendering Entity in relation to which I make this Declaration:

ACN / ABN of the Tendering Entity:

If a company, include ACN, and if a partnership or sole proprietor, include the full names of individual members and ABN.

- The following industrial instrument (award or agreement) made pursuant to any **Prescribed Legislation** specifically applies to the **Employees** and **Subcontractors** of the **Tendering Entity** and is binding on it.

- The **Tendering Entity** has in the preceding 24 months of the date of this Declaration complied with all **Prescribed Legislation**.

YES	NO

- The **Tendering Entity** has in the preceding 24 months of the date of this Declaration recognised the rights of **Employees** and **Subcontractors** to union membership and representation.

YES	NO

- The **Tendering Entity** has in the preceding 24 months of the date of this Declaration complied with any amendments to wages and conditions of employment for their **Employees** and **Sub-contractors** as decided by any authorised industrial or wage-setting agency.

YES	NO

- In the preceding 24 months of the date of this Declaration there have been either:

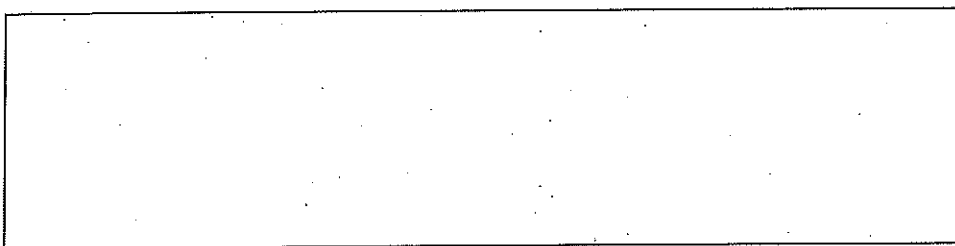
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- (a) no findings against the **Tendering Entity**, or a proposed **Subcontractor**, by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order;

OR

- (b) the following findings against the **Tendering Entity**, or a proposed **Subcontractor**, by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order [provide **Full Details**].

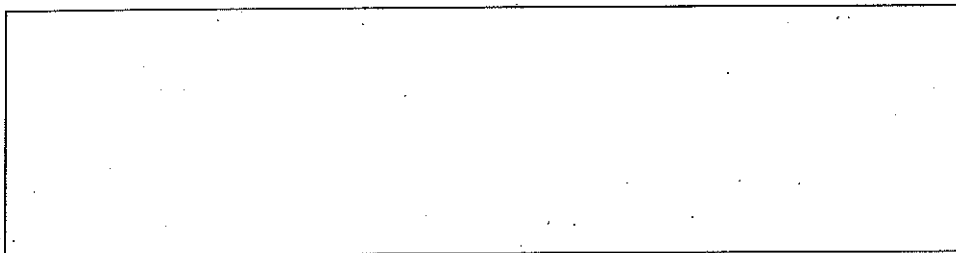


6. In the preceding 24 months of the date of this Declaration there have been either:

- (a) no convictions under the **Prescribed Legislation** against the **Tendering Entity** or a proposed **Subcontractor**;

OR

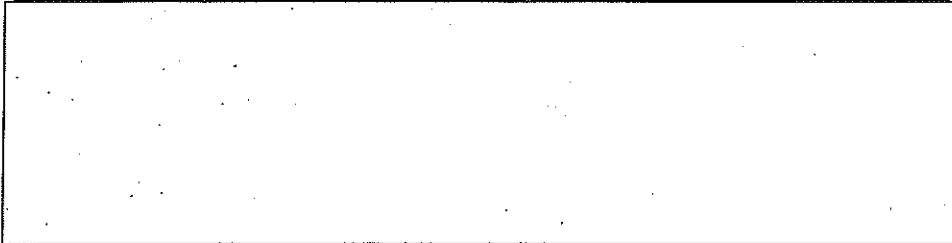
- (b) the following convictions under the **Prescribed Legislation** against the **Tendering Entity** or a proposed **Subcontractor** [provide **Full Details**].



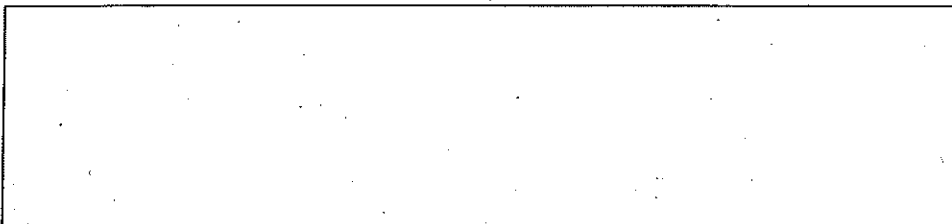
7. There are currently no proceedings or prosecutions against the **Tendering Entity** or a proposed **Subcontractor** in respect of a breach of any **Prescribed Legislation** OR the following proceedings and prosecutions are currently brought against the **Tendering Entity** or a proposed **Subcontractor** [provide **Full Details**].

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8. The **Tendering Entity** has not been required to implement any remedial measures to ensure future compliance with the **Prescribed Legislation** OR the **Tendering Entity** has implemented the following remedial measures to ensure future compliance with **Prescribed Legislation**.



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ATTACHMENT 4 – NOMINATION FOR TENDERING OF SERVICES FORM

I/we wish to submit a quotation for:

- ☐ Provision of Sound and Lighting.
- ☐ Provision of Generators and electrical services;
- ☐ Provision of Portable Toilets, Parent and Operation rooms.
- ☐ Provision of Security Services
- ☐ Provision of Waste Management Services.
- ☐ Provision of Traffic Management Services.
- ☐ Provision of Marquees and Change Rooms
- ☐ Supply and install appropriate staging and platforms.

ANNEXURE A

STATEMENT OF REQUIREMENTS - SOUND AND LIGHTING

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality sound and lighting services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Festival Dates

The Festival Event Manager or their nominated delegate will advise the successful Contractor of the Bump In and Bump Out dates and Festival Dates no later than August prior to each year of the Festival.

1.4 Bump In

- 1.4.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.4.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump In date.
- 1.4.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.4.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.5 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.6 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.7 Specifications

1.7.1. The successful Contractor will be required to:

- (a) supply, install and remove all appropriate sound and lighting equipment for the four (4) stages and one (1) platform including all fixtures, control systems, racks, cabling, accessories and consumables as outlined in the List of Equipment for Sound and Lighting;
- (b) ensure that all cables utilised are safety tagged and data certified;
- (c) supply all the necessary lifting equipment on site with a certified operators;
- (d) ensure the sound check is completed by 12:00 noon on Day One of the Festival; and
- (e) supply and install one (1) easy setup gazebo to be used as a sound ~~boot~~ booth for the platform.

Comment [sa2]: Please replace and change all to booth

1.7.2. The Festival Event Manager or their nominated delegate will:

- (a) provide a 3m x3m sound boot marquee for each Akuna Street and Petrie Plaza stages; and
- (b) provide a 6m x 3m sound boot marquee for Garema Place stage.

1.8 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.9 Security

Dedicated security will be provided by OMATSIA to every stage when Contractor staffs are not present on that stage. The security guard will not leave the stage at any time during their shift unless replaced by another guard at that time. All stages will have an individual guard.

1.10 Additional Reading

National Multicultural Festival Website: <http://www.multiculturalFestival.com.au>

Community Services Directorate Website: www.dhcs.act.gov.au

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List of Equipment - Sound and Lighting

Garema Place Stage

FOH Audio and Control

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 1RU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics - Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

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Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aerials
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Strokes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

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Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage

FOH Audio and Control

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker
1 Subwoofer

Stage Equipment

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer
1 32 Channel, 6 Returns 45m
1 Stage Fold-back Packer
1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console
24 Par 64 Cans
4 Moving Lights
6 4 Way Blinders

Ainslie Place Stage

FOH Audio and Control

1 -Midas Mixing Console 40 Mono & 8 Stereo Ch
1 FX Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Lexicon Reverb Unit

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1 TC Electronic multatap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters
Floor Wedges
6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Peitre Plaza Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box

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2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Garema Place Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline – To be based at Garema Stage

Drums, Percussion

1 Pear Masters Custom drum Kit

Bass

1 –ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

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1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables

DJ Turntables.

2 Pioneer CDJ1000 CD Player

1 Pioneer DJM800 DJ Mixer

Media Call

FOH Audio and Control

1 24 Mono 4 Stereo)

1 Effects Rack

6 Stereo Comp/Gate

1 Stereo Digital Graphic Eq

1 CD Player

2 Reverb Unit

2 Loudspeakers

2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge

1 Lectum with mic and light connectors

1 Power Amplifiers

1 Stage Fold-back Packer

1 Band Microphone Kit

1 Signal Power Packer

1 -24 Channel, 4 Returns 40m

Civic Square Stage

FOH Audio and Control

1 -40 Mono 8 Stereo

1 Effects Rack

1 Rack Light

1 2 Ch EQ

1 Ch Compressor

2 Reverb Unit

1 Reverb Unit

1 Electronic Two multitap rhythm delay

2 8Ch Comp/Gate

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1 8Ch ins Gate
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

ANNEXURE B

STATEMENT OF REQUIREMENTS - GENERATORS AND ELECTRICAL SERVICES

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Generators and Electrical Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-In date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

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- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is:

- (a) supply, install and remove all appropriate Generators and Electrical Services/Equipment as outlined in the List of Generators and Lighting;
- (b) to include fuel and diesel charges as part of their tendered price;
- (c) provide a final footprint of Generators and wiring map no later than 60 days prior to the commencement of the Festival;
- (d) ensure that all cables utilised are safety tagged and data certified;
- (e) supply all the necessary lifting equipment on site with a certified operators;
- (f) supply an additional set of keys to the generators on the Bump In date to the Festival Event Manager; and
- (g) ongoing technical support throughout the Festival.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

**List of Equipment
Generator and Electrical Services**

Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 4 x main stages and 1 Platform
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately).
60 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 - 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 - 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available - 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power lock cable length
5m
10m
20m
30m
50m

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Currently allow for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches
- 35 x 32 amp 30m leads
- 150 x 5 channel cable covers

ANNEXURE C

**STATEMENT OF REQUIREMENT- PORTABLE TOILETS, OPERATION ROOM
AND PARENT ROOM**

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Portable Toilets, an Operation room and a Parent room to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

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- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

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- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor will be required to:

- (a) supply, install and remove 10 Female, 10 Male and 2 Disabled toilets for the Festival which includes all fixtures, accessories and consumables;
- ~~(a)~~(b) liaise with the event manager regarding the location of toilet units, parent and operation rooms;
- ~~(b)~~(c) supply appropriately trained personnel to install, maintain and operate toilets and wash rooms during the Festival (according to the agreed schedule);
- ~~(e)~~(d) supply twenty (20) suitable Kros Urinals with appropriate 2.1 meter fencing around it;
- ~~(d)~~(e) supply twenty (20) portable female and five (5) portable Male Fresh Flash toilets, which are individual stand free units;
- ~~(e)~~(f) supply of all safety equipment required to complete the task or more frequently as required;
- ~~(f)~~(g) supply personnel during the Festival opening hours, to check and, suitably maintain and if necessary, empty toilets, receptacles and bins and clean toilets, hand basins and floors throughout the Festival sites;
- ~~(g)~~(h) review on a regular basis and supply toilet paper and paper hand towels as required throughout the Festival;
- ~~(h)~~(i) remove and appropriately dispose of all waste in accordance with the agreed program schedule, the *Waste Minimisation Act 2001* and *Hazardous Waste Regulations Act 1989*;
- ~~(h)~~(j) cover all transport costs associated with equipment and crew to and from the Festival venues;
- ~~(j)~~(k) provide on-going support for the duration of the Festival;
- ~~(k)~~(l) remove daily both general and sanitary collected waste;
- ~~(h)~~(m) empty and clean all toilet and wash basin bins and receptacles daily;
- ~~(m)~~(n) provide one (1) air-conditioned- 6m x 3m parent room throughout the Festival with twenty (20) chairs two (2) tables;
- ~~(n)~~(o) provide one (1) air-conditioned- 6m x 3m Operational room throughout the Festival with twenty (20) chairs two (2) tables;

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(e)(p) provide two (2) change tables for the Parent Room with a Microwave oven;

(p)(q) provide four (4) disabled fresh flush toilet units;

(e)(r) provide appropriate signage across the footprint for Male, Female, Kros Urinal and Disabled toilets;

(r)(s) provide one (1) 3m x 6m air-conditioned Operation Room to be located in a central area of the footprint;

(e)(t) provide additional services outside of agreed schedule if required; and

(t)(u) remove all toilet and wash basin bins and receptacles during Bump Out of the Festival;

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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EVENT SITES

Garema Place Location 1:

Ten Single Toilets & One Disabled unit

Services to be completed on site at the following times:

1st Day of Festival - approx 9pm

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Ainslie Place Location 2

Ten Single Toilets, One Disabled & One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Corner Petrie Plaza & London Circuit Location 3

Ten Single Toilets, One Disabled & and One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Kros Urinal: (Locations will be discussed no later than 10 working days prior to the Festival)

20 Single units across the footprint

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

One 3X6 Air Conditioned Operational Room including required chairs and tables.

One 3X6 Air Conditioned Parent Room including specifications.

ANNEXURE D

STATEMENT OF REQUIREMENT - SECURITY SERVICES

Comment [sa3]: Janoye asked if this can be identified as a social procurement??

CH: No staff need security licences to undertake security services. This would not be applicable to social procurement. However assessment criteria has Social procurement generally for tenders to pick up where relevant.

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to provide Security Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
 - (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing; and

- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor will be required to:

- (a) provide fully briefed Security personnel for each Festival event with information provided by the Festival Event Manager or their nominated delegate;
- (b) ensure security personnel carry communication equipment in order to call for support/backup including Police, Ambulance and Fire Brigade;
- (c) ensure that security personnel are aware of and comply with the current procedures in accordance with the *Security Industry ACT 2003* and *Security Industry Regulation 2003*;
- (d) provide services throughout the duration of the Festival and where requested during Bump In and Bump Out in accordance with agreed schedules; including
 - (i) the provision of security services on the setup date and opening program of the Festival and dates to be advised;
 - (ii) provide security services for overnight events and structure protection;
- (e) provide personal protections during high demand and VIP shows as requested;
- (f) ensure all guards hold a current employee licence;
- (g) ensure that if any personnel are required to guard with a firearm, the person must hold an appropriate ACT firearms licence;
- (h) ensure all personnel are fully qualified for the role and responsibilities they are undertaking;
- (i) have back up staff in place to cover staff breaks; and
- (j) have an experienced supervisor to oversee the guards performance and punctuality.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

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1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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SECURITY SERVICES SCHEDULE

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump In – Festival Setup Period					
Monday - 4 days before Festival commences	8pm – 8am	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 3 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 2 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 1 day before Festival commences		2	24	Overnight Event/Structures protection	Total Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday – Day 1 of Festival					
Bump In – Festival Setup Period	8am - 4pm	2	16	Roving - Crowd Control	Festival Footprint 2 x Roving
Festival Begins – Opening Program 5pm to Midnight Event Shutdown 12.00am – 1am	4pm-1am	4	36	Footprint Set up : [identify unauthorised vehicles] 4pm to 5pm Monitor Event: Crowd Control, Responsible Serving of Alcohol etc. Event Shutdown 12.00am – 1am	Garema Stage - 1 x Static Festival Footprint - 3 x Roving
		1	9	Entrance & Room Control	Performers Change Room

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday Night/Saturday Morning					
Overnight	8pm-Friday to 8am Saturday	4	48	Overnight Event/Structures protection	Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving
	4pm-Friday to 8am Saturday	2	16	Overnight Event/Structures protection	Garema Stage 1x Static

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday – 2nd Day of Festival					
Festival Day Program 11 am to 6pm	10am - 6pm	6	48	Footprint Set up: [identify unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage

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				Alcohol etc	1 x Static Festival Footprint 2 x Roving
		1	8	Change Room Entrance & Room Control	Performers Change Room

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night – 2nd Day of Festival					
Night Program 6pm – Midnight Event shutdown Midnight – 1am	6pm-1am	6	42	Monitor Event: Crowd Control, Responsible Serving of Alcohol etc.	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 4 x Roving

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night/Sunday Morning					
Overnight	1am-8am	5	35	Overnight Event/Structures protection	Garema Stage 1 x Static Petrie Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Morning – 3rd Day of Festival					
Festival Day Program 11 am to 5pm Event Shutdown 5pm – 6pm	10am-6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static

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					Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Night/Monday Morning					
Overnight	6pm-8am	3	42	Overnight Event/Structures protection	Festival Footprint 3 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump Out – Festival Packup Period					
Monday - 1 day after Festival closes	8pm – 8am Nightly	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 2 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 3 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 4 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1x Roving

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Civic Square stage					
Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Thursday - 1 Day before Festival commences	11pm – 8am Nightly	1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Friday – Day 1 of Festival.		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Saturday – Day 2 of Festival		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving

OTHER SERVICES

A Senior Guide or Manager will be required to attend:

- Risk and Emergency Planning Sessions
- Attend Site Inspection, Bump In and Command Centre Induction Sessions.

STATEMENT OF REQUIREMENT - WASTE MANAGEMENT SERVICES

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Waste Management Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Event Sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump in (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

1.6.1. The successful Contractor is to:

- (a) provide, maintain and place bulk waste storage facilities (skip bins) for use during pre-event Bump In, the Festival and post event Bump Out. The quantity to be discussed and agreed in writing between the successful Contractor and the Festival Event Manager or their nominated delegate;
- (b) provide, maintain and place suitable 240 litre two-bin system for recycling and general garbage throughout the Festival sites;
- (c) report total tonnage for both recyclables and other waste disposed of from the Festival and include copies of dockets issued at waste and recycling facilities;
- (d) provide, maintain and place suitable receptacles for the storage and disposal of commingled recyclables, cardboard and waste to landfill;
- (e) provide, maintain and place large storage bins for wet waste including floral foam and plant material;
- (f) supply sufficient, suitable, high quality bin liners to service all of the relevant bins (black /green for waste to landfill and clear for recycling.);
- (g) supply personnel to place all bins in designated locations, remove bins to kerb ready for collection and return bins to designated locations after collection waste in accordance with the agreed program schedule;
- (h) supply personnel during Festival hours to check and, if necessary, empty bins and replace liners throughout the event site;
- (i) ensure provision for the Festival Event Manager or their nominated delegate to request an additional truck and human resources to assist where/when necessary;
- (j) remove and appropriate disposal of all waste in accordance with the agreed program schedule;
- (k) provide a copy of all waste tipping dockets (receipts/invoices) to the Festival Event Manager or their nominated delegate no later than 15 working days after the Festival;
- (l) outline and implement an appropriate strategy and allocate specific areas on the foot print for oil waste collections. A large amount of oil is collected during the Festival and stall holders need central locations within the footprint for the collection of oil waste. The Successful Contractor should provide this strategy to the Festival

Event Manager or their nominated delegate seven (7) days prior to Bump-In;

- (m) take responsibility for overnight security of all equipment;
- (n) be mindful of area of influence (associated with entrance and exit points of the footprint and making sure waste collection services is implemented in those areas);
- (o) make sure all the marquees are cleaned prior to new stall holders Bump in each day of the Festival no later than 5:00 am in the morning. This is only applicable where a change of stall-holder has occurred overnight. Bump-in for new stall holders is 6.00am. The numbers vary each year. As an indication only, 30- 40 stalls may need cleaning overnight on completion of Day 1 of the Festival and overnight on completion of Day 2 of the Festival 100 – 120 stalls may need cleaning. Seven days prior to the Bump In final numbers will be provided;
- (p) provide additional services and ongoing site checks especially during the peak period, which is usually Day 2 of the Festival between 5:00pm to 11:00 pm;
- (q) ensure that all personnel undertaking services throughout the Festival be equipped with the appropriate tools, equipment and protective gear to undertake assigned tasks;
- (r) Bump out no later than 5:00 am Monday the day after the Festival;
- (s) participate in the pre cleaning inspection sessions as requested by the Festival Event Manager or their nominated delegate; and
- (t) making sure all the waste management compounds are safely structured and liaise with emergency services and traffic controllers on regular bases and as required during the Festival.

1.6.2. The Festival Event Manager or their nominated delegate will:

- (a) supply a 3m x 3m stall for each ten (10) marquees as a central waste collection area for the stall holders (each stall will contains two (2) general bins and three (3) recycling bins provided by the waste management contractor); and
- (b) provide a list of all the stall holders commencements dates no later than seven (7) working days prior to the event.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Social Procurement

1.9.1. The ACT Government uses social procurement to generate positive social outcomes in addition to the efficient delivery of goods and services. Social procurement helps to build stronger communities by generating employment opportunities and promoting social inclusion to bring positive improvements to people's lives.

1.9.2. This can be done in a number of ways: head contractors may directly engage people from groups experiencing disadvantage such as:

- (a) employment of people from disadvantaged groups (people with mental illness or disabilities);
- (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);
- (c) employment of people who have been unemployed long term;
- (d) people from culturally and linguistically diverse backgrounds; and
- (e) a description of any other social outcomes not already detailed.

1.9.3. Responses will be assessed on the social benefit outcomes they will support in addition to the primary deliverables outlined in the Request for Quotation. This criteria will be evaluated in terms of the Respondents ability to provide the Territory with the best social outcomes

1.10 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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WASTE MANAGEMENT SERVICES

Type of Bin	Qty	Bin Delivery Date	Delivery Location
General 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
Recycle 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
1100L Roll top skip bins	80 (approx)	To be advised	In specified waste Marquees (Back Of House)
Skip 1 - large	1 or 2	To be advised	Waste Compound 1
Skip 2 - large	1 or 2	To be advised	Waste Compound 2
Clean all marquees and the general area in and around Garema Place from Midnight.	1 st Day of Festival		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.	2 nd Day of Festival		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm	3 rd Day of Festival		
Provision of the appropriate garbage bags/bin liners to service all of the above to be supplied by Contractor.			

STATEMENT OF REQUIREMENT- TRAFFIC MANAGEMENT SERVICES

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Traffic Management Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply trained and licensed personnel to manage traffic control during the Festival. This includes securing road closures using barriers, directing vehicles to minimise traffic disruption and, if required, the daily placement and removal of traffic diversion cones in all areas;
- (b) managing the traffic lights conditions/appearance during the road closure periods;
- (c) liaise with Road ACT prior to the Festival;
- (d) inform the ACT residents of all traffic condition changes via local media no later than ten (10) days prior to the Festival;
- (e) provide and erect electronic signage seven (7) days before the Festival on all major arterials around the Civic area;
- (f) provide a written letter to all the business and residence in the affected areas informing them of the temporary changes of traffic conditions;
- (g) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises;
- (h) supply sufficient and experienced personnel with high level of customer service skills during the Festival;
- (i) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (j) allow the Territory to request additional human resources to assist where necessary;
- (k) meet with the Festival Event Manager or their delegate prior to the commencement of Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager or their delegate;
- (l) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (m) provide the Festival Event Manager or their nominated delegate at least two (2) after-hours point of contacts;
- (n) from time to time consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;

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- (o) act in good faith to maintain standards of customer service and comply with all relevant health and safety Traffic management practices and legislation;
- (p) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (q) have an internal Radio communication system in place which is to be available to the traffic controllers while they are on duty;
- (r) an approved traffic management map by road ACT including all the signage requirements will be provided by the Festival Event Manager no later than ~~21-60~~ Working days prior to the event;
- (s) to communicate with the Festival Event Manager or their nominated delegate through the Territory's internal communication radio;
- (t) provide three (3) Variable Message Signs (VMS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate two (2) weeks before the Bump In date; and
- (u) provide ten (10) Road Advisory signs (RAS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate one (1) week before the Bump In date.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

**Road Closure Plan for 2014 National Multicultural Festival
Interchanges (7th to 9th February 2014)**

Location:
London CCT–Between Akuna Street and Northbourne Avenue
Time and Date
From 10:00 am Friday 7 th of February to 8:00 pm Sunday the 9 th February.
Traffic Management Plan:
2 Traffic Marshalls and including road barriers. (Northbourne Interchange)
1 Traffic Marshalls and including road barriers (Akuna Interchange)

Location:
London CCT–East Row
Time and Date the changes will occur:
From 3:00 pm Saturday the 8 th February to 6:00 pm.
Traffic Management Plan:
1 Traffic Marshalls and including road barriers

Location:
London CCT–Ainslie Place
Time and Date the changes will occur:
From 6:00 am Friday the 7 th February to 8:00 pm Sunday 9 th February
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
London CCT–Legislative Assembly car park (short Stay)
Time and Date the changes will occur:
From 5:30 pm Friday the 7 th February to 5:00 pm Sunday the 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Akuna Street Riverside Lane (Behind Eclipse House)
Time and Date the changes will occur:
From 5:30 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

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Location:
Alinga Street-(From East Row down towards Garema Place)
Time and Date the changes will occur:
From 4:00 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Entrances to Foot Print from Bunda Street to :
• Petrie Plaza; and • Garema Place
Time and Date the changes will occur:
From 12:00 noon Friday 7 th February to Sunday 9 th February 5:00 pm.
Traffic Management Plan:
Barriers will be in place with appropriate signage and 1 Traffic Marshall required for each entrance point during the closing period.

Car parks and Lanes

Location:
London Cct to North Building Car park- (Canberra Museum and Gallery)
Time and Date the changes will occur:
From 5:00 am Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Tocumwal Lane (Bunda Street & Petrie Plaza)
Time and Date the changes will occur:
From 6:00 am Friday 7 th February to 8:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Riverside Lane (Ainslie Place)
Traffic Condition:
Only Emergency Services residents of Ainslie Place apartments will have access to the area to use the underground car parking.
Time and Date the changes will occur:
Friday 7 th February from 6:00 am to Sunday 9 th February 8:00 pm.
Traffic Management Plan:
Traffic Marshall will be on site at the entrance of Ainslie Place.

ANNEXURE G

STATEMENT OF REQUIREMENTS - PROVISION OF MARQUEES AND CHANGE ROOMS

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Marquees and Change Rooms to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply up to 350 marquees during the event including sound booths, with a preference for marquees to be colourful to reflect the nature of the Festival;
- (b) provide to the Festival Event Manager or their delegate, an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;

- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the event;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around groups of marquees as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the marquees should pose minimum disruption to city traders and take into account the safety of the public;
- (q) effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to the original condition;
- (t) provide One (1) 3m x 6m marquee to be used as sound booth in Garema Place;
- (u) provide three (3) 3m x 3m marquees to be used as sound booths for other three (3) remaining stages;
- (v) ensure all forklift operators hold current appropriate licensing;
- (w) all staff working on footprint during Bump In & Bump Out must be aware of pedestrians in the area;
- (x) ensure the final Bump Out day must be on or before 6:00 am on the date to be advised;

- (y) work closely with all the stakeholders in particular on site electricians and sound and lighting providers;
- (z) provide a 6m x 3m change room (partitioned for mail and femail) for each ~~five~~ (5) stages in the agreed location with the Festival Event Manager or their nominated delegate;
- (aa) provide a 6m x 3m marquee for emergency services in the agreed location with the Festival Event Manager or their nominated delegate;
- (bb) ensure a safe and healthy site for the Festival, by complying with the HRIA Weighting Guide. It is a requirement of ACT Government that no pegs or bolts be inserted into the ground, the only form of securing a marquee is to use weights and base plates as outlined in the publication named "Hire and Rental Industry Association, Events Division, Temporary Structure and Marquee Weigh Guide" www.hireandrental.com.au ; and
- (cc) attend planning meetings and the final event debrief session as required.

Comment [CH4]: Have amended spelling of femail.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT H

STATEMENT OF REQUIREMENT - STAGES AND PLATFORMS

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Stages and Platforms to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, Ainslie Place, City Walk, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival . The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply ~~four~~ five (5) stages and ~~one~~ two (2) platforms with appropriate stage covers;
- (b) provide to the Festival Event Manager or their delegate an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;

- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the Festival;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around the stages as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the stages should pose minimum disruption to city traders and take into account the safety of the public
- (q) provide and implement an effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to original condition; and
- (t) to attend planning meetings and the final event debrief session as required.

1.7 No assignment or subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

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Directorate

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

STAGE REQUIREMENTS AND SITE INFORMATION

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday - From Festival Shutdown
Petrie & London Platform	6 x 4 meters	Friday Morning - Day of Festival from 8am. Festival Opens 4.00pm	Sunday - From Festival Shutdown - no earlier than 6pm
Garema Place Platform	6 x 4 meters	Friday Morning - Day of Festival from 8am. Festival Opens 4.00pm	Sunday - From Festival Shutdown - no earlier than 6pm

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Civic Square Stage	10 x 8 meter	Tuesday - 3 days before Festival commences	Monday - 1 day after Festival closes

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REQUEST FOR QUOTATION NO: 22416.110



ACT
Government

**PROVISION OF GOODS AND SERVICES
FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL**

**ON BEHALF OF
COMMUNITY SERVICES DIRECTORATE**

CONTACT OFFICER: EMMA MIRENDA

SHARED SERVICES PROCUREMENT

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ISSUE DATE: SATURDAY, 6 JULY 2013

CLOSING DATE: THURSDAY, 8 AUGUST 2013

CLOSING TIME: 2:00PM CANBERRA TIME

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1. STATEMENT OF REQUIREMENTS

1.1.1. This Request for Quotation (RFQ) is to seek suitably experienced Contractors to provide Goods and Services for the 2014-2016 National Multicultural Festival (Festival) on behalf of the Community Services Directorate.

1.1.2. Respondents are referred to **Annexure A – H** for the Statement of Requirements for:

1. Provision of Sound and Lighting;
(Refer to **Annexure A**);
2. Provision of Generators and electrical services;
(Refer to **Annexure B**);
3. Portable Toilets, Parent and operation rooms;
(Refer to **Annexure C**);
4. Security Services;
(Refer to **Annexure D**);
5. Waste Management Services;
(Refer to **Annexure E**);
6. Traffic Management Services;
(Refer to **Annexure F**);
7. Provision of Marquees And Change Rooms ;
(Refer to **Annexure G**); and
8. Supply and install appropriate staging and platforms ;
(Refer to **Annexure H**).

1.2 Background

1.2.1. The National Multicultural Festival has been staged in Canberra for the past 16 years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate.

1.2.2. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

1.3 Nominating Goods/Services

1.3.1 Respondents are to nominate which of the following services they are tendering for by completing the Nomination for Tendering of Services form -Attachment 1.

1. Provision of Sound and Lighting;
2. Provision of Generators and electrical services;
3. Provision of Marquees And Change Rooms;
4. Supply and install appropriate staging and platforms;
5. Security Services;
6. Traffic Management Services;
7. Portable Toilets; and
8. Waste Management Services.

1.3.2 Please ensure that you clearly identify which Service/s your Organisation is tendering for.

2. ASSESSMENT

2.1 Value for Money

2.1.1. In evaluating Quotations the Territory has as its objective the attainment of best value for money and not necessarily the lowest price.

2.1.2. Apart from conformity with the requirements of this RFQ, the Territory will evaluate Quotations in accordance with the criteria outlined below.

2.2 Threshold Criteria

Threshold Criteria	Pass/Fail
Compliance with all required Legislation and Regulations. Respondents are to provide copies of all applicable licenses required for the safe and proper delivery of the Services.	Pass/Fail

Responses that do not meet the above threshold criteria will be regarded as non-conforming, and will not be considered for further assessment against remaining criteria.

2.3 Weighted Criteria

ASSESSABLE CRITERIA	Weighting %
Respondents are to detail and provide evidence against the following:	
(1) Service Delivery Model	40%
(a) Respondents are to outline their proposed service delivery model which details:	
(i) their understanding of the principles and practice of the public events and its potential to achieve the best outcomes for the Festival; and	20
(ii) the proposed methodology to deliver the Services, the implementation plan and key milestones indicating dates for service commencement and a proposed schedule for Bump In and Bump Out.	
(b) Respondents are to detail the Risk Management Strategy for service establishment and delivery.	10
(c) Respondents to detail how they will meet the Festival deadlines.	10
(2) Social Procurement	
(a) Respondents are to outline how they address the following elements of social procurement and community benefits outcomes they will support. Examples include:	
(i) employment of people from disadvantaged groups (people with mental illness or disabilities);	
(ii) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);	10%
(iii) employment of people who have been unemployed long term;	
(iv) people from culturally and linguistically diverse backgrounds; and	

(v) a description of any other social outcomes not already detailed. (b) This criteria will be evaluated in terms of the Respondents ability to provide the Territory with the best social outcomes	
(3) Personnel Respondents are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.	20%
(4) Experience in undertaking major events. Respondents are to outline the experience of thier company in undertaking major events.	20%
Total	100%
NON-WEIGHTED CRITERIA	
(5) Pricing Schedule Respondents are to provide a detailed breakdown of costs to deliver the nominated service.	
(6) Referees Respondents are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Respondent against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.	

3. CONTRACT REQUIREMENTS

3.1.1. The form of contract expected to be used for the Services required by this RFQ is the Territory's Services Agreement. The Territory reserves the right to alter provisions of the contract and the form of contract if an alternative is determined to be more appropriate. Standard Territory terms and conditions and form of contract for [Services/Goods] is available at www.procurement.act.gov.au/tenders_advertised/open_tenders.

3.1.2. The contract is expected to be for an initial period of two (2) years, with provision for up to one (1) extension of one (1) year. The maximum term of the contract will be two years.

4. CONDITIONS OF QUOTATION

4.1 Insurance Requirements

4.1.1. Without limiting the insurance that is required to be held by the successful Respondent by law (e.g. worker's compensation) or under the contract, the successful Respondent will be required to take out and maintain:

- (1) public liability insurance with coverage in the amount of not less than \$20,000,000.00 in respect of each occurrence.

4.2 Acknowledgement

4.2.1. In submitting a Quotation the Respondent acknowledges that it:

- (1) has examined this RFQ, any other information issued and any information relevant to the risks, contingencies, and other circumstances having an affect on the Quotation;
- (2) has made and relied upon its own enquiries to address the Assessment Criteria;
- (3) is satisfied as to the correctness and sufficiency of the Quotation; and
- (4) agrees its Quotation must remain open for at least sixty (60) days from the date and time of closing.

4.3 Disclaimer

4.3.1. The Territory is in no way liable for the inaccuracy of any information printed or stored by a Respondent (or other user) after downloading an electronic copy from Shared Services Procurement website. A Respondent (or other user) who utilises an automatic language translation service in connection with the RFQ does so at its own risk.

4.3.2. If the Respondent finds any discrepancy, misdescription, error or omission in the RFQ or requires clarification of any information in relation to the RFQ, the Respondent is requested to notify the Contact Officer on the front cover page of this RFQ before the date and time for closing Quotations.

4.4 Further Information, Clarification and Enquiries

4.4.1. There are no obligations on the part of the Territory to seek clarifications or any other information regarding a Quotation. Respondents may be required to attend interviews, presentations, demonstrations, site visits or submit additional information to allow full consideration of a Quotation.

4.4.2. By submitting a Quotation, the Respondent:

(1) authorises the Territory to:

- (a) enquire into the Respondent's financial status and viability;
- (b) obtain from any government agency information including about the Respondent's performance during any previous or current contracts for services similar to those sought in this RFQ; or
- (c) seek information from sources including regulatory and law enforcement bodies, relevant to whether the Respondent is relevantly registered or licensed to provide the Services; and
- (d) acknowledges that the provision and receipt of information by the Territory to any other government agency is a communication in circumstances of qualified privilege and the Respondent shall have no claim against the Territory arising out of the provision or receipt of such information.

4.4.3. Respondents may request clarification of this RFQ or submit queries in relation to this RFQ in writing to the Contact Officer. Any Response by the Territory will be written and may be provided to all Respondents.

4.5 Ownership of Quotations

4.5.1. Quotations (including copies) will not be returned and become the property of the Territory. The Respondent authorises the Territory to use (including copying, reproducing or supplying) their Quotation for assessment purposes and in any agreement resulting from their Quotation that may be entered into with the Territory should they be the preferred Respondent.

4.5.2. The Respondent retains any intellectual property rights in their Quotation and warrants no other person's or organisation's moral or intellectual rights will be infringed in the Territory's use of the Quotation.

4.6 Selection of Preferred Quotation

- 4.6.1. The Territory is under no obligation to select any Quotation and may vary or discontinue the Quotation process upon giving written notice to Respondents.
- 4.6.2. Late Quotations may be accepted, at the sole discretion of the Territory. Confirmation of receipt of Quotations will not be issued.
- 4.6.3. Upon conclusion of the Quotation assessment process, the Territory may select a preferred Respondent and then:
 - (1) commence contract negotiations with the preferred Respondent with a view to concluding those negotiations within a prescribed period of time;
 - (2) negotiate with another Respondent if contract negotiations with the preferred Respondent are not concluded within the time specified to the preferred Respondent; or
 - (3) cease negotiations with any Respondent.
- 4.6.4. No legal obligations arise until the Territory has executed a contract substantially in the form identified at Part 3.1.1 of this RFQ.
- 4.6.5. The Territory will offer unsuccessful Respondents the opportunity of a debriefing.

4.7 Costs of Submitting a Quotation

- 4.7.1. The Territory will make no payment to a Respondent for any costs incurred by a Respondent in preparing a Quotation, in respect of any discussions, negotiations, enquiries or requests for details or information made by or on behalf of the Territory after the submission of Quotations or for any work undertaken by any Respondent after its Quotation is submitted including work requested by the Territory in accordance with any provision of the RFQ.

4.8 Addenda

- 4.8.1. Addenda to this RFQ may be issued by the Territory prior to the date and time for closing the RFQ for the purposes of clarifying documents or to notify any amendments to the RFQ.
- 4.8.2. Addenda will be issued to each person or organisation to which the RFQ was issued, or they will each be notified that an addendum is available for collection.

4.9 Confidential Text and Disclosure

- 4.9.1. The Respondent must specify in writing if the Respondent believes any information in relation to this Quotation is confidential and wishes that information to be treated as confidential in any contract. Respondents should be aware that the Territory may be required to disclose information, either under the *Freedom of Information Act 1989* or by the responsible Minister in the Legislative Assembly.
- 4.9.2. Respondents should seek their own legal advice as to the implications for them of the notifiable contracts provisions of the *Government Procurement Act 2001*.

4.10 Conflict of Interest

- 4.10.1. A Respondent with a conflict of interest must disclose the conflict of interest to the Territory at the time of lodgement of the Quotation or if the conflict of interest or a risk of conflict of interest arises after lodgement of the Quotation and prior to the completion of the Quotation process, immediately disclose that conflict of interest to the Territory.
- 4.10.2. In submitting a Quotation, the Respondent warrants that:
- (1) the Respondent has no knowledge of the price, including rates, of any other respondent for the goods or services; and
 - (2) except as disclosed in its response, the Respondent has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade or industry association or to or on behalf of any other respondent in relation to the RFQ or any contract which may be entered into consequently, nor paid or allowed any money on that account.
- 4.10.3. At the sole discretion of the Territory, contravention of this provision may result in the Respondent's Quotation being deemed to be non-conforming.

4.11 Proprietary Names

- 4.11.1. If proprietary names, brands, catalogues or reference numbers are specified in the RFQ, the Respondent may offer material or equipment of a similar characteristic, type, quality, appearance, finish, method of construction and performance.

5. RESPONDENT DECLARATION

- 5.1.1. The Respondent must include in its Quotation a completed and signed Respondent Declaration in the form provided at **Attachment 3**.
- 5.1.2. The Respondent must also include in its Quotation a completed and signed Ethical Suppliers Declaration in the form provided at **Attachment 4**.

6. LODGEMENT OF QUOTATIONS

- 6.1.1. The Respondent must lodge an original and three copies of the Quotation. The original is to be marked as the original and each copy sequentially marked with a copy number. In the event of any discrepancy between the copy and the original, the original takes precedence.
- 6.1.2. Quotations must be either posted or hand delivered and received by the closing time and date to:

The Tender Box
RFQ 22416.110
Attention: Emma Mirenda Phone: 6205 4969
Ground Floor
40 Allara Street
CANBERRA CITY ACT 2601

- 6.1.3. Quotations are to be no larger than 350mm wide x 60mm high in size. Quotations in excess of this size will not fit in the delivery slot of the Tender Box. If a hand delivered Quotation is not able to be placed in the Tender Box (e.g. due to size or otherwise) Respondents are to proceed to Level 5, 40 Allara Street, Canberra City and telephone the nominated Contact Officer to arrange collection of the Quotation by hand.
- 6.1.4. If a Quotation is to be delivered by an Australia Post courier or by a private courier service requiring a signature, the Quotation should be delivered to Level 5, 40 Allara Street, Canberra City to be received and signed for by an Officer from Shared Services.
- 6.1.5. Following the closing date for Quotations, names of Respondents for this RFQ will be listed on the Shared Services Procurement notice board, located on Level 5, 40 Allara Street, Canberra City. The list will also be available from Shared Services Procurement's website – www.procurement.act.gov.au. Quotations received after the prescribed closing time may not be included on the list.

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- 6.1.6. If a hand delivered Quotation is not able to be placed in the Tender Box (e.g. due to size) Respondents should contact Shared Services Procurement and request an Officer come to the foyer to accept the Quotation by hand. Respondents may use the wall phone located adjacent to the Tender Box to direct dial Shared Services Procurement.
- 6.1.7. If a Quotation is being delivered by an Australia Post courier or private courier requiring signature, the courier should contact Shared Services Procurement and request an Officer come to the foyer to accept and sign for the Quotation. The wall phone located adjacent to the Tender Box may be used to direct dial Shared Services Procurement.
- 6.1.8. Following the closing date for Quotations, names of Respondents for this RFQ will be listed on the Shared Services Procurement website – www.procurement.act.gov.au. Quotations received after the prescribed closing time may not be included on the list.
- 6.1.9. All enquires in relation to this RFQ must be directed in writing to the Contact Officer.
- 6.1.10. Below is a list of actions and/or information that Respondents should review prior to submitting their Quotation.
- ☐ Quotation submitted on time.
 - ☐ Quotations are to be clearly marked with the RFQ number, the RFQ description, contact officer and the date and time for closing of Quotations.
 - ☐ Quotations have the Nomination for Tendering of Services form completed and attached.
 - ☐ One (1) Original unbound hard copy and three (3) soft copies on CD/UBS submitted. *Please ensure that soft copies **DO NOT** include any pricing information.
 - ☐ All Assessment Criteria addressed.
 - ☐ Completed Pricing Schedule
 - ☐ Completed and signed Respondent Declaration.
 - ☐ Completed Draft Agreement and Confidential Text
 - ☐ Completed and signed Ethical Suppliers Declaration.

- ☐ Completed and signed Statutory Declaration
- ☐ Insurance cover (including workers compensation) to the value requested by the Territory (copy of current certificates to be supplied with Quotation) (see Clause 4.1.1)

ATTACHMENT 1 – NOMINATION FOR TENDERING OF SERVICES FORM

I/we wish to submit a quotation for:

- ☐ Provision of Sound and Lighting.
- ☐ Provision of Generators and electrical services;
- ☐ Provision of Portable Toilets, Parent and Operation rooms.
- ☐ Provision of Security Services
- ☐ Provision of Waste Management Services.
- ☐ Provision of Traffic Management Services.
- ☐ Provision of Marquees and Change Rooms
- ☐ Supply and install appropriate staging and platforms.

ATTACHMENT 2 – PRICING SCHEDULE

1. Sound and Lighting	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all sound and lighting equipment in accordance with Annexure A – 1.7 Specifications and 1.11 – List of Equipment. If required please provide a breakdown in costs. Prices are to be GST inclusive	
Supply, Installation and Removal of Sound and Lighting	Total cost\$
Hourly rate	\$

2. Generators and Electrical Services	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel) in accordance with Annexure B –1.6 Specifications and 1.10 – List of Equipment. If required please provide a breakdown in cost. Prices are to be GST inclusive	
Supply, Installation and Removal of all Generators and Electrical Services (including fuel and diesel)	Total cost \$
Hourly rate	

3. Portable Toilets, Parent and Operation Rooms	
Respondents are to provide an all inclusive price for the Supply, Installation and Removal of Portable Toilets, Operation Room and Parent Room in accordance with Annexure C – 1.6 Specification. If required please provide a breakdown in cost. Prices are to be GST inclusive	
Supply, Installation and Removal of Portable Toilets, Operation Room and Parent Room	Total cost \$

Hourly ate	\$

4. Security Services

Respondents are to provide a GST inclusive price for Security Guard at the days and times stated below.

If required please provide a further breakdown in cost.

Day	Shift Time	Total Number of Guards required	Total Hours Required	Cost of Guards GST inc. \$
Bump In – Festival Setup Period				
Monday – Thursday				
Monday - Thursday	8pm – 8am	5	60	\$

Friday 8am to Saturday 1am				
Day	Shift Time	Total Number of Guards required	Total Hours Required	Cost of Guards GST inc. \$
Bump In – Festival Setup Period	8am – Saturday 1am	7	61	

Friday 4pm - Saturday 8am				
Day	Shift Time	Number of Guards required	Total Hours Required	Cost of Guards GST inc. \$
Overnight	4pm-Friday to 8am Saturday	4	61	

Saturday 10am – 6pm				
Day	Shift Time	Number of Guards required	Total Hours Required	Cost of Guards GST inc. \$
Festival Day	10am -6pm	7	56	

Saturday Night 6pm – Sunday 1am				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Night Program Event shutdown	6pm-1am	6	42	

Saturday 1am – Sunday 8am				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Overnight	1am-8am	5	35	

Sunday 10am – 6 pm				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Festival Day Event Shutdown	10am -6pm	6	48	

Sunday Night 6pm - Monday 8am				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Overnight	6pm- 8am	3	42	

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Bump Out – Monday - Thursday				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Monday - Thursday	8pm – 8am Nightly	4	48	

Civic Square stage Thursday – Saturday				
Day	Shift Time	Number of Guards	Total Hours Required	Cost of Guards GST inc. \$
Thursday - Saturday	11pm – 8am Nightly	1	27	

5. Waste Management Services

Respondents are to provide an all inclusive price for the supply, installation, maintenance and removal of Waste Management Services in accordance with **Annexure E – 1.6 Specification**.

If required please provide a breakdown in cost.

Prices are to be **GST inclusive**

Type of Bin	Qty	Price as per Annexure E – 1.6 Specification \$
General 240lt wheelie bins	150	\$
Recycle 240lt wheelie bins	150	\$
1100L Roll top skip bins	80 (approx)	\$
Skip 1 - large	1 or 2	\$
Skip 2 - large	1 or 2	\$
Clean all marquees and the general area in and around Garema Place from Midnight.		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm		

6. Traffic Management Services

Respondents are to provide an all inclusive price for the Supply of trained and licensed personnel to manage traffic in accordance with **Annexure F – 1.6 Specifications**.
If required please provide a breakdown in cost.
Prices are to be **GST inclusive**

Supply of trained and licensed personnel to Manage Traffic	Total cost \$
Hourly rate	\$

7. Marquees and Change Rooms

Respondents are to provide an all inclusive price for the supply, construction and removal of Marquees and Change Rooms in accordance with **Annexure G – 1.6 Specification**.
If required please provide a breakdown in cost.
Prices are to be **GST inclusive**

Supply, Construction and Removal of Marquees and Change Rooms	Total cost \$
Hourly rate	\$

8. Stage and Platforms

Respondents are to provide an all inclusive price for the supply, construction and removal of stage and platforms in accordance with **Annexure H – 1.6 Specifications and 1.10 List of Equipment**.
If required please provide a breakdown in cost.
Prices are to be **GST inclusive**

Supply, Construction and Removal of Stage and Platforms	Total cost \$
Hourly rate	\$

ATTACHMENT 3 – RESPONDENT DECLARATION

I/We quote to the Territory for the National Multicultural Festival on behalf of the Community Services Directorate at the GST-inclusive prices specified in this RFQ.

I/We have provided details of any information I/we wish to be treated as confidential in any resulting contract, in accordance with section 4.10.

I/We undertake to provide insurance policies if selected as the preferred Respondent prior to entering into a contract with the Territory. I/We have sighted all addenda to this RFQ.

_____ Full Name and / or Name of Company		AND/OR	_____ Trading Name (<i>Business Name</i>)	
_____ ACN (Australian Companies Number)		OR	_____ ABN (Australian Business Number)	
_____ Business Address			_____ Postal Address	
_____ State	_____ P/Code		_____ State	_____ P/Code
_____ Telephone No	_____ Mobile No		_____ Facsimile No	_____ Email address
_____ Name of ACT Professional Standards Scheme			_____ Upper Limit of capped Professional Indemnity Liability Insurance	
_____ Respondent's Representative			_____ (include telephone number)	
_____ Position Held by Respondent's Representative				
_____ Signature of Director if corporation else Respondent			_____ Printed Name	
_____ Date				
_____ Signature of 2nd Director if corporation else Witness			_____ Printed Name	

ATTACHMENT 4 – ETHICAL SUPPLIERS DECLARATION

The Territory may request further details about the information provided by the Respondent in this Ethical Suppliers Declaration. This Ethical Suppliers Declaration may be sent to the relevant Union (though UnionsACT), ACT Workcover and any other regulatory bodies deemed appropriate for verification of information supplied by the Respondent.

The Territory will not enter into contracts with Respondents that cannot demonstrate compliance with their Employee and industrial relations obligations. The determination of compliance extends to the obligations in respect of Subcontractors. The Respondent will be informed if, in the assessment by the Territory, it has failed to satisfactorily demonstrate compliance.

Definitions

In this Declaration.

Full Details means details of:

- (a) the nature of the breach or offence or alleged breach or offence;
- (b) any conviction recorded or adverse finding made in respect of the breach or offence;
- (c) any penalty or orders imposed by a court, tribunal, commission or board in respect of the breach or offence and the maximum penalty that could have been imposed under the **Prescribed Legislation**;
- (d) the name of the court, tribunal, commission or board, the State or Territory in which the proceeding or prosecution is brought, the date on which the proceeding or prosecution was commenced and the number or description assigned to the proceeding or prosecution by the court, tribunal, commission or board;
- (e) the name of the entity against which the finding or conviction was made or the proceeding or prosecution was initiated.

Tendering Entity means the legal entity (individual or company) that proposes to enter into a contract with the Territory at the end of the tendering process.

Contract means a written contract for the procurement of prescribed works or services having a total consideration, or estimated total consideration, worth \$25,000 or more.

Employee means a natural person who is employed under a contract of service to provide a supplier of prescribed works or services or a **Subcontractor** with his or her labour, except for the provision of professional or information technology service.

Employee and industrial relations obligations means compliance with:

- (a) **Prescribed Legislation**; and
- (b) determinations made by the tribunals of competent jurisdiction in respect of the interpretation, breach or any other matter concerning any **Prescribed Legislation**.

- Note: Examples of employee and industrial relations obligations may typically include payment of remuneration; training; annual holidays; long service leave entitlements; occupational health and safety; workers' compensation; injury management, (including rehabilitation); legal age of employment; discrimination; and superannuation. This list is non exhaustive.

Prescribed Legislation means awards or industrial agreements made pursuant to any legislation applicable to a supplier or **Subcontractor**:

- (a) Building and Construction Industry Improvement Act 2005 (Cwlth);
- (b) Equal Opportunity for Women in the Workplace Act 1999 (Cwlth);
- (c) Fair Work Act 2009 (Cwlth);
- (d) Long Service Leave (Portable Schemes) Act 2009 (ACT);
- (e) Long Service Leave Act 1976 (ACT);
- (f) Paid Parental Leave Act 2010 (Cwlth);
- (g) Payroll Tax Act 2011 (ACT);
- (h) Superannuation Guarantee (Administration) Act 1992 (Cwlth);
- (i) Work Health and Safety Act 2011 (ACT);
- (j) Workers Compensation Act 1951 (ACT);
- (k) any Regulations made under the above Acts;
- (l) any laws of the Commonwealth or the Australian Capital Territory which vary or replace the above Acts or Regulations, or any part of them; and
- (m) any other Acts or Regulations of the Commonwealth or the Australian Capital Territory, which deal with matters relating to industrial relations, employment and/or workplace safety obligations.

Subcontractor means an entity that is contracted by the **Tendering Entity** to provide services or works in connection with a **Contract** between the Territory and the **Tendering Entity**:

Name of the Tendering Entity in relation to which I make this Declaration:

ACN / ABN of the Tendering Entity:

If a company, include ACN, and if a partnership or sole proprietor, include the full names of individual members and ABN.

1. The following industrial instrument (award or agreement) made pursuant to any **Prescribed Legislation** specifically applies to the **Employees** and **Subcontractors** of the **Tendering Entity** and is binding on it.

2. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration complied with all **Prescribed Legislation**.

YES	NO

3. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration recognised the rights of **Employees** and **Subcontractors** to union membership and representation.

YES	NO

4. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration complied with any amendments to wages and conditions of employment for their **Employees** and **Sub-contractors** as decided by any authorised industrial or wage-setting agency.

YES	NO

5. In the preceding 24 months of the date of this Declaration there have been either:

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- (a) no findings against the **Tendering Entity**, or a proposed **Subcontractor**, by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order;

OR

- (b) the following findings against the **Tendering Entity**, or a proposed **Subcontractor**, by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order [provide **Full Details**].

6. In the preceding 24 months of the date of this Declaration there have been either:

- (a) no convictions under the **Prescribed Legislation** against the **Tendering Entity** or a proposed **Subcontractor**;

OR

- (b) the following convictions under the **Prescribed Legislation** against the **Tendering Entity** or a proposed **Subcontractor** [provide **Full Details**].

7. There are currently no proceedings or prosecutions against the **Tendering Entity** or a proposed **Subcontractor** in respect of a breach of any **Prescribed Legislation** OR the following proceedings and prosecutions are currently brought against the **Tendering Entity** or a proposed **Subcontractor** [provide **Full Details**].

8. The **Tendering Entity** has not been required to implement any remedial measures to ensure future compliance with the **Prescribed Legislation** OR the **Tendering Entity** has implemented the following remedial measures to ensure future compliance with **Prescribed Legislation**.

ANNEXURE A

**STATEMENT OF REQUIREMENTS
SOUND AND LIGHTING**

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality sound and lighting services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Festival Dates

The Festival Event Manager or their nominated delegate will advise the successful Contractor of the Bump In and Bump Out dates and Festival Dates no later than August prior to each year of the Festival.

1.4 Bump In

- 1.4.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.4.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump In date.
- 1.4.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.4.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.5 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.6 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival . The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.7 Specifications

1.7.1. The successful Contractor will be required to:

- (a) supply, install and remove all appropriate sound and lighting equipment for the four (4) stages and one (1) platform including all fixtures, control systems, racks, cabling, accessories and consumables as outlined in the List of Equipment for Sound and Lighting;
- (b) ensure that all cables utilised are safety tagged and data certified;
- (c) supply all the necessary lifting equipment on site with a certified operators;
- (d) ensure the sound check is completed by 12:00 noon on Day one (1) of the Festival; and
- (e) supply and install one (1) easy setup gazebo to be used as a sound booth for the platform.

1.7.2. The Festival Event Manager or their nominated delegate will:

- (a) provide a 3m x3m sound booth marquee for each Akuna Street and Petrie Plaza stages; and
- (b) provide a 6m x 3m sound booth marquee for Garema Place stage.

1.8 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.9 Security

Dedicated security will be provided by OMATSIA to every stage when Contractor staffs are not present on that stage. The security guard will not leave the stage at any time during their shift unless replaced by another guard at that time. All stages will have an individual guard.

1.10 Additional Reading

National Multicultural Festival Website: <http://www.multiculturalFestival.com.au>

Community Services Directorate Website: www.dhcs.act.gov.au

1.11 List of Equipment - Sound and Lighting**Garema Place Stage****FOH Audio and Control**

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 1RU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 –Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 –TC Electronics MoneXL Multi FX Unit
1 TC Electronics – Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 –Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 –Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aerials
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Strobes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage**FOH Audio and Control**

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker
1 Subwoofer

Stage Equipment

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer
1 32 Channel, 6 Returns 45m
1 Stage Fold-back Packer
1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console
24 Par 64 Cans
4 Moving Lights
6 4 Way Blinders

Ainslie Place Stage**FOH Audio and Control**

1 –Midas Mixing Console 40 Mono & 8 Stereo Ch
1 FX Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Lexicon Reverb Unit
1 TC Electronic multitap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer

1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Petite Plaza Platform**FOH Audio and Control**

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Garema Place Platform**FOH Audio and Control**

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline – To be based at Garema Stage**Drums, Percussion**

1 Pear Masters Custom drum Kit

Bass

1 -ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables
DJ Turntables.
2 Pioneer CDJ1000 CD Player
1 Pioneer DJM800 DJ Mixer

Media Call**FOH Audio and Control**

1 24 Mono 4 Stereo)
1 Effects Rack
6 Stereo Comp/Gate
1 Stereo Digital Graphic Eq
1 CD Player
2 Reverb Unit
2 Loudspeakers
2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge
1 Lectum with mic and light connectors
1 Power Amplifiers
1 Stage Fold-back Packer
1 Band Microphone Kit
1 Signal Power Packer
1 -24 Channel, 4 Returns 40m

Civic Square Stage**FOH Audio and Control**

1 -40 Mono 8 Stereo
1 Effects Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Reverb Unit
1 Electronic Two multitap rhythm delay
2 8Ch Comp/Gate
1 8Ch ins Gate
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

ANNEXURE B

STATEMENT OF REQUIREMENTS
GENERATORS AND ELECTRICAL SERVICES

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Generators and Electrical Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and

- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply, install and remove all appropriate Generators and Electrical Services/Equipment as outlined in the List of Generators and Lighting;
- (b) include fuel and diesel charges as part of their tendered price;
- (c) provide a final footprint of Generators and wiring map no later than 60 days prior to the commencement of the Festival;
- (d) ensure that all cables utilised are safety tagged and data certified;
- (e) supply all the necessary lifting equipment on site with a certified operators;
- (f) supply an additional set of keys to the generators on the Bump In date to the Festival Event Manager; and
- (g) ongoing technical support throughout the Festival.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.10 List of Equipment - Generator and Electrical Services

Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 4 x main stages and 1 Platform
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 – 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 – 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available – 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power Lock Cable Length
5m
10m
20m
30m
50m

Currently allow for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches.
- 35 x 32 amp 30m leads.
- 150 x 5 channel cable covers.

ANNEXURE C

STATEMENT OF REQUIREMENT
PORTABLE TOILETS, OPERATION ROOM AND PARENT ROOM

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Portable Toilets, an Operation room and a Parent room to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment; to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and

- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor will be required to:

- (a) supply, install and remove 10 Female, 10 Male and 2 Disabled toilets for the Festival which includes all fixtures, accessories and consumables;
- (b) liaise with the Festival Event Manager regarding the location of toilet units, parent and operation rooms;
- (c) supply appropriately trained personnel to install, maintain and operate toilets and wash rooms during the Festival (according to the agreed schedule);
- (d) supply 20 suitable Kros Urinals with appropriate 2.1 meter fencing around it;
- (e) supply 20 portable female and five (5) portable Male Fresh Flash toilets, which are individual stand free units;
- (f) supply of all safety equipment required to complete the task or more frequently as required;
- (g) supply personnel during the Festival opening hours, to check and, suitably maintain and if necessary, empty toilets, receptacles and bins and clean toilets, hand basins and floors throughout the Festival sites;
- (h) review on a regular basis and supply toilet paper and paper hand towels as required throughout the Festival;
- (i) remove and appropriately dispose of all waste in accordance with the agreed program schedule, the *Waste Minimisation Act 2001* and *Hazardous Waste Regulations Act 1989*;
- (j) cover all transport costs associated with equipment and crew to and from the Festival venues;
- (k) provide on-going support for the duration of the Festival;
- (l) remove daily both general and sanitary collected waste;
- (m) empty and clean all toilet and wash basin bins and receptacles daily;
- (n) provide one (1) air-conditioned- 6m x 3m parent room throughout the Festival with 20 chairs two (2) tables;
- (o) provide one (1) air-conditioned- 6m x 3m Operational room throughout the Festival with 20 chairs two (2) tables;
- (p) provide two (2) change tables for the Parent Room with a Microwave oven;
- (q) provide four (4) disabled fresh flash toilet units;

- (r) provide appropriate signage across the footprint for Male, Female, Kros Urinal and Disabled toilets;
- (s) provide one (1) 3m x 6m air-conditioned Operation Room to be located in a central area of the footprint;
- (t) provide additional services outside of agreed schedule if required; and
- (u) remove all toilet and wash basin bins and receptacles during Bump Out of the Festival;

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.10 List of Equipment and Event Sites**Location 1:****Ten Single Toilets & One Disabled unit***Services to be completed on site at the following times:***1st** Day of Festival - approx 9pm**2nd** Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm**3rd** Day of Festival – approx. 8am, 11am & 2pm**Location 2****Ten Single Toilets, One Disabled & One Wash / Sink Stand***Services to be completed on site at the following times:***2nd** Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm**3rd** Day of Festival – approx. 8am, 11am & 2pm**Location 3****Ten Single Toilets, One Disabled & and One Wash / Sink Stand***Services to be completed on site at the following times:***2nd** Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm**3rd** Day of Festival – approx. 8am, 11am & 2pm**Kros Urinal: (Locations will be discussed no later than 10 working days prior to the Festival)****20 Single units across the footprint***Services to be completed on site at the following times:***2nd** Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm**3rd** Day of Festival – approx. 8am, 11am & 2pm**One 3X6 Air Conditioned Operational Room including required chairs and tables.****One 3X6 Air Conditioned Parent Room including specifications.**

ANNEXURE D**STATEMENT OF REQUIREMENT**
SECURITY SERVICES**1.1 Objective**

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to provide Security Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
 - (e) be required to join the Festival's UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing; and
 - (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor will be required to:

- (a) provide fully briefed Security personnel for each Festival event with information provided by the Festival Event Manager or their nominated delegate;
- (b) ensure security personnel carry communication equipment in order to call for support/backup including Police, Ambulance and Fire Brigade;
- (c) ensure that security personnel are aware of and comply with the current procedures in accordance with the *Security Industry ACT 2003* and *Security Industry Regulation 2003*;
- (d) provide services throughout the duration of the Festival and where requested during Bump In and Bump Out in accordance with agreed schedules; including
 - (i) the provision of security services on the setup date and opening program of the Festival and dates to be advised;
 - (ii) provide security services for overnight events and structure protection;
- (e) provide personal protections during high demand and VIP shows as requested;
- (f) ensure all guards hold a current employee licence;
- (g) ensure that if any personnel are required to guard with a firearm, the person must hold an appropriate ACT firearms licence;
- (h) ensure all personnel are fully qualified for the role and responsibilities they are undertaking;
- (i) have back up staff in place to cover staff breaks; and
- (j) have an experienced supervisor to oversee the guards performance and punctuality.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.10 Security Services Schedule

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump In – Festival Setup Period					
Monday - 4 days before Festival commences	8pm – 8am	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 3 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 2 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 1 day before Festival commences		2	24	Overnight Event/Structures protection	Total Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday – Day 1 of Festival					
Bump In – Festival Setup Period	8am - 4pm	2	16	Roving - Crowd Control	Festival Footprint 2 x Roving
Festival Begins – Opening Program 5pm to Midnight Event Shutdown 12.00am – 1am	4pm-1am	4	36	Footprint Set up : [identify unauthorised vehicles] 4pm to 5pm Monitor Event: Crowd Control, Responsible Serving of Alcohol etc. Event Shutdown 12.00am – 1am	Garema Stage - 1 x Static Festival Footprint - 3 x Roving
		1	9	Entrance & Room Control	Performers Change Room

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday Night/Saturday Morning					
Overnight	8pm-Friday to 8am Saturday	4	48	Overnight Event/Structures protection	Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving
	4pm-Friday to 8am Saturday	2	16	Overnight Event/Structures protection	Garema Stage 1x Static

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday – 2nd Day of Festival					
Festival Day Program 11 am to 6pm	10am - 6pm	6	48	Footprint Set up: [identify unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static

					Festival Footprint 2 x Roving
		1	8	Change Room Entrance & Room Control	Performers Change Room

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night – 2nd Day of Festival					
Night Program 6pm – Midnight Event shutdown Midnight – 1am	6pm- 1am	6	42	Monitor Event: Crowd Control, Responsible Serving of Alcohol etc.	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 4 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night/Sunday Morning					
Overnight	1am-8am	5	35	Overnight Event/Structures protection	Garema Stage 1 x Static Petrie Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Morning – 3rd Day of Festival					
Festival Day Program 11 am to 5pm Event Shutdown 5pm – 6pm	10am-6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival

					Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Night/Monday Morning					
Overnight	6pm-8am	3	42	Overnight Event/Structures protection	Festival Footprint 3 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump Out – Festival Packup Period					
Monday - 1 day after Festival closes	8pm – 8am Nightly	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 2 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 3 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 4 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1x Roving

Civic Square stage					
Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Thursday - 1 Day before Festival commences	11pm – 8am Nightly	1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Friday – Day 1 of Festival.		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Saturday - Day 2 of Festival		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving

OTHER SERVICES

A Senior Guide or Manager will be required to attend:

- Risk and Emergency Planning Sessions
- Attend Site inspection, Bump In and Command Centre Induction Sessions.

ANNEXURE E

STATEMENT OF REQUIREMENT
WASTE MANAGEMENT SERVICES

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Waste Management Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Event Sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
 - (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing; and
 - (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

1.6.1. The successful Contractor is to:

- (a) provide, maintain and place bulk waste storage facilities (skip bins) for use during pre-event Bump In, the Festival and post event Bump Out. The quantity to be discussed and agreed in writing between the successful Contractor and the Festival Event Manager or their nominated delegate;
- (b) provide, maintain and place suitable 240 litre two-bin system for recycling and general garbage throughout the Festival sites;
- (c) report total tonnage for both recyclables and other waste disposed of from the Festival and include copies of dockets issued at waste and recycling facilities;
- (d) provide, maintain and place suitable receptacles for the storage and disposal of commingled recyclables, cardboard and waste to landfill;
- (e) provide, maintain and place large storage bins for wet waste including floral foam and plant material;
- (f) supply sufficient, suitable, high quality bin liners to service all of the relevant bins (black /green for waste to landfill and clear for recycling.);
- (g) supply personnel to place all bins in designated locations, remove bins to kerb ready for collection and return bins to designated locations after collection waste in accordance with the agreed program schedule;
- (h) supply personnel during Festival hours to check and, if necessary, empty bins and replace liners throughout the event site;
- (i) ensure provision for the Festival Event Manager or their nominated delegate to request an additional truck and human resources to assist where/when necessary;
- (j) remove and appropriate disposal of all waste in accordance with the agreed program schedule;
- (k) provide a copy of all waste tipping dockets (receipts/invoices) to the Festival Event Manager or their nominated delegate no later than 15 working days after the Festival;
- (l) outline and implement an appropriate strategy and allocate specific areas on the foot print for oil waste collections. A large amount of oil is collected during the Festival and stall holders need central locations within the footprint for the collection of oil waste. The Successful Contractor should provide this strategy to the Festival Event Manager or their nominated delegate seven (7) days prior to Bump-In;
- (m) take responsibility for overnight security of all equipment;

- (n) be mindful of area of influence (associated with entrance and exit points of the footprint and making sure waste collection services is implemented in those areas);
- (o) make sure all the marquees are cleaned prior to new stall holders Bump in each day of the Festival no later than 5:00 am in the morning. This is only applicable where a change of stall-holder has occurred overnight. Bump-in for new stall holders is 6.00am. The numbers vary each year. As an indication only, 30- 40 stalls may need cleaning overnight on completion of Day 1 of the Festival and overnight on completion of Day 2 of the Festival 100 – 120 stalls may need cleaning. Seven days prior to the Bump In final numbers will be provided;
- (p) provide additional services and ongoing site checks especially during the peak period, which is usually Day 2 of the Festival between 5:00pm to 11:00 pm;
- (q) ensure that all personnel undertaking services throughout the Festival be equipped with the appropriate tools, equipment and protective gear to undertake assigned tasks;
- (r) Bump out no later than 5:00 am Monday the day after the Festival;
- (s) participate in the pre cleaning inspection sessions as requested by the Festival Event Manager or their nominated delegate; and
- (t) making sure all the waste management compounds are safely structured and liaise with emergency services and traffic controllers on regular bases and as required during the Festival.

1.6.2. The Festival Event Manager or their nominated delegate will:

- (a) supply a 3m x 3m stall for each 10 marquees as a central waste collection area for the stall holders (each stall will contains two (2) general bins and three (3) recycling bins provided by the waste management contractor); and
- (b) provide a list of all the stall holders commencements dates no later than seven (7) working days prior to the event.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Social Procurement

1.9.1. The ACT Government uses social procurement to generate positive social outcomes in addition to the efficient delivery of goods and services. Social procurement helps to build stronger communities by generating employment opportunities and promoting social inclusion to bring positive improvements to people's lives.

1.9.2. This can be done in a number of ways: head contractors may directly engage people from groups experiencing disadvantage such as:

- (a) employment of people from disadvantaged groups (people with mental illness or disabilities);
- (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);
- (c) employment of people who have been unemployed long term;
- (d) people from culturally and linguistically diverse backgrounds; and
- (e) a description of any other social outcomes not already detailed.

1.9.3. Responses will be assessed on the social benefit outcomes they will support in addition to the primary deliverables outlined in the Request for Quotation. This criteria will be evaluated in terms of the Respondents ability to provide the Territory with the best social outcomes

1.10 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.11 Waste Management Services

Type of Bin	Qty	Bin Delivery Date	Delivery Location
General 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
Recycle 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
1100L Roll top skip bins	80 (approx)	To be advised	In specified waste Marquees (Back Of House)
Skip 1 - large	1 or 2	To be advised	Waste Compound 1
Skip 2 - large	1 or 2	To be advised	Waste Compound 2
Clean all marquees and the general area in and around Garema Place from Midnight.		1 st Day of Festival	
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.		2 nd Day of Festival	
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm		3 rd Day of Festival	
Provision of the appropriate garbage bags/bin liners to service all of the above to be supplied by Contractor.			

ANNEXURE F

STATEMENT OF REQUIREMENT
TRAFFIC MANAGEMENT SERVICES

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Traffic Management Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festival's UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply trained and licensed personnel to manage traffic control during the Festival. This includes securing road closures using barriers, directing vehicles to minimise traffic disruption and, if required, the daily placement and removal of traffic diversion cones in all areas;
- (b) managing the traffic lights conditions/appearance during the road closure periods;
- (c) liaise with Road ACT prior to the Festival;
- (d) inform the ACT residents of all traffic condition changes via local media no later than 10 days prior to the Festival;
- (e) provide and erect electronic signage seven (7) days before the Festival on all major arterials around the Civic area;
- (f) provide a written letter to all the business and residence in the affected areas informing them of the temporary changes of traffic conditions;
- (g) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises;
- (h) supply sufficient and experienced personnel with high level of customer service skills during the Festival;
- (i) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (j) allow the Territory to request additional human resources to assist where necessary;
- (k) meet with the Festival Event Manager or their delegate prior to the commencement of Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager or their delegate;
- (l) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (m) provide the Festival Event Manager or their nominated delegate at least two (2) after- hours point of contacts;
- (n) from time to time consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;

- (o) act in good faith to maintain standards of customer service and comply with all relevant health and safety Traffic management practices and legislation;
- (p) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (q) have an internal Radio communication system in place which is to be available to the traffic controllers while they are on duty;
- (r) an approved traffic management map by road ACT including all the signage requirements will be provided by the Festival Event Manager no later than 60 Working days prior to the event;
- (s) to communicate with the Festival Event Manager or their nominated delegate through the Territory's internal communication radio;
- (t) provide three (3) Variable Message Signs (VMS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate two (2) weeks before the Bump In date; and
- (u) provide 10 Road Advisory signs (RAS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate one (1) week before the Bump In date.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.10 Road Closure Plan for 2014 National Multicultural Festival Interchanges (7th to 9th February 2014)

Location:
London CCT–Between Akuna Street and Northbourne Avenue
Time and Date
From 10:00 am Friday 7 th of February to 8:00 pm Sunday the 9 th February.
Traffic Management Plan:
2 Traffic Marshalls and including road barriers. (Northbourne Interchange)
1 Traffic Marshalls and including road barriers (Akuna Interchange)

Location:
London CCT–East Row
Time and Date the changes will occur:
From 3:00 pm Saturday the 8 th February to 6:00 pm.
Traffic Management Plan:
1 Traffic Marshalls and including road barriers

Location:
London CCT–Ainslie Place
Time and Date the changes will occur:
From 6:00 am Friday the 7 th February to 8:00 pm Sunday 9 th February
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
London CCT–Legislative Assembly car park (short Stay)
Time and Date the changes will occur:
From 5:30 pm Friday the 7 th February to 5:00 pm Sunday the 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Akuna Street Riverside Lane (Behind Eclipse House)
Time and Date the changes will occur:
From 5:30 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Alinga Street-(From East Row down towards Garema Place)
Time and Date the changes will occur:
From 4:00 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Entrances to Foot Print from Bunda Street to : • Petrie Plaza; and • Garema Place
Time and Date the changes will occur:
From 12:00 noon Friday 7 th February to Sunday 9 th February 5:00 pm.
Traffic Management Plan:
Barriers will be in place with appropriate signage and 1 Traffic Marshall required for each entrance point during the closing period.

Car Parks and Lanes

Location:
London Cct to North Building Car park- (Canberra Museum and Gallery)
Time and Date the changes will occur:
From 5:00 am Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Tocumwal Lane (Bunda Street & Petrie Plaza)
Time and Date the changes will occur:
From 6:00 am Friday 7 th February to 8:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Riverside Lane (Ainslie Place)
Traffic Condition:
Only Emergency Services residents of Ainslie Place apartments will have access to the area to use the underground car parking.
Time and Date the changes will occur:
Friday 7 th February from 6:00 am to Sunday 9 th February 8:00 pm.
Traffic Management Plan:
Traffic Marshall will be on site at the entrance of Ainslie Place.

ANNEXURE G

STATEMENT OF REQUIREMENTS
PROVISION OF MARQUEES AND CHANGE ROOMS

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Marquees and Change Rooms to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;

- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply up to 350 marquees during the event including sound booths, with a preference for marquees to be colourful to reflect the nature of the Festival;
- (b) provide to the Festival Event Manager or their delegate, an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate

access to emergency services during Bump In and Bump Out period and throughout the event;

- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around groups of marquees as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the marquees should pose minimum disruption to city traders and take into account the safety of the public;
- (q) effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to the original condition;
- (t) provide one (1) 3m x 6m marquee to be used as sound booth in Garema Place;
- (u) provide three (3) 3m x 3m marquees to be used as sound booths for other three (3) remaining stages;
- (v) ensure all forklift operators hold current appropriate licensing;
- (w) all staff working on footprint during Bump In & Bump Out must be aware of pedestrians in the area;
- (x) ensure the final Bump Out day must be on or before 6:00 am on the date to be advised;
- (y) work closely with all the stakeholders in particular on site electricians and sound and lighting providers;

- (z) provide a 6m x 3m change room (partitioned for male and female) for each five (5) stages in the agreed location with the Festival Event Manager or their nominated delegate;
- (aa) provide a 6m x 3m marquee for emergency services in the agreed location with the Festival Event Manager or their nominated delegate;
- (bb) ensure a safe and healthy site for the Festival, by complying with the HRIA Weighting Guide. It is a requirement of ACT Government that no pegs or bolts be inserted into the ground, the only form of securing a marquee is to use weights and base plates as outlined in the publication named "Hire and Rental Industry Association, Events Division, Temporary Structure and Marquee Weigh Guide" www.hireandrental.com.au ; and
- (cc) attend planning meetings and the final event debrief session as required.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT H

STATEMENT OF REQUIREMENT
STAGES AND PLATFORMS

1.1 Objective

The Territory is seeking to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Stages and Platforms to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, Ainslie Place, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within one (1) hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;

- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply five(5) stages and two (2) platforms with appropriate stage covers;
- (b) provide to the Festival Event Manager or their delegate an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the Festival;

- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around the stages as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the stages should pose minimum disruption to city traders and take into account the safety of the public
- (q) provide and implement an effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to original condition; and
- (t) to attend planning meetings and the final event debrief session as required.

1.7 No assignment or subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

1.10 List of Stage Requirements and Site Information

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday – From Festival Shutdown
Petrie & London Platform	6 x 4 meters	Friday Morning – Day of Festival from 8am. Festival Opens 4.00pm	Sunday – From Festival Shutdown – no earlier than 6pm
Garema Place Platform	6 x 4 meters	Friday Morning – Day of Festival from 8am. Festival Opens 4.00pm	Sunday – From Festival Shutdown – no earlier than 6pm
Civic Square Stage	10 x 8 meter	Tuesday - 3 days before Festival commences	Monday - 1 day after Festival closes

Mitchell, Malcome

From: Ayoubi, Salar
Sent: Monday, 1 July 2013 2:58 PM
To: Hall, Caroline
Cc: Winter, Jancye
Subject: RE: National Multicultural Festival - 22146.110
Attachments: RFQ- General for all goods and Services V5- 21062013SA.doc

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This is the version I have been working on. Jancye has asked me to contact Shared Services to organise the tender to be advertised this Saturday.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government
Community Services

From: Hall, Caroline
Sent: Monday, 1 July 2013 2:51 PM
To: Ayoubi, Salar
Subject: RE: National Multicultural Festival - 22146.110

Salar

I am going to print out the version and start reading it from this end. SSP cannot proceed until I clear it.

Caroline

From: Ayoubi, Salar
Sent: Monday, 1 July 2013 2:51 PM
To: Hall, Caroline
Cc: Winter, Jancye
Subject: RE: National Multicultural Festival - 22146.110

Hi Caroline;

Jancye will be reviewing the document this afternoon.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



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From: Hall, Caroline
Sent: Monday, 1 July 2013 2:49 PM
To: Ayoubi, Salar
Subject: RE: National Multicultural Festival - 22146.110

Salar

Please advise when I will receive the RFT to approve.

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Mirenda, Emma
Sent: Monday, 1 July 2013 2:20 PM
To: Ayoubi, Salar
Cc: Hall, Caroline
Subject: National Multicultural Festival - 22146.110
Importance: High

Hi Salar

Can you please provide an estimated time as to when you would be sending through the eight (8) Request for Quotations for the above project. These will all need to be reviewed and approved by SSP individually before being released to market. All documents are required to be submitted to the SSP web administrator by 10am Thursday morning.

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | Fax: 02 6207 6500
Shared Services | Commerce and Works Directorate | ACT Government
Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

REQUEST FOR QUOTATION

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ACT
Government

**PROVISION OF GOODS AND SERVICES
FOR THE 2014-2016 NATIONAL MULTICULTURAL
FESTIVAL**

**ON BEHALF OF THE
COMMUNITY SERVICES DIRECTORATE**

**CONTACT OFFICER: SALAR AYOUBI
CONTRACTS AND GRANTS UNIT**

PHONE: (02) 6207 1380

FAX: (02) 6205 0940

EMAIL: DHCSCONTRACTSANDGRANTS@ACT.GOV.AU

ISSUE DATE: 6 JULY 2013

CLOSING DATE: 6 AUGUST 2013

CLOSING TIME: 2:00PM CANBERRA TIME

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1. GENERAL CRITERIA

1.1 Objective

To engage a suitably experienced Contractors for the 2014-2016 National Multicultural Festival (Festival) for the period of three (3) years this including;

1. Provision of Sound and Lighting;
(Attachment A);
2. Provision of Generators and electrical services;
(Attachment B);
3. Portable Toilets, Parent and operation rooms;
(Attachment C);
4. Security Services;
(Attachment D);
5. Waste Management Services;
(Attachment E);
6. Traffic Management Services;
(Attachment F);
7. Provision of Marquees And Change Rooms ;
(Attachment G); and
8. Supply and install appropriate staging and platforms ;
(Attachment H).

This document is also consists of following Attachments;

- Statement of requirement specific to each Service (Attachment A-H));
- Standard Goods and Services Agreement Template(Attachment 2); and
- Respondent Declaration (Attachment3).

1.2 Background

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

1.3 Timeframes

The National Multicultural Festival will be three (3) days during February each calendar year (2014-2016) in the central business district, Canberra. The Contractor must provide the Goods and Services as outlined at **Attachment 1 – Equipment Schedule** and clause 1.4 within the following specified timeframes:

Item Number	Details of Services	Timeframe for Completion
1	FRIDAY (noon to midnight) • Sound and lighting services to Garema Place Stage • Sound check for headline act between 2pm-4pm	Year One (1)-2014 07 February Year Two (2) 2015 To be Confirmed by May 2014. Year Three (3) 2016 To be Confirmed by May 2015.
2	SATURDAY (10am to midnight) • Sound and lighting services to all stages and performance platforms	Year One (1)2014 08 February Year Two (2)2015 To be Confirmed by May 2014. Year Three (3) 2016 To be Confirmed by May 2015.
3	SUNDAY (10am to 5pm) • Sound and lighting services to all stages and performance platforms	Year One (1)2014 09 February Year Two (2) 2015 To be Confirmed by May 2014. Year Three (3) 2016 To be Confirmed by May 2015.

4	Attendance will be required at planning meetings and at the final event debrief session.	Ongoing
5	Provide a report on the Festival following completion of services which incorporates proposed improvements for 2014.	By 28 February of each Year (2014-2016)

2. ASSESSMENT

2.1 Value for Money

In evaluating Tenders the Territory has as its objective the attainment of best value for money and not necessarily the lowest price. Apart from conformity with the requirements of this RFT, the Territory will evaluate Tenders in accordance with the criteria outlined below.

2.2 Nominating Goods/Services

Tenderers are to nominate which of the following services they are tendering for by completing the Nomination for Tendering of Services form.

1. Provision of Sound and Lighting;
2. Provision of Generators and electrical services;
3. Provision of Marquees And Change Rooms;
4. Supply and install appropriate staging and platforms;
5. Security Services;
6. Traffic Management Services;
7. Portable Toilets; and
8. Waste Management Services.

Note: Assessable Criteria are to be completed for each category of service tendered.

2.3 Weighted Criteria

ASSESSABLE CRITERIA	Weighting %
Tenderers are to detail and provide evidence against the following:	
Service Delivery Model	40%
1. Tenderers are to outline their proposed service delivery model which details:	20
(a) their understanding of the principles and practice of the public events and its potential to achieve the best	

outcomes for the Festival; and (b) the proposed methodology to deliver the Services, the implementation plan and key milestones indicating dates for service commencement and a proposed schedule for Bump In and Bump Out. 2. Tenderers are to detail the Risk Management Strategy for service establishment and delivery. 3. Tenderers to detail how they will meet the Festival deadlines.	10 10
Social Procurement 4. Tenders are to outline how they address the following elements of social procurement and community benefits outcomes they will support. Examples include: (a) employment of people from disadvantaged groups (people with mental illness or disabilities); (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds); (c) employment of people who have been unemployed long term; (d) people from culturally and linguistically diverse backgrounds; and (e) a description of any other social outcomes not already detailed. 5. This criteria will be evaluated in terms of the Tenderers ability to provide the Territory with the best social outcomes	10%
Personnel Tenderers are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.	20%
Experience in undertaking major events. Tenderers are to outline the experience of thier company in undertaking major events.	20%
Warranties with all required Legislation and Regulations Tenderers are to provide copies of all their license required for the services identified in this tender.	10%
Total	100 %

2.4 Non - Weighted Criteria

ASSESSABLE CRITERIA
1. Pricing Schedule Tenderers are to provide a detailed breakdown of costs to deliver the service within the allocated budget for each services.
2. Referees Tenderers are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Tenderer against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.

1. EVALUATION PROCESS

All Tenderers will be assessed using the methodology outlined below:

- a) Tenderers will be assessed for formal compliance with the requirements of the RFT.
- b) Assessment for formal compliance will include the following factors:
 - (i) receipt of Tender prior to the closing date and time;
 - (ii) compliance with the draft conditions of contract;
 - (iii) Tender of a completed Declaration by Tenderers;
 - (iv) a letter of Compliance from the Equal Opportunity for Women in the Workplace Agency if the Tenderer has been named as non-compliant under the *Equal Opportunity for Women in the Workplace Act 1999 (Cwlth)* in the period twelve months prior to the closing date for Tenderers; if applicable; and.
- c) A Tenderer that is:
 - (i) at variance with or does not respond to or does not fully comply with any requirement of this RFT;
 - (ii) unable to meet the minimum standards of qualifications for personnel;
 - (iii) unable to meet the Insurance requirements; or
 - (iv) contains erasures or is illegible, may be deemed to be non-conforming.
- d) The Territory may, in respect of a Tenderer that is nonconforming or which has been deemed by the Territory to be non-conforming:
 - (i) reject and not further consider the Tender;
 - (ii) ignore any non-conformance in the Tender; or

- (iii) If possible without impacting on the probity of the procurement process allow the Tenderer to correct the non-conformance in the form of a Request for Clarification or Notice of Important Information.
- e) The Assessable Criteria will be evaluated by individual evaluation team members and rated a score out of 10. The Evaluation Team will then meet and reach a consensus score for each tender. The Evaluation Team will discuss any discrepancies between the scores. If a consensus score cannot be agreed for a tender to a particular sub criterion, the individual scores will be averaged to determine the agreed score.
- f) The agreed Evaluation Team scores will then be multiplied by the corresponding criteria weightings to obtain a weighted score against each sub criterion for each Tender. The individual weighted scores against each sub criterion will then be summed to obtain a total weighted score for each Tender.
- g) The Chairperson of the Evaluation Team may standardise a series of questions relevant to the Statement of Requirements, which will be asked of nominated referees to verify information supplied by shortlisted Tenderers if required.
- h) A financial analysis/viability check may be undertaken by a third party on one or more Tenderer(s) and a report included in the evaluation report.
- i) A risk assessment of each Tender will be undertaken on any obtained referee reports and the financial analysis/viability check.
- j) The initial weighted score of Tenderers may be adjusted to reflect risk and issues identified from referee reports or the financial analysis.
- k) Pricing envelopes will be opened and the proposed pricing schedule will be documented in the evaluation report for consideration by the Delegate.
- l) The total score will then be applied to the "Value for Money" model.
- m) "To enable the VFM comparison to be made, the total weighted score for each Tender is divided into the price to determine the Tenderers value for money index.
- n) The Evaluation Team will prepare an evaluation report identifying the preferred Tenderer for each Service, based on the overall best value for money and acceptable risk to the Territory.

2. EVALUATION REPORT

The Evaluation Team will prepare the following information for inclusion with the Evaluation Report;

- a) background to the process;
- b) the evaluation process, including comments and scores against each criterion;
- c) the order of preference of Tenderers;
- d) value for money;
- e) proposed methods for management of risks;
- f) identification of any issues which should be resolved by negotiation; and
- g) recommendations to the approving delegate.

3. POST TENDER CLARIFICATIONS/PRESENTATIONS

The Evaluation Team may seek in writing clarification of Tenderers received. All clarifications must be fully documented and appropriately filed. The Evaluation Team may request short listed Tenderers to make a presentation in support of their Tender. All results of the presentation will be fully documented and considered in the finalisation of the evaluation scoring process.

4. LETTERS OF DECLINE/DEBRIEFINGS

Tenderers will be apprised of the outcome of the RFT process through letters of decline. Letters of decline will include the following information:

- a) a statement demonstrating the Territory's appreciation for the Tender received;
- b) a statement demonstrating the Territory's regret that they were unsuccessful on this occasion;
- c) advice of public notification on the "Contracts Register"; and.
- d) encouragement to submit offers in the future; and an offer to debrief.

5. ASSESSMENT TIMETABLE

The proposed timetable for the procurement process relating to this RFQ is:

RFQ advertised	06/07/2013
RFQ Closes	06/08/2013
Contract Awarded	August 2014
Debrief unsuccessful respondents	August 2014

6. CONTRACT REQUIREMENTS

The form of contract expected to be used for the Services required by this RFQ is the Territory's Services Agreement. The Territory reserves the right to alter provisions of the contract and the form of contract if an alternative is determined to be more appropriate. Standard Territory terms and conditions and form of contract for Services is available in **Attachment 3 – Standard Service Contract**.

3. CONDITIONS OF QUOTATION

3.1 Insurance Requirements

- 4.1.1 Respondents to provide appropriate level of insurance requirements indicated in RFQ for each individual service.

3.2 Acknowledgement

- 3.2.1. In submitting a Quotation the Respondent acknowledges that it:

- (a) has examined this RFQ, any other information issued and any information relevant to the risks, contingencies, and other circumstances having an effect on the Quotation;
- (b) has made and relied upon its own enquiries to address the Assessment Criteria;
- (c) is satisfied as to the correctness and sufficiency of the Quotation; and
- (d) agrees its Quotation must remain open for at least sixty (60) days from the date and time of closing.

3.3 Disclaimer

- 3.3.1. The Territory is in no way liable for the inaccuracy of any information printed or stored by a Respondent (or other user) after downloading an electronic copy from Shared Services Procurement website. A Respondent (or other user) who utilises an automatic language translation service in connection with the RFQ does so at its own risk.
- 3.3.2. If the Respondent finds any discrepancy, misdescription, error or omission in the RFQ or requires clarification of any information in relation to the RFQ, the Respondent is requested to notify the Contact Officer on the front cover page of this RFQ before the date and time for closing Quotations.

3.4 Further Information, Clarification and Enquiries

- 3.4.1. There are no obligations on the part of the Territory to seek clarifications or any other information regarding a Quotation. Respondents may be required to attend interviews, presentations, demonstrations, site visits or submit additional information to allow full consideration of a Quotation.
- 3.4.2. By submitting a Quotation, the Respondent:
- (a) authorises the Territory to:
 - (i) enquire into the Respondent's financial status and viability;

-
- (ii) obtain from any government agency information including about the Respondent's performance during any previous or current contracts for services similar to those sought in this RFQ;
or
 - (iii) seek information from sources including regulatory and law enforcement bodies, relevant to whether the Respondent is relevantly registered or licensed to provide the services; and
- (b) acknowledges that the provision and receipt of information by the Territory to any other government agency is a communication in circumstances of qualified privilege and the Respondent shall have no claim against the Territory arising out of the provision or receipt of such information.
- 3.4.3. Respondents may request clarification of this RFQ or submit queries in relation to this RFQ in writing to the Contact Officer. Any Response by the Territory will be written and may be provided to all Respondents.
- 3.5 Ownership of Quotations**
- 3.5.1. Quotations (including copies) will not be returned and become the property of the Territory. The Respondent authorises the Territory to use (including copying, reproducing or supplying) their Quotation for assessment purposes and in any agreement resulting from their Quotation that may be entered into with the Territory should they be the preferred Respondent.
- 3.5.2. The Respondent retains any intellectual property rights in their Quotation and warrants no other person's or organisation's moral or intellectual rights will be infringed in the Territory's use of the Quotation.
- 3.6 Selection of Preferred Quotation**
- 3.6.1. The Territory is under no obligation to select any Quotation and may vary or discontinue the Quotation process upon giving written notice to Respondents.
- 3.6.2. Late Quotations may be accepted, at the sole discretion of the Territory. Confirmation of receipt of Quotations will not be issued.
- 3.6.3. Upon conclusion of the Quotation assessment process, the Territory may select a preferred Respondent and then:
- (a) commence contract negotiations with the preferred Respondent with a view to concluding those negotiations within a prescribed period of time;

(b) negotiate with another Respondent if contract negotiations with the preferred Respondent are not concluded within the time specified to the preferred Respondent; or

(c) cease negotiations with any Respondent.

3.6.4. No legal obligations arise until the Territory has executed a contract substantially in the form identified at Part O of this RFQ.

3.6.5. The Territory will offer unsuccessful Respondents the opportunity of a debriefing.

3.7 Costs of Submitting a Quotation

3.7.1. The Territory will make no payment to a Respondent for any costs incurred by a Respondent in preparing a Quotation, in respect of any discussions, negotiations, enquiries or requests for details or information made by or on behalf of the Territory after the submission of Quotations or for any work undertaken by any Respondent after its Quotation is submitted including work requested by the Territory in accordance with any provision of the RFQ.

3.8 Addenda

3.8.1. Addenda to this RFQ may be issued by the Territory prior to the date and time for closing the RFQ for the purposes of clarifying documents or to notify any amendments to the RFQ.

3.8.2. Addenda will be issued to each person or organisation to which the RFQ was issued, or they will each be notified that an addendum is available for collection.

3.9 Confidential Text and Disclosure

3.9.1. The Respondent must specify in writing if the Respondent believes any information in relation to this Quotation is confidential and wishes that information to be treated as confidential in any contract. Respondents should be aware that the Territory may be required to disclose information, either under the *Freedom of Information Act 1989* or by the responsible Minister in the Legislative Assembly.

3.9.2. Respondents should seek their own legal advice as to the implications for them of the notifiable contracts provisions of the *Government Procurement Act 2001*.

3.10 Conflict of Interest

3.10.1. A Respondent with a conflict of interest must disclose the conflict of interest to the Territory at the time of lodgement of the Quotation or if the conflict of interest or a risk of conflict of interest arises after lodgement of the Quotation and prior to the completion of the Quotation process, immediately disclose that conflict of interest to the Territory.

3.10.2. In submitting a Quotation, the Respondent warrants that:

- (a) the Respondent has no knowledge of the price, including rates, of any other respondent for the goods or services; and
- (b) except as disclosed in its response, the Respondent has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade or industry association or to or on behalf of any other respondent in relation to the RFQ or any contract which may be entered into consequently, nor paid or allowed any money on that account.

3.10.3. At the sole discretion of the Territory, contravention of this provision may result in the Respondent's Quotation being deemed to be non-conforming.

4. RESPONDENT DECLARATION

4.1.1. The Respondent must include in its Quotation a completed and signed Respondent Declaration in the form provided at **Attachment 4 – Respondent's Declaration**.

5. LODGEMENT OF QUOTATIONS

5.1.1. The Respondent must lodge an original and three (3) copies of the Quotation, the original marked as the original and each copy sequentially marked with a copy number (in the event of any discrepancy between the copy and the original, the original takes precedence).

5.1.2. Quotations must be either posted or hand delivered and received by the closing time and date to:

Contracts and Grants Unit
Community Services Directorate
Level 1 Nature Conservation House
153 Emu Bank Belconnen

5.1.3. Below is a list of actions and/or information that Respondents should review prior to submitting their Quotation.

- ☐ Quotation submitted on time.
- ☐ Original and three (3) copies submitted in a plain envelope, wrapping or packaging that is clearly marked on the outside with the description, time and date of closing.
- ☐ Quotations have a cover page, which references the title of this RFQ, the closing date and the name of the Respondent.
- ☐ All Assessment Criteria addressed.
- ☐ Completed Pricing Schedule
- ☐ Completed and signed Respondent Declaration – **Attachment 3.**

ATTACHMENT A –

STATEMENT OF REQUIREMENTS

SOUND AND LIGHTING

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality sound and lighting services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

FESTIVAL DATES

The Festival Event Manager or their nominated delegate will advise the successful Contractor of the Bump In and Bump Out dates and Festival Dates no later than August prior to each year of the Festival.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump In date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festival's UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) supply, install and remove all appropriate sound and lighting equipment for the four (4) stages and one (1) platform including all fixtures, control systems, racks, cabling, accessories and consumables as outlined in the List of Equipment for Sound and Lighting;
- (b) ensure that all cables utilised are safety tagged and data certified;
- (c) supply all the necessary lifting equipment on site with a certified operators;
- (d) ensure the sound check is completed by 12:00 noon on Day One of the Festival; and
- (e) supply and install one (1) easy setup gazebo to be used as a sound boot for the platform.

The Festival Event Manager or their nominated delegate will:

- (a) provide a 3m x3m sound boot marquee for each Akuna Street and Petrie Plaza stages; and
- (b) provide a 6m x 3m sound boot marquee for Garema Place stage.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

Dedicated security will be provided by OMATSIA to every stage when Contractor staffs are not present on that stage. The security guard will not leave the stage at any time during their shift unless replaced by another guard at that time. All stages will have an individual guard.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT A

List of Equipment Sound and Lighting

Garema Place Stage

FOH Audio and Control

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 1RU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics - Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aerials
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -2S Way Matrix Blinders
4 -3000w Strokes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage

FOH Audio and Control

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

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6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker

1 Subwoofer

Stage Equipment

1 Band Microphone Kit

(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer

1 32 Channel, 6 Returns 45m

1 Stage Fold-back Packer

1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console

24 Par 64 Cans

4 Moving Lights

6 4 Way Blinders

Ainslie Place Stage

FOH Audio and Control

1 -Midas Mixing Console 40 Mono & 8 Stereo Ch

1 FX Rack

1 Rack Light

1 2 Ch EQ

1 Ch Compressor

2 Reverb Unit

1 Lexicon Reverb Unit

1 TC Electronic multitap rhythm delay

2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)

1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)

1 Dual CD Player

6 Line Array Speaker

6 Concert Subwoofer

1 Drive Rack

7 Power Amplifier

1 3 Phase Rack Mount Distro

1 Patch Bay

1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker

1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Peltre Plaza Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Garema Place Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

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Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit (6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline – To be based at Garema Stage

Drums, Percussion

1 Pear Masters Custom drum Kit

Bass

1 -ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables
DJ Turntables.
2 Pioneer CDJ1000 CD Player
1 Pioneer DJM800 DJ Mixer

Media Call

FOH Audio and Control

1 24 Mono 4 Stereo)
1 Effects Rack
6 Stereo Comp/Gate
1 Stereo Digital Graphic Eq
1 CD Player
2 Reverb Unit
2 Loudspeakers
2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge
1 Lectum with mic and light connectors
1 Power Amplifiers
1 Stage Fold-back Packer
1 Band Microphone Kit
1 Signal Power Packer
1 -24 Channel, 4 Returns 40m

Civic Square Stage

FOH Audio and Control

1 -40 Mono 8 Stereo
1 Effects Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Reverb Unit
1 Electronic Two multitap rhythm delay
2 8Ch Comp/Gate
1 8Ch ins Gate
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

ATTACHMENT B

STATEMENT OF REQUIREMENTS

GENERATORS AND ELECTRICAL SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Generators and Electrical Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and

-
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is:

- (a) supply, install and remove all appropriate Generators and Electrical Services/Equipment as outlined in the List of Generators and Lighting;
- (b) to include fuel and diesel charges as part of their tendered price;
- (c) provide a final footprint of Generators and wiring map no later than 60 days prior to the commencement of the Festival;
- (d) ensure that all cables utilised are safety tagged and data certified;
- (e) supply all the necessary lifting equipment on site with a certified operators;
- (f) supply an additional set of keys to the generators on the Bump In date to the Festival Event Manager; and
- (g) ongoing technical support throughout the Festival.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Contractor by law (e.g. worker's compensation) or under the contract, the successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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List of Equipment Generator and Electrical Services

Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 4 x main stages and 1 Platform
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 - 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 - 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available - 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power lock cable length
5m
10m
20m
30m
50m

Currently allowed for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches
- 35 x 32 amp 30m leads
- 150 x 5 channel cable covers

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ATTACHMENT C

STATEMENT OF REQUIREMENT-

PORTABLE TOILETS-OPERATION ROOM AND PARENT ROOM

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Portable Toilets, an Operation room and a Parent room to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festival's UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and

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- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) supply, install and remove 10 Female, 10 Male and 2 Disabled toilets for the Festival which includes all fixtures, accessories and consumables;
- (b) supply appropriately trained personnel to install, maintain and operate toilets and wash rooms during the Festival (according to the agreed schedule);
- (c) supply twenty (20) suitable Kros Urinals with appropriate 2.1 meter fencing around it;
- (d) supply twenty (20) portable female and five (5) portable Male Fresh Flash toilets, which are individual stand free units;
- (e) supply of all safety equipment required to complete the task or more frequently as required;
- (f) supply personnel during the Festival opening hours, to check and, suitably maintain and if necessary, empty toilets, receptacles and bins and clean toilets, hand basins and floors throughout the Festival sites;
- (g) review on a regular basis and supply toilet paper and paper hand towels as required throughout the Festival;
- (h) remove and appropriately dispose of all waste in accordance with the agreed program schedule, the *Waste Minimisation Act 2001* and *Hazardous Waste Regulations Act 1989*;
- (i) cover all transport costs associated with equipment and crew to and from the Festival venues;
- (j) provide on-going support for the duration of the Festival;
- (k) remove daily both general and sanitary collected waste;
- (l) empty and clean all toilet and wash basin bins and receptacles daily;
- (m) provide one (1) air-conditioned- 6m x 3m parent room throughout the Festival with twenty (20) chairs two (2) tables;
- (n) provide one (1) air-conditioned- 6m x 3m Operational room throughout the Festival with twenty (20) chairs two (2) tables;
- (o) provide two (2) change tables for the Parent Room with a Microwave oven;
- (p) provide four (4) disabled fresh flash toilet units;
- (q) provide appropriate signage across the footprint for Male, Female, Kros Urinal and Disabled toilets;
- (r) provide one (1) 3m x 6m air-conditioned Operation Room to be located in a central area of the footprint;
- (s) provide additional services outside of agreed schedule if required; and

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-
- (t) remove all toilet and wash basin bins and receptacles during Bump Out of the Festival;

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

EVENT SITES

Garema Place:

Ten Single Toilets & One Disabled unit

Services to be completed on site at the following times:

1st Day of Festival - approx 9pm

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Ainslie Place:

Ten Single Toilets, One Disabled & One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Corner Petrie Plaza & London Circuit

Ten Single Toilets, One Disabled & and One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Kros Urinal: (Locations will be discussed no later than 10 working days prior to the Festival)

20 Single units across the footprint

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

One 3X6 Air Conditioned Operational Room including required chairs and tables.

One 3X6 Air Conditioned Parent Room including specifications.

ATTACHMENT D

STATEMENT OF REQUIREMENT

SECURITY SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to provide Security Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and

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- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) provide fully briefed Security personnel for each Festival event with information provided by the Festival Event Manager or their nominated delegate;
- (b) ensure security personnel carry communication equipment in order to call for support/backup including Police, Ambulance and Fire Brigade;
- (c) ensure that security personnel are aware of and comply with the current procedures in accordance with the *Security Industry ACT 2003* and *Security Industry Regulation 2003*;
- (d) provide services throughout the duration of the Festival and where requested during Bump In and Bump Out in accordance with agreed schedules; including
 - (i) the provision of security services on the setup date and opening program of the Festival and dates to be advised;
 - (ii) provide security services for overnight events and structure protection;
- (e) provide personal protections during high demand and VIP shows as requested;
- (f) ensure all guards hold a current employee licence;
- (g) ensure that if any personnel are required to guard with a firearm, the person must hold an appropriate ACT firearms licence;
- (h) ensure all personnel are fully qualified for the role and responsibilities they are undertaking;
- (i) have back up staff in place to cover staff breaks; and
- (j) have an experienced supervisor to oversee the guards performance and punctuality.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival
on behalf of the Community Services Directorate

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

SECURITY SERVICES SCHEDULE

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump In – Festival Setup Period					
Monday - 4 days before Festival commences	8pm – 8am	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 3 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 2 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 1 day before Festival commences		2	24	Overnight Event/Structures protection	Total Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday – Day 1 of Festival					
Bump In – Festival Setup Period	8am - 4pm	2	16	Roving - Crowd Control	Festival Footprint 2 x Roving
Festival Begins – Opening Program 5pm to Midnight Event Shutdown 12.00am – 1am	4pm-1am	4	36	Footprint Set up : [identify unauthorised vehicles] 4pm to 5pm Monitor Event: Crowd Control, Responsible Serving of Alcohol etc. Event Shutdown 12.00am – 1am	Garema Stage - 1 x Static Festival Footprint - 3 x Roving
		1	9	Entrance & Room Control	Performers Change Room

**Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival
on behalf of the Community Services Directorate**

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday Night/Saturday Morning					
Overnight	8pm-Friday to 8am Saturday	4	48	Overnight Event/Structures protection	Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving
	4pm-Friday to 8am Saturday	2	16	Overnight Event/Structures protection	Garema Stage 1x Static

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday – 2nd Day of Festival					
Festival Day Program 11 am to 6pm	10am - 6pm	6	48	Footprint Set up: [Identify unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static

Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival
on behalf of the Community Services Directorate

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					Festival Footprint 2 x Roving
		1	8	Change Room Entrance & Room Control	Performers Change Room

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night – 2nd Day of Festival					
Night Program 6pm – Midnight Event shutdown Midnight – 1am	6pm- 1am	6	42	Monitor Event: Crowd Control, Responsible Serving of Alcohol etc.	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 4 x Roving

Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival
on behalf of the Community Services Directorate

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night/Sunday Morning					
Overnight	1am-8am	5	35	Overnight Event/Structures protection	Garema Stage 1 x Static Petrie Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Morning – 3rd Day of Festival					
Festival Day Program 11 am to 5pm Event Shutdown 5pm – 6pm	10am - 6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 2 x Roving

Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival
on behalf of the Community Services Directorate

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Night/Monday Morning					
Overnight	6pm-8am	3	42	Overnight Event/Structures protection	Festival Footprint 3 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump Out – Festival Packup Period					
Monday - 1 day after Festival closes	8pm – 8am Nightly	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 2 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 3 day after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 4 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1x Roving

Civic Square stage					
Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Thursday 6 th February	11pm – 8am Nightly	1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Friday 7 th February		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Saturday 7 th February		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving

OTHER SERVICES

A Senior Guide or Manager will be required to attend:

- Risk and Emergency Planning Sessions
- Attend Site inspection, Bump In and Command Centre Induction Sessions.

ATTACHMENT E

STATEMENT OF REQUIREMENT

WASTE MANAGEMENT SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Waste Management Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Event Sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is to:

- (a) provide, maintain and place bulk waste storage facilities (skip bins) for use during pre-event Bump In, the Festival and post event Bump Out. The quantity to be discussed and agreed in writing between the successful Contractor and the Festival Event Manager or their nominated delegate;
- (b) provide, maintain and place suitable 240 litre two-bin system for recycling and general garbage throughout the Festival sites;
- (c) report total tonnage for both recyclables and other waste disposed of from the Festival and include copies of dockets issued at waste and recycling facilities;
- (d) provide, maintain and place suitable receptacles for the storage and disposal of commingled recyclables, cardboard and waste to landfill;
- (e) provide, maintain and place large storage bins for wet waste including floral foam and plant material;
- (f) supply sufficient, suitable, high quality bin liners to service all of the relevant bins (black /green for waste to landfill and clear for recycling.);
- (g) supply personnel to place all bins in designated locations, remove bins to kerb ready for collection and return bins to designated locations after collection waste in accordance with the agreed program schedule;
- (h) supply personnel during Festival hours to check and, if necessary, empty bins and replace liners throughout the event site;
- (i) ensure provision for the Festival Event Manager or their nominated delegate to request an additional truck and human resources to assist where/when necessary;
- (j) remove and appropriate disposal of all waste in accordance with the agreed program schedule;
- (k) provide a copy of all waste tipping dockets (receipts/invoices) to the Festival Event Manager or their nominated delegate no later than 15 working days after the Festival;
- (l) outline and implement an appropriate strategy and allocate specific areas on the foot print for oil waste collections. A large amount of oil is collected during the Festival and stall holders need central locations within the footprint for the collection of oil waste. The Successful Contractor should provide this strategy to the Festival Event Manager or their nominated delegate seven (7) days prior to Bump-In;
- (m) take responsibility for overnight security of all equipment;
- (n) be mindful of area of influence (associated with entrance and exit points of the footprint and making sure waste collection services is implemented in those areas);
- (o) make sure all the marquees are cleaned prior to new stall holders Bump in each day of the Festival no later than 5:00 am in the morning. This is only applicable where a change of stall-holder has occurred overnight. Bump-in for new stall holders is 6.00am. The numbers vary each year. As an indication only, 30- 40 stalls may need cleaning overnight on completion of Day 1 of the Festival and overnight on completion of Day 2 of the Festival 100 – 120 stalls may need cleaning. Seven days prior to the Bump In final numbers will be provided;

- (p) provide additional services and ongoing site checks especially during the peak period, which is usually Day 2 of the Festival between 5:00pm to 11:00 pm;
- (q) ensure that all personnel undertaking services throughout the Festival be equipped with the appropriate tools, equipment and protective gear to undertake assigned tasks;
- (r) Bump out no later than 5:00 am Monday the day after the Festival;
- (s) participate in the pre cleaning inspection sessions as requested by the Festival Event Manager or their nominated delegate; and
- (t) making sure all the waste management compounds are safely structured and liaise with emergency services and traffic controllers on regular bases and as required during the Festival.

The Festival Event Manager or their nominated delegate will:

- (a) supply a 3m x 3m stall for each ten (10) marquees as a central waste collection area for the stall holders (each stall will contains two (2) general bins and three (3) recycling bins provided by the waste management contractor); and
- (b) provide a list of all the stall holders commencements dates no later than seven (7) working days prior to the event.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

SOCIAL PROCUREMENT

The ACT Government uses social procurement to generate positive social outcomes in addition to the efficient delivery of goods and services. Social procurement helps to build stronger communities by generating employment opportunities and promoting social inclusion to bring positive improvements to people's lives.

This can be done in a number of ways: head contractors may directly engage people from groups experiencing disadvantage such as:

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- (a) employment of people from disadvantaged groups (people with mental illness or disabilities);
- (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);
- (c) employment of people who have been unemployed long term;
- (d) people from culturally and linguistically diverse backgrounds; and
- (e) a description of any other social outcomes not already detailed.

5.1.4. Tenders will be assessed on the social benefit outcomes they will support in addition to the primary deliverables outlined in the Request for Tender. This criteria will be evaluated in terms of the Tenderers ability to provide the Territory with the best social outcomes

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

WASTE MANAGEMENT SERVICES

Type of Bin	Qty	Bin Delivery Date	Delivery Location
General 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
Recycle 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
1100L Roll top skip bins	80 (approx)	To be advised	In specified waste Marquees (Back Of House)
Skip 1 - large	1 or 2	To be advised	Waste Compound 1
Skip 2 - large	1 or 2	To be advised	Waste Compound 2
Clean all marquees and the general area in and around Garema Place from Midnight.	1 st Day of Festival		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.	2 nd Day of Festival		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm	3 rd Day of Festival		
Provision of the appropriate garbage bags/bin liners to service all of the above to be supplied by Contractor.			

ATTACHMENT F

**STATEMENT OF REQUIREMENT-
TRAFFIC MANAGEMENT SERVICES**

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Traffic Management Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and



ACT
Government

Commerce and Works

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Strategic Procurement Plan Minute

PROCUREMENT OVERVIEW											
To	Executive Director – Policy and Organisational Services CSD • Senior Director, Finance and Budget CSD										
Name of Project	National Multicultural Festival (Festival) 2014-2016.										
Purpose	To obtain the majority of the goods and services required for the 2014-2016 National Multicultural Festival (Festival).										
Background	The National Multicultural Festival has been staged in Canberra for sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate (CSD). The National Multicultural Festival runs for a three (3) day period during February each year and consists of a number of different events at a variety of different locations throughout the Australian Capital Territory (ACT). Events include interstate and local parades, performances, exhibitions, and food concessions. The event showcases the ACT's cultural diversity. Due to the number of services and performances involved in successfully staging the National Multicultural Festival, preparations for the event occur many months in advance to schedule participants. For this process the OMATSIA liaises with Embassies and Multicultural stakeholders in the Territory to establish a diverse list of local and national cultural performances who are invited to appear at the National Multicultural Festival. The National Multicultural Festival is a high profile event that promotes and benefits the Territory through tourism and its involvement in a major multicultural event that is nationally and internationally recognised. The procurement planning for previous Festivals has been conducted on a year-by-year basis. A strategic approach for the upcoming three (3) year period has the potential to achieve a higher degree of value for money outcome for the Territory and the associated services.										
Estimated value (\$)	The combined total contract value for the three (3) year period will be capped to \$1,680,000 (GST Inclusive).										
Timing/urgency	Indicative timeframe: <table><tr><td>RFT advertised</td><td>06/07/2013</td></tr><tr><td>RFT Closes</td><td>30/07/2013</td></tr><tr><td>Approval of Tender Evaluation Report</td><td>23/08/2013</td></tr><tr><td>Contract Awarded</td><td>26/08/2013</td></tr><tr><td>Debrief Unsuccessful Tenderers</td><td>26/08/2013</td></tr></table> (Note: timings are estimates and may change after the Procurement Plan is signed)	RFT advertised	06/07/2013	RFT Closes	30/07/2013	Approval of Tender Evaluation Report	23/08/2013	Contract Awarded	26/08/2013	Debrief Unsuccessful Tenderers	26/08/2013
RFT advertised	06/07/2013										
RFT Closes	30/07/2013										
Approval of Tender Evaluation Report	23/08/2013										
Contract Awarded	26/08/2013										
Debrief Unsuccessful Tenderers	26/08/2013										

Tender Number	22416.110
Is Government Procurement Board sign off required?	No, the estimated value of this procurement is below the \$5,000,000 threshold for goods and services procurement.
Is ACT Government Solicitor consultation required?	The Territory will use the template documents developed by the ACT Government Solicitor. If required, their services will be engaged for specific advice.

PROCUREMENT REQUIREMENTS	
Objective or scope of works or services to be provided	To engage the following services and where applicable, provision of goods: 1. Provision of Sound and Lighting; (Attachment A); 2. Provision of Generators and electrical services; (Attachment B); 3. Portable Toilets, Parent and operation rooms; (Attachment C); 4. Security Services; (Attachment D); 5. Waste Management Services; (Attachment E); 6. Traffic Management Services; (Attachment F); 7. Provision of Marquees And Change Rooms ; (Attachment G); 8. Supply and install appropriate staging and platforms ; (Attachment H); and 9. 150 entertainers will be selected for each year of the Festival through an online application system.
Type	Goods and Services
Funding	Funding is approved for year 1 and 2 through OMATSIA with year 3 subject to funding.
Site	The Festival Sites incorporate Garema Place, Petrie Plaza, Ainslie Place, Civic Square, London Circuit and City Walk.
Consultation (including pre tender)	OMATSIA has consulted with: • Contracts and Grants Unit; • Shared Services Procurement; and • key Government and Community stakeholders.

PROCUREMENT RISK	
Risk	The overall risk for the procurement is Moderate - High, refer to Attachment I

PROCUREMENT METHODOLOGY	
Description of the procurement method to be used	A Public Tender process will be undertaken for the following Services: 1. Provision of Sound and Lighting; 2. Provision of Generators and electrical services; 3. Provision of Marquees, and Change Rooms; 4. Supply and install appropriate staging and platforms; 5. Security Services; 6. Traffic Management Services;

	7. Portable Toilets; and 8. Waste Management Services. Approximately (150) entertainers being paid less than \$20,000 will be procured through a Letter of Agreement.
Evaluation	See Attachment J.
Is this suitable to be a Social Procurement?	Yes. Some of the services identified may suit social procurement; however some specialised licensed Contractors will be required for other services. OMATSIA and the Contracts and Grants Unit have liaised with Shared Services Procurement to include appropriate wording for Social Procurement within the Statement of Requirements.

EVALUATION TEAM			
Name	1. Jancye Winter	2. Brent Fitzsimons	3. Damien Howe.
Position	Chair	Member	Member
Agency	CSD	CSD	CSD
Statement on team composition	The Evaluation Team comprises of appropriately skilled officers from CSD who are experienced in tender evaluation and are familiar with the Services required for this procurement. A representative from CSD Contracts and Grants Unit will facilitate this process and provide probity advice if required.		

CONTRACT MANAGEMENT	
Number of contracts	Eight (8)-Services Agreements Approximately (150) Entertainment Agreements.
Contract management	The Agreements will be managed by an OMATSIA's officer who is appropriately skilled to undertake the management of these Agreements and monitored by the Contracts and Grants Unit.
Period of contract(s)	A total of three (3) years comprising of a two (2) year initial contract period with an option for a further year subject to funding approval. 3 Month contract for entertainers (entertainers will be selected through an online application system)

AUSTRALIAN FREE TRADE AGREEMENTS (FTAs)	
Does the AUSEFTA / Australia-Chile FTA apply?	Yes.

AUSTRALIAN GOVERNMENT FUNDING	
Is there Australian Government funding attached to the procurement?	No, funding is provided by CSD.

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CONTRACTS AND GRANTS UNIT RECOMMENDATION			
Name	Caroline Hall	Phone Number	(02) 6205 4655
Position	Senior Manager Contracts and Grants Unit, Community Services Directorate		
Signature	<i>Caroline Hall</i>	Date	26/6/13

SHARED SERVICES PROCUREMENT RECOMMENDATION			
Project Officer	<i>Emma Miranda</i>	Signature and Date	<i>EM Miranda</i> 26.6.13
		Phone Number	54969
Manager	<i>Mr. Mosekito</i>	Signature and Date	<i>[Signature]</i> 26.6.13
Director / Executive Director	<i>[Signature]</i>	Signature and Date	27/6/13

AGENCY ENDORSEMENT			
Name	Nic Manikis	Phone Number	6205 0522
Position	Director- Office of Multicultural, Aboriginal and Torres Strait Islander Affairs		
Signature	<i>[Signature]</i>	Date	28/6/13

DIRECTOR GENERAL/DELEGATE APPROVAL			
Name	Meredith Whitten		
Position	Executive Director- Policy and Organisational Services		
Statement	The Procurement Plan Minute and attachments are approved. I am satisfied that the value for money assessment will be undertaken against approved assessment criteria with regards to the value for money principles.		
Signature	<i>Meredith Whitten</i>	Date	3/7/13

ATTACHMENT A -**STATEMENT OF REQUIREMENTS
SOUND AND LIGHTING****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality sound and lighting services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

FESTIVAL DATES

The Festival Event Manager or their nominated delegate will advise the successful Contractor of the Bump In and Bump Out dates and Festival Dates no later than August prior to each year of the Festival.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump In date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) supply, install and remove all appropriate sound and lighting equipment for the four (4) stages and one (1) platform including all fixtures, control systems, racks, cabling, accessories and consumables as outlined in the List of Equipment for Sound and Lighting;
- (b) ensure that all cables utilised are safety tagged and data certified;
- (c) supply all the necessary lifting equipment on site with a certified operators;
- (d) ensure the sound check is completed by 12:00 noon on Day One of the Festival; and
- (e) supply and install one (1) easy setup gazebo to be used as a sound boot for the platform.

The Festival Event Manager or their nominated delegate will:

- (a) provide a 3m x3m sound boot marquee for each Akuna Street and Petrie Plaza stages; and
- (b) provide a 6m x 3m sound boot marquee for Garema Place stage.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

Dedicated security will be provided by OMATSIA to every stage when Contractor staffs are not present on that stage. The security guard will not leave the stage at any time during their shift unless replaced by another guard at that time. All stages will have an individual guard.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

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ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

ATTACHMENT A

List of Equipment Sound and Lighting

Garema Place Stage

FOH Audio and Control

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 IRU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Bq System
1 Klark Teknik Helix 4ch Slave Digital Bq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics - Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4 -Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aeriels
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Stobes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

Power, Distribution

1-3 Phase Packer
2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage**FOH Audio and Control**

1 Digidesign Profile Mixing Console (require up to 32ch)
1 Profile Mix Rack
12 Compact Line Array Speaker
1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker
1 Subwoofer

Stage Equipment

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer
1 32 Channel, 6 Returns 45m
1 Stage Fold-back Packer
1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console
24 Par 64 Cans
4 Moving Lights
6 4 Way Blinders

Ainslie Place Stage**FOH Audio and Control**

1 -Midas Mixing Console 40 Mono & 8 Stereo Ch
1 FX Rack
1 Rack Light
1 2 Ch EQ
1 Ch Compressor
2 Reverb Unit
1 Lexicon Reverb Unit
1 TC Electronic multitap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit
(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

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Peitre Plaza Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box
2 Ethernet Drums
4-12 + Horn Self Powered Speaker
2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker
1 Band Microphone Kit
(6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)
1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk
16 -Par 64 Cans
2 Lighting Tree

Backline – To be based at Garema Stage

Drums, Percussion

1 Pear Masters Custom drum Kit

Bass

1 -ampeg bass amplifier head
1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables
DJ Turntables.
2 Pioneer CDJ1000 CD Player
1 Pioneer DJM800 DJ Mixer

Media Call

FOH Audio and Control

1 24 Mono 4 Stereo)
1 Effects Rack
6 Stereo Comp/Gate
1 Stereo Digital Graphic Eq
1 CD Player
2 Reverb Unit
2 Loudspeakers
2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge
1 Lectum with mic and light connectors
1 Power Amplifiers
1 Stage Fold-back Packer
1 Band Microphone Kit
1 Signal Power Packer
1 -24 Channel, 4 Returns 40m

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STATEMENT OF REQUIREMENTS**GENERATORS AND ELECTRICAL SERVICES****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Generators and Electrical Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
 - (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing; and
 - (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is:

- (a) supply, install and remove all appropriate Generators and Electrical Services/Equipment as outlined in the List of Generators and Lighting;
- (b) to include fuel and diesel charges as part of their tendered price;

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- (c) provide a final footprint of Generators and wiring map no later than 60 days prior to the commencement of the Festival;
 - (d) ensure that all cables utilised are safety tagged and data certified;
 - (e) supply all the necessary lifting equipment on site with a certified operators;
 - (f) supply an additional set of keys to the generators on the Bump In date to the Festival Event Manager; and
 - (g) ongoing technical support throughout the Festival.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Contractor by law (e.g. worker's compensation) or under the contract, the successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

List of Equipment Generator and Electrical Services

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Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 4 x main stages and 1 Platform
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 - 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 - 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available - 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power lock cable length
5m
10m
20m
30m
50m

Currently allowed for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches
- 35 x 32 amp 30m leads
- 150 x 5 channel cable covers

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STATEMENT OF REQUIREMENT-**PORTABLE TOILETS-OPERATION ROOM AND PARENT ROOM****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Portable Toilets, an Operation room and a Parent room to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
 - (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing; and
 - (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) supply, install and remove 10 Female, 10 Male and 2 Disabled toilets for the Festival which includes all fixtures, accessories and consumables;
- (b) supply appropriately trained personnel to install, maintain and operate toilets and waste rooms during the Festival (according to the agreed schedule);

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- (c) supply twenty (20) suitable Kros Urinals with appropriate 2.1 meter fencing around it;
 - (d) supply twenty (20) portable female and five (5) portable Male Fresh Flash toilets, which are individual stand free units;
 - (e) supply of all safety equipment required to complete the task or more frequently as required;
 - (f) supply personnel during the Festival opening hours, to check and, suitably maintain and if necessary, empty toilets, receptacles and bins and clean toilets, hand basins and floors throughout the Festival sites;
 - (g) review on a regular basis and supply toilet paper and paper hand towels as required throughout the Festival;
 - (h) remove and appropriately dispose of all waste in accordance with the agreed program schedule, the *Waste Minimisation Act 2001* and *Hazardous Waste Regulations Act 1989*;
 - (i) cover all transport costs associated with equipment and crew to and from the Festival venues;
 - (j) provide on-going support for the duration of the Festival;
 - (k) remove daily both general and sanitary collected waste;
 - (l) empty and clean all toilet and wash basin bins and receptacles daily;
 - (m) provide one (1) air-conditioned- 6m x 3m parent room throughout the Festival with twenty (20) chairs two (2) tables;
 - (n) provide one (1) air-conditioned- 6m x 3m Operational room throughout the Festival with twenty (20) chairs two (2) tables;
 - (o) provide two (2) change tables for the Parent Room with a Microwave oven;
 - (p) provide four (4) disabled fresh flash toilet units;
 - (q) provide appropriate signage across the footprint for Male, Female, Kros Urinal and Disabled toilets;
 - (r) provide one (1) 3m x 6m air-conditioned Operation Room to be located in a central area of the footprint;
 - (s) provide additional services outside of agreed schedule if required; and
 - (t) remove all toilet and wash basin bins and receptacles during Bump Out of the Festival;

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

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INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

EVENT SITES

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Garema Place:
Ten Single Toilets & One Disabled unit
<i>Services to be completed on site at the following times:</i>
1 st Day of Festival - approx 9pm
2 nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm
3 rd Day of Festival – approx. 8am, 11am & 2pm

Ainslie Place:
Ten Single Toilets, One Disabled & One Wash / Sink Stand
<i>Services to be completed on site at the following times:</i>
2 nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm
3 rd Day of Festival – approx. 8am, 11am & 2pm

Corner Petrie Plaza & London Circuit
Ten Single Toilets, One Disabled & and One Wash / Sink Stand
<i>Services to be completed on site at the following times:</i>
2 nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm
3 rd Day of Festival – approx. 8am, 11am & 2pm

Kros Urinal: (Locations will be discussed no later than 10 working days prior to the Festival)
20 Single units across the footprint
<i>Services to be completed on site at the following times:</i>
2 nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm
3 rd Day of Festival – approx. 8am, 11am & 2pm

One 3X6 Air Conditioned Operational Room including required chairs and tables.
One 3X6 Air Conditioned Parent Room including specifications.

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ATTACHMENT D

STATEMENT OF REQUIREMENT

SECURITY SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to provide Security Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
 - (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing; and
 - (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor will be required to:

- (a) provide fully briefed Security personnel for each Festival event with information provided by the Festival Event Manager or their nominated delegate;
- (b) ensure security personnel carry communication equipment in order to call for support/backup including Police, Ambulance and Fire Brigade;

- (c) ensure that security personnel are aware of and comply with the current procedures in accordance with the *Security Industry ACT 2003* and *Security Industry Regulation 2003*;
- (d) provide services throughout the duration of the Festival and where requested during Bump In and Bump Out in accordance with agreed schedules; including
 - (i) the provision of security services on the setup date and opening program of the Festival and dates to be advised;
 - (ii) provide security services for overnight events and structure protection;
- (e) provide personal protections during high demand and VIP shows as requested;
- (f) ensure all guards hold a current employee licence;
- (g) ensure that if any personnel are required to guard with a firearm, the person must hold an appropriate ACT firearms licence;
- (h) ensure all personnel are fully qualified for the role and responsibilities they are undertaking;
- (i) have back up staff in place to cover staff breaks; and
- (j) have an experienced supervisor to oversee the guards performance and punctuality.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>
Community Services Directorate Website
www.dhcs.act.gov.au

SECURITY SERVICES SCHEDULE

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump In – Festival Setup Period					
Monday - 4 days before Festival commences	8pm – 8am	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 3 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 2 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 1 day before Festival commences		2	24	Overnight Event/Structures protection	Total Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday – Day 1 of Festival					
Bump In – Festival Setup Period	8am - 4pm	2	16	Roving - Crowd Control	Festival Footprint 2 x Roving
Festival Begins – Opening Program 5pm to Midnight Event Shutdown 12.00am – 1am	4pm- 1am	4	36	Footprint Set up : [identify unauthorised vehicles] 4pm to 5pm Monitor Event: Crowd Control, Responsible Serving of Alcohol etc. Event Shutdown 12.00am – 1am	Garema Stage - 1 x Static Festival Footprint - 3 x Roving
		1	9	Entrance & Room Control	Performers Change Room

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday Night/Saturday Morning					
Overnight	8pm-Friday to 8am Saturday	4	48	Overnight Event/Structures protection	Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving
	4pm-Friday to 8am Saturday	2	16	Overnight Event/Structures protection	Garema Stage 1x Static

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday – 2nd Day of Festival					
Festival Day Program 11 am to 6pm	10am - 6pm	6	48	Footprint Set up: [identify unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 2 x Roving

		1	8	Change Room Entrance & Room Control	Performers Change Room

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night – 2nd Day of Festival					
Night Program 6pm – Midnight Event shutdown Midnight – 1am	6pm-1am	6	42	Monitor Event: Crowd Control, Responsible Serving of Alcohol etc.	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 4 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night/Sunday Morning					
Overnight	1am-8am	5	35	Overnight Event/Structures protection	Garema Stage 1 x Static Petrie Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Morning – 3rd Day of Festival					
Festival Day Program 11 am to 5pm	10am - 6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am	Garema Place 1 x Static
Event Shutdown 5pm – 6pm				Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Petrie Plaza Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Night/Monday Morning					
Overnight	6pm-8am	3	42	Overnight Event/Structures protection	Festival Footprint 3 x Roving

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Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump Out – Festival Packup Period					
Monday - 1 day after Festival closes	8pm – 8am Nightly	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 2 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 3 day after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 4 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1x Roving

OTHER SERVICES

A Senior Guide or Manager will be required to attend:

- Risk and Emergency Planning Sessions
- Attend Site Inspection, Bump In and Command Centre Induction Sessions.

ATTACHMENT E**STATEMENT OF REQUIREMENT
WASTE MANAGEMENT SERVICES****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Waste Management Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Event Sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is to:

- (a) provide, maintain and place bulk waste storage facilities (skip bins) for use during pre-event Bump In, the Festival and post event Bump Out. The quantity to be discussed and agreed in writing between the successful Contractor and the Festival Event Manager or their nominated delegate;

- (b) provide, maintain and place suitable 240 litre two-bin system for recycling and general garbage throughout the Festival sites;
- (c) report total tonnage for both recyclables and other waste disposed of from the Festival and include copies of dockets issued at waste and recycling facilities;
- (d) provide, maintain and place suitable receptacles for the storage and disposal of commingled recyclables, cardboard and waste to landfill;
- (e) provide, maintain and place large storage bins for wet waste including floral foam and plant material;
- (f) supply sufficient, suitable, high quality bin liners to service all of the relevant bins (black /green for waste to landfill and clear for recycling.);
- (g) supply personnel to place all bins in designated locations, remove bins to kerb ready for collection and return bins to designated locations after collection waste in accordance with the agreed program schedule;
- (h) supply personnel during Festival hours to check and, if necessary, empty bins and replace liners throughout the event site;
- (i) ensure provision for the Festival Event Manager or their nominated delegate to request an additional truck and human resources to assist where/when necessary;
- (j) remove and appropriate disposal of all waste in accordance with the agreed program schedule;
- (k) provide a copy of all waste tipping dockets (receipts/invoices) to the Festival Event Manager or their nominated delegate no later than 15 working days after the Festival;
- (l) outline and implement an appropriate strategy and allocate specific areas on the foot print for oil waste collections. A large amount of oil is collected during the Festival and stall holders need central locations within the footprint for the collection of oil waste. The Successful Contractor should provide this strategy to the Festival Event Manager or their nominated delegate seven (7) days prior to Bump-In;
- (m) take responsibility for overnight security of all equipment;
- (n) be mindful of area of influence (associated with entrance and exit points of the footprint and making sure waste collection services is implemented in those areas);
- (o) make sure all the marquees are cleaned prior to new stall holders Bump in each day of the Festival no later than 5:00 am in the morning. This is only applicable where a change of stall-holder has occurred overnight. Bump-in for new stall holders is 6.00am. The numbers vary each year. As an indication only, 30- 40 stalls may need cleaning overnight on completion of Day 1 of the Festival and overnight on completion of Day 2 of the Festival 100 – 120 stalls may need cleaning. Seven days prior to the Bump In final numbers will be provided;
- (p) provide additional services and ongoing site checks especially during the peak period, which is usually Day 2 of the Festival between 5:00pm to 11:00 pm;
- (q) ensure that all personnel undertaking services throughout the Festival be equipped with the appropriate tools, equipment and protective gear to undertake assigned tasks;
- (r) Bump out no later than 5:00 am Monday the day after the Festival;
- (s) participate in the pre cleaning inspection sessions as requested by the Festival Event Manager or their nominated delegate; and
- (t) making sure all the waste management compounds are safely structured and liaise with emergency services and traffic controllers on regular bases and as required during the Festival.

The Festival Event Manager or their nominated delegate will:

- (a) supply a 3m x 3m stall for each ten (10) marquees as a central waste collection area for the stall holders (each stall will contain two (2) general bins and three (3) recycling bins provided by the waste management contractor); and
- (b) provide a list of all the stall holders commencement dates no later than seven (7) working days prior to the event.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

SOCIAL PROCUREMENT

The ACT Government uses social procurement to generate positive social outcomes in addition to the efficient delivery of goods and services. Social procurement helps to build stronger communities by generating employment opportunities and promoting social inclusion to bring positive improvements to people's lives.

This can be done in a number of ways: head contractors may directly engage people from groups experiencing disadvantage such as:

- (a) employment of people from disadvantaged groups (people with mental illness or disabilities);
- (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);
- (c) employment of people who have been unemployed long term;
- (d) people from culturally and linguistically diverse backgrounds; and
- (e) a description of any other social outcomes not already detailed.

Tenders will be assessed on the social benefit outcomes they will support in addition to the primary deliverables outlined in the Request for Tender. This criteria will be evaluated in terms of the Tenderers ability to provide the Territory with the best social outcomes

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the Successful Contractor by law (e.g. worker's compensation) or under the contract, the Successful Contractor will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

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WASTE MANAGEMENT SERVICES

Type of Bin	Qty	Bin Delivery Date	Delivery Location
General 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
Recycle 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
1100L Roll top skip bins	80 (approx)	To be advised	In specified waste Marquees (Back Of House)
Skip 1 - large	1 or 2	To be advised	Waste Compound 1
Skip 2 - large	1 or 2	To be advised	Waste Compound 2
Clean all marquees and the general area in and around Garema Place from Midnight.		1 st Day of Festival	
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.		2 nd Day of Festival	
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm		3 rd Day of Festival	
Provision of the appropriate garbage bags/bin liners to service all of the above to be supplied by Contractor.			

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ATTACHMENT F

STATEMENT OF REQUIREMENT- TRAFFIC MANAGEMENT SERVICES

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Traffic Management Services to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival . The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply will all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply trained and licensed personnel to manage traffic control during the Festival. This includes securing road closures using barriers, directing vehicles to minimise traffic disruption and, if required, the daily placement and removal of traffic diversion cones in all areas;
- (b) managing the traffic lights conditions/appearance during the road closure periods;
- (c) liaise with Road ACT prior to the Festival;
- (d) inform the ACT residents of all traffic condition changes via local media no later than ten (10) days prior to the Festival;
- (e) provide and erect electronic signage seven (7) days before the Festival on all major arterials around the Civic area;
- (f) provide a written letter to all the business and residence in the affected areas informing them of the temporary changes of traffic conditions;
- (g) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises;
- (h) supply sufficient and experienced personnel with high level of customer service skills during the Festival;
- (i) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (j) allow the Territory to request additional human resources to assist where necessary;
- (k) meet with the Festival Event Manager or their delegate prior to the commencement of Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager or their delegate;
- (l) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (m) provide the Festival Event Manager or their nominated delegate at least two (2) after-hours point of contacts;
- (n) from time to time consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (o) act in good faith to maintain standards of customer service and comply with all relevant health and safety Traffic management practices and legislation;
- (p) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (q) have an internal Radio communication system in place which is to be available to the traffic controllers while they are on duty;
- (r) to communicate with the Festival Event Manager or their nominated delegate through the Territory's internal communication radio;
- (s) provide three (3) Variable Message Signs (VMS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate two (2) weeks before the Bump In date; and

- (t) provide ten (10) Road Advisory signs (RAS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate one (1) week before the Bump In date.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT G**STATEMENT OF REQUIREMENTS****PROVISION OF MARQUEES AND CHANGE ROOMS****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Marquees and Change Rooms to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply up to 350 marquees during the event including sound booths, with a preference for marquees to be colourful to reflect the nature of the Festival;

- (b) provide to the Festival Event Manager or their delegate, an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the event;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around groups of marquees as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the marquees should pose minimum disruption to city traders and take into account the safety of the public
- (q) effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to the original condition;
- (t) provide One (1) 3m x 6m marquee to be used as sound booth in Garema Place;
- (u) provide three (3) 3m x 3m marquees to be used as sound booths for other three (3) remaining stages;
- (v) ensure all forklift operators hold current appropriate licensing;
- (w) all staff working on footprint during Bump In & Bump Out must be aware of pedestrians in the area;
- (x) ensure the final Bump Out day must be on or before 6:00 am on the date to be advised;

- (y) work closely with all the stakeholders in particular on site electricians and sound and lighting providers;
- (z) provide a 6m x 3m change room for each five (5) stages in the agreed location with the Festival Event Manager or their nominated delegate;
- (aa) provide a 6m x 3m marquee for emergency services in the agreed location with the Festival Event Manager or their nominated delegate;
- (bb) ensure a safe and healthy site for the Festival, by complying with the HRIA Weighting Guide. It is a requirement of ACT Government that no pegs or bolts be inserted into the ground, the only form of securing a marquee is to use weights and base plates as outlined in the publication named "Hire and Rental Industry Association, Events Division, Temporary Structure and Marquee Weigh Guide" www.hireandrental.com.au ; and
- (cc) attend planning meetings and the final event debrief session as required.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim;
- (b) Comprehensive Motor Vehicle and plant and equipment insurances; and
- (c) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

ATTACHMENT H**STATEMENT OF REQUIREMENT****STAGES AND PLATFORMS****OBJECTIVE**

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Stages and Platforms to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, Ainslie Place, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply four (4) stages and one (1) platform with appropriate stage covers;
- (b) provide to the Festival Event Manager or their delegate an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;

- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the Festival;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around the stages as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the stages should pose minimum disruption to city traders and take into account the safety of the public
- (q) provide and implement an effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to original condition; and
- (t) to attend planning meetings and the final event debrief session as required.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or

equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website
<http://www.multiculturalFestival.com.au>

Community Services Directorate Website
www.dhcs.act.gov.au

STAGE REQUIREMENTS AND SITE INFORMATION

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday - From Festival Shutdown
Petrie & London Platform	6 x 4 meters	Friday Morning - Day of Festival from 8am. Festival Opens 4.00pm	Sunday - From Festival Shutdown - no earlier than 6pm

Risk Criteria

ATTACHMENT I



ACT Government Risk Matrix

Frequency	Almost Certain	Likely	Possible	Unlikely	Rare	Consequence				
						Insignificant	Minor	Moderate	Major	Catastrophic
Is expected to occur in next	Once a quarter or more	Once a year or more	Once every 1-5 years	Once every 5-20 years	Once every 20-100 years	Injuries or ailments not requiring medical treatment.	Minor injury or first aid treatment case.	Serious injury causing hospitalization or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalization.	Death or multiple life threatening injuries.
Will probably occur	Once a year or more	Once every 1-5 years	Once every 5-20 years	Once every 20-100 years	Once every 100-1,000 years	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees or ACT Auditor General's Office, or Inquest, etc.	Intense public, political and media scrutiny, eg: front page headlines, TV, etc.	Assembly Inquiry or Commission of Inquiry or adverse national media.
Might occur at some time in the future	Once every 1-5 years	Once every 5-20 years	Once every 20-100 years	Once every 100-1,000 years	Once every 1,000-10,000 years	Limited effect to something of low significance.	Transient, minor effects.	Moderate, short-term environmental harm.	Significant, medium-term environmental harm.	Long term environmental harm.
Could occur but doubtful	Once every 5-20 years	Once every 20-100 years	Once every 100-1,000 years	Once every 1,000-10,000 years	Once every 10,000-100,000 years	Low-level, repairable damage to commonplace structures.	Mostly repairable damage.	Permanent damage to items of cultural significance.	Significant damage to structures or items of cultural significance.	Irreparable damage to highly valued items of cultural significance.
May occur but only in exceptional circumstances	Once every 20-100 years	Once every 100-1,000 years	Once every 1,000-10,000 years	Once every 10,000-100,000 years	Once every 100,000-1,000,000 years	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy/procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met, inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.
						1% of Budget or <\$5K	2.5% of Budget or <\$50K	>5% of Budget or <\$500K	>10% of Budget or <\$5M	>25% of Budget or >\$5M

Risk Control Effectiveness

Control Effectiveness	Guideline
Adequate	Nothing more to be done except review and monitor the existing controls. Controls are well designed for the risk, are largely preventative and address the root causes and Management believes that they are effective.
Room for Improvement	Most Controls are designed correctly and are in place and effective however there are some controls that are either not correctly designed or are not very effective. There may be an over-reliance on reactive controls. Some more work to be done to improve operating.
Inadequate	Significant control gaps or no credible control. Either controls do not treat root causes or they do not operate effectively. Controls if they exist are just reactive. Management has no confidence that any degree of control is being achieved due to poor control design and/or very limited operational effectiveness.

Priority For Attention

Priority	Suggested Timing of Treatment	Authority for controlled tolerance of risk
Extreme	Short term - normally within one month Detailed action plan required	Director-General
High	Medium Term - normally within three months Needs senior management attention	Senior Executive
Medium	Normally within 1 year Specify management responsibility	Managers
Low	Ongoing control as part of a management system. Manage by routine procedures	All Staff

Priority for Attention - Action

Every care should be taken to act as soon as possible to implement risk control measures where ever possible or to take action to fix the problem. **Extreme Risk and High Risk** especially where the risk relates to people's personal injury require us to act immediately to take steps to fix the problem.

The suggested timing of treatment does not mean that immediate action ought not be taken or that the timing can not be completed sooner than suggested.

Notes

When identifying, analysing and rating risk, consideration should be given to the fact that the limited to the checked categories and the suggested examples of frequency and consequences.

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Risk Register Plan

2014-16 National Multicultural Festival

Risk Register part 1 – risk identification

Risk Reference	<u>The Risk:</u>	<u>Source</u>	<u>Impact/Outcome</u>	<u>Risk Owner – the officer responsible for managing the risk</u>
	What can happen? A description of the risk	How can this happen? Drivers to the risk Contributor or source of the risk	What will be the outcome or effect, if what can happen does happen? Impact on the business objectives Impact from the event happening Consequence	
1	There is an over expenditure on the National Multicultural Festival	- Stallholders do not pay fees; - Additional infrastructures/ equipment required on the day of the event; - Increasing fees by infrastructure providers; - Significant sponsorship is not secured; and - Damage to hired equipment.	- Reputation damage; - Media and political impact; - Less Community engagement; - Negative audit response; and - Downturn in participation and attendance	Director of OMATSIA
2	Entertainers who are not receiving immediate payment withdraw from the program	- Not enough staff; - Finance team have not been given a sufficient realistic timeframe to complete the payments; and - Not having a signed agreement in place.	- Negative media coverage; - Losing the ACT Community interest; and - Increasing the cost of marketing and program amendments	Festival Event Manager or their nominated delegate
3	Safety issues for the public members and , residences of the area due to minimal access by emergency services during the event	- Footprint does not allow adequate exits and access points to the area; and - Building big structures with not enough spaces in between	- Injury to people; and - Negative community impact.	Senior Manager OMATSIA
4	Electrical failure due to inclement weather	- Extreme weather condition eg, storm , rain - Cables are not correctly typed and tagged; and - Generators not appropriately places	- Cancellation or postponing the event - Negative publicity; and - Possible injury to member of the public	Festival Event Manager or their nominated delegate

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5	Injury to public, performers and stall holders	• Unsafe structure and staging setup; • Not engaging qualified contractors; • Not complying with W,H&S requirements; • Not having a stage manager; • Not knowing the performance requirement in term of required performance space; and • No briefing sessions for performers	• Injury to people; and • Negative community impact. • Reputation damage; • Media and political impact; • Less Community engagement; • Downturn in participation and attendance	Stage manager ; Program Coordinator; Contractors; and Performers.
6	Alcohol related injury	• Stallholders selling alcohol without appropriate licensing; • Selling alcohols to underage participants; and • No limitation and alcohol policy in place.	• Unsafe environment for the families and kids; • Media attention; and • Injury to the member of the public	Festival Event Manager or their nominated delegate; Stallholders
7	Food poisoning	• Stallholder not following food safety regulations; • No supervision on how the food gets stored and served; • Losing power from generators for a long period of time during the event; • No refrigerators; and • No hygienic policy	• Serious illness to participants; • Damage the event reputation; • Financial impacts on stallholders and long-term negative impact on the event; and • Event facing restrictions by health agencies.	Festival Event Manager or their nominated delegate; Stallholders
8	Conflict with businesses in the footprint area	• Business entries and views are being blocked by Marquees and stages; and • Possible damages to their properties	• Delay in installing infrastructure; • Delay in delivering the program; and • Negative impact on governments reputation	Festival Event Manager or their nominated delegate; Contractor s
9	Delays or breach of probity in Procurement process	• Not enough staff to undertake the procurement process; • Failure to engage subject matter experts in procurement process ; and • Tender not advertised in time.	• Not having an appropriate service provider; • Poor service delivery ; • Media and political attention; • Engaging the contractors without pursuing with value for money policy; and • Delay in service delivery	Festival Event Manager or their nominated delegate; Contracts and Grants unit; Shared Services Procurement
10	Conflict with residents in the footprint area	• The access are being blocked by Marquees and stages; and • Possible damages to their properties/ cars; • Delay to access emergency services; and • Noise level;	• Delay in installing infrastructure; • Delay in delivering the program; and • Negative impact on governments reputation	Stage manager ; Festival Event Manager or their nominated delegate; Contractors; and Performers.

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11	Failure to build and pack up the infrastructure on time	• Extreme weather conditions; • Infrastructure not available; and • Contract not in place.	• Postponement and cancellation of the event; and • Damage the event reputation.	Festival Event Manager or their nominated delegate; Contractors;
12	Ineffective implementation of temporary traffic measures	• Temporary traffic measures is not implemented effectively; • Not having a clear communications with road ACT; • Not enough traffic controller in place; • Poor signage; and • No public notice in place prior to the event.	• Decreasing satisfaction level; • Reputation damage; and • Possible injury and accidents to member of the public.	Festival Event Manager or their nominated delegate; Road ACT; Traffic Controllers

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate"</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner - officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Consequence	Residual Risk Rating				Consequence	Likelihood of Consequence	Residual Risk Rating		
1	- All infrastructure requirements will be identified prior to the event to engage the suitable Contractor; and - All stall holders and Contractors are required to hold a Public Liability based on the level of service they provide.	Moderate	Possible	Medium	Room for Improvement	- Stallholders to pay the fees prior to stall allocations based on the size and number of marquees they require; - All stallholders to provide proof of public liability to Festival Event Manager; - Early sponsorship agreements in place; and - All additional infrastructures will be discussed with the Festival Event Manager and Director of OMATSIA prior to advertising the tender.	OMATSIA Director	Minor	Possible	Medium	Adequate	Regular meetings with Finance team. Regular communication with stallholders and Contractors.
2	- Processing Entertainment applications and payments of 50% prior to the events; and - Liaise with Contracts and Grants Unit on regular bases	Major	Possible	High	Room for Improvement	- Inform the public and participants of the deadlines and closing dates ; - Have regular meetings with Contracts and Grants Unit; - Establish process for payments and indicative timelines. - Communicate regularly with Entertainers.	Festival Event Manager	Moderate	Unlikely	Medium	Adequate	Weekly meetings and reporting to the Festival Director.

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk.</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost / benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk Treatments	Risk rating following additional risk controls			Control Effectiveness Rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood of Consequence	Inherent Risk Rating				Consequence	Likelihood of Consequence	Residual Risk Rating		
4	- Liaise with Electricians and Generators suppliers prior to the event and provide them the final footprint; - Identifying the generator locations prior to Bump In date; and - Undertake comprehensive check on all connections and cables by safety officers and electricians on a regular basis.	Moderate	Possible	Medium	Adequate							
5	- Performers/Stall Holders to identify requirements and final numbers on their application; - Backup stage managers scheduled ; - Infrastructures to be checked making sure all safety elements have been taken into account; and - Information sessions prior to the event.	Major	Possible	High	Room for Improvement	- Appropriate signage in the change rooms and entries of each stage; - Pre briefing of all stallholders and safety information provided; - Stage managers to be briefed about safety issues and concerns; Liaise with sound and lighting service contractor to ensure staff rostering and scheduling is appropriate; and - First aid facilities in place.	Festival Event Manager	Moderate	Unlikely	Medium	Adequate	Festival Event Manager to undertake regular checks and sign off sheet in place for each visit.

6	- All stallholders must hold temporary alcohol licences; and - Regular monitoring by ACT police and Festival Event Managers;	Major	Likely	High	In adequate	- Appropriate signage in each stall selling alcohol; - Promote ID requirement culture; - Information sessions; and - Public awareness through public and social medias;	Festival Event Manager	Moderate	Likely	High	Room for Improvement	- Regular stall checks; - Undercover inspectors; - Action to be taken as soon as issues in find. - Liaise with ACT police during the event.
7	- Regular checks by ACT Health during the event; - Stall holders are required to hold food licensing; - Supply adequate power and space by the Festival offices to have cool rooms in place; and - Information sessions.	Major	Likely	High	Room for Improvement	- Compulsory courses for stallholders on food hygiene and handling; and - Quality checks.	Festival Event Manager	Moderate	Possible	Medium	Adequate	- Liaise with ACT health officers on site; - Prompt actions to be taken; - Place a signing sheet for each stall after each visit is done by ACT health.
8	- Public notices in place prior to the event; - Delivering a letter informing them of the footprint; and - Liaise with Canberra Centre management on regular basis.	Moderate	Possible	Medium	Adequate							
9	- Seeking advice from Contracts and Grants Unit and Shared Services procurement; - Seek advice from Government Solicitor Office	Minor	Unlikely	Medium	Adequate							
10	- Provide residents with useful information that will assist during the Festival such as emergency points and how to access; - Insuring the residences of the area can continue their day to day access to their buildings; - A letter is to issued and mailed out to all residences; - Provide after hour contacts; and - Provide them with a program lists and schedules.	Major	Likely	High	Room for Improvement	- All the stakeholders be informed and mindful of the residences rights and clarify each parties responsibilities while the events is happening; - Waste Management activities be completed before midnight; and - ACT Government parking and access permits to be issued.	Festival Event Manager	Minor	Possible	Medium	Adequate	- Record all the Correspondence. - Undertake a residence in a satisfactory survey.

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Can include further risk treatment strategies or a rationale behind no further action where rating is rated as "Room for Improvement" or "inadequate."</i> <i>Reference can be made to an attaching "cost/benefit analysis" or "risk treatment action plan" for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of Risk	Risk rating following additional risk controls			Control Effectiveness Rating	Monitoring and reviewing <i>Monitored by whom with the inclusion of details about frequency requirements of monitoring in addition to the final review to occur. Where appropriate can refer to a "risk treatment plan."</i>
		Consequence	Likelihood	Initial				Consequence	Likelihood	Residual		
11	• Liaise with the contractors and seek their alternative and backup options; • Contractual terms and conditions outline dates/times required for Bump In and Bump Out • Contractor to take the liability of delivery and pack-up.	Moderate	Possible	Medium	Adequate							
12	• Liaise with Road ACT and provide them with a foot print; • Safety logistics officers to identify the signs needed during the Festival; and • Licensed traffic controllers in Place.	Minor	Likely	Medium	Adequate							

ATTACHMENT J

EVALUATION PLAN

1. EVALUATION PLAN

AIM

This Evaluation Plan details the project timetable, the evaluation methodology and evaluation criteria by which offers received will be evaluated. The Request for Tender or other documents will include the evaluation criteria and methodology as set out here unless otherwise agreed by the delegate.

2. EVALUATION TEAM

The Evaluation Team has been formed to evaluate the Tender for the project. All members of the Evaluation Team are aware of their responsibilities, the need to demonstrate impartiality and equity to all Tenderers.

ROLE

Position	Name	Title	Directorate
Chair	Jancye Winter	Senior Manager Office of Multicultural Affairs/Project Manager National Multicultural Festival	Community Services Directorate
Member	Brent Fitzsimmons	Manager, Community Facilities Asset Maintenance Branch	Community Services Directorate
Member	Damian Howe	A/Assistant Manager Property Management Asset Maintenance Branch	Community Services Directorate

The Evaluation Team will be responsible for:

- maintaining probity;
- evaluating the Tender in accordance with the criteria and methodology;
- documenting the evaluation process;
- preparing an evaluation report;
- seeking Director General or Delegate approval to proceed with a contract with the preferred Tenderer; and
- debriefing unsuccessful Tenderers.

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3. SPECIALIST ADVICE AND SUPPORT

The Evaluation Team may, as required, utilise specialist advice to assist in the evaluation process. The areas of expertise may include:

- a) technical analysis;
- b) Probity; and
- c) legal issues (Government Solicitors Office).

4. LATE TENDERS

Tenders lodged after the closing time and date will be opened and registered separately. Late tenders and incomplete tenders may be admitted to evaluation at the absolute discretion of the Territory. In deciding whether to admit a late Tender for evaluation, the Territory may take into account any factors it considers relevant, including without limitation:

- a) whether the late Tender is likely to have had an opportunity to obtain some unfair advantage from late tender;
- b) how late the Tender is, the reasons given for lateness and evidence available;
- c) whether the Tender was mishandled by the Territory, by an official postal service or by a reputable delivery service; and
- d) evidence of unfair practices.

5. ASSESSMENT CRITERIA

ASSESSMENT

5.1 Value for Money

In evaluating Tenders the Territory has as its objective the attainment of best value for money and not necessarily the lowest price. Apart from conformity with the requirements of this RFT, the Territory will evaluate Tenders in accordance with the criteria outlined below.

5.2 Nominating Goods/Services

Tenderers are to nominate which of the following services they are tendering for by completing the Nomination for Tendering of Services form.

- 1. Provision of Sound and Lighting;
- 2. Provision of Generators and electrical services;
- 3. Provision of Marquees And Change Rooms;
- 4. Supply and install appropriate staging and platforms;
- 5. Security Services;
- 6. Traffic Management Services;
- 7. Portable Toilets; and
- 8. Waste Management Services.

Note: Assessable Criteria are to be completed for each category of service tendered.

5.3 Assessment Criteria

THRESHOLD CRITERIA	MET/NOT MET
Compliance with all required Legislation and Regulations Tenderers are to provide copies of all applicable licenses required for the safe and proper delivery of the Services. Tenderers that do not meet the above threshold criterion will be regarded as nonconforming and its Tender will be set aside and will not be considered for further assessment against the remaining Assessment Criteria.	Met/Not Met
WEIGHTED CRITERIA	Weighting %
Tenderers are to detail and provide evidence against the following:	
Service Delivery Model 1. Tenderers are to outline their proposed service delivery model which details: (a) their understanding of the principles and practice of the public events and its potential to achieve the best outcomes for the Festival; and (b) the proposed methodology to deliver the Services, the implementation plan and key milestones indicating dates for service commencement and a proposed schedule for Bump In and Bump Out. 2. Tenderers are to detail the Risk Management Strategy for service establishment and delivery. 3. Tenderers to detail how they will meet the Festival deadlines.	50% 20 20 10
Social Procurement 4. Tenders are to outline how they address the following elements of social procurement and community benefits outcomes they will support. Examples include: (a) employment of people from disadvantaged groups (people with mental illness or disabilities); (b) employment of people from a minority group (refugees, migrants and/or Aboriginals or Torres Strait Islander backgrounds); (c) employment of people who have been unemployed long term; (d) people from culturally and linguistically diverse backgrounds;	10%

and (e) a description of any other social outcomes not already detailed.	
This criteria will be evaluated in terms of the Tenderers ability to provide the Territory with the best social outcomes	
Personnel Tenderers are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.	20%
Experience in undertaking major events. Tenderers are to outline the experience of their company in undertaking major events.	20%
Total	100 %
NON-WEIGHTED CRITERIA	
1. Pricing Schedule Tenderers are to provide a detailed breakdown of costs to deliver the nominated service.	
2. Referees Tenderers are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Tenderer against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.	

6. EVALUATION PROCESS

All Tenderers will be assessed using the methodology outlined below:

- a) Tenderers will be assessed for formal compliance with the requirements of the RFT.
- b) Assessment for formal compliance will include the following factors:
 - (i) receipt of Tender prior to the closing date and time;
 - (ii) compliance with the draft conditions of contract;
 - (iii) Tender of a completed Declaration by Tenderers;
 - (iv) a letter of Compliance from the Equal Opportunity for Women in the Workplace Agency if the Tenderer has been named as non-compliant under the *Equal Opportunity for Women in the Workplace Act 1999* (Cwlth) in the period twelve months prior to the closing date for Tenderers; if applicable; and.
- c) A Tenderer that is:

- (i) at variance with or does not respond to or does not fully comply with any requirement of this RFT;
 - (ii) unable to meet the minimum standards of qualifications for personnel;
 - (iii) unable to meet the Insurance requirements; or
 - (iv) contains erasures or is illegible, may be deemed to be non-conforming.
- d) The Territory may, in respect of a Tenderer that is nonconforming or which has been deemed by the Territory to be non-conforming:
- (i) reject and not further consider the Tender;
 - (ii) ignore any non-conformance in the Tender; or
 - (iii) if possible without impacting on the probity of the procurement process allow the Tenderer to correct the non-conformance in the form of a Request for Clarification or Notice of Important Information.
- e) Tenders will be assessed against the Threshold Criteria. Tenderers that fail to meet the Threshold Criteria will not advance in the assessment.
- f) The Assessable Criteria will be evaluated by individual evaluation team members and rated a score out of 10. The Evaluation Team will then meet and reach a consensus score for each tender. The Evaluation Team will discuss any discrepancies between the scores. If a consensus score cannot be agreed for a tender to a particular sub criterion, the individual scores will be averaged to determine the agreed score.
- g) The agreed Evaluation Team scores will then be multiplied by the corresponding criteria weightings to obtain a weighted score against each sub criterion for each Tender. The individual weighted scores against each sub criterion will then be summed to obtain a total weighted score for each Tender.
- h) The Chairperson of the Evaluation Team may standardise a series of questions relevant to the Statement of Requirements, which will be asked of nominated referees to verify information supplied by shortlisted Tenderers if required.
- i) A financial analysis/viability check may be undertaken by a third party on one or more Tenderer(s) and a report included in the evaluation report.
- j) A risk assessment of each Tender will be undertaken on any obtained referee reports and the financial analysis/viability check.
- k) The initial weighted score of Tenderers may be adjusted to reflect risk and issues identified from referee reports or the financial analysis.
- l) Pricing envelopes will be opened and the proposed pricing schedule will be documented in the evaluation report for consideration by the Delegate.
- m) The total score will then be applied to the "Value for Money" model.
- n) "To enable the VFM comparison to be made, the total weighted score for each Tender is divided into the price to determine the Tenderers value for money index.
- o) The Evaluation Team will prepare an evaluation report identifying the preferred Tenderer for each Service, based on the overall best value for money and acceptable risk to the Territory.

7. EVALUATION REPORT

The Evaluation Team will prepare the following information for inclusion with the Evaluation Report;

- a) background to the process;
- b) the evaluation process, including comments and scores against each criterion;

- c) the order of preference of Tenderers;
- d) value for money;
- e) proposed methods for management of risks;
- f) identification of any issues which should be resolved by negotiation; and
- g) recommendations to the approving delegate.

8. POST TENDER CLARIFICATIONS/PRESENTATIONS

The Evaluation Team may seek in writing clarification of Tenderers received. All clarifications must be fully documented and appropriately filed. The Evaluation Team may request short listed Tenderers to make a presentation in support of their Tender. All results of the presentation will be fully documented and considered in the finalisation of the evaluation scoring process.

9. LETTERS OF DECLINE/DEBRIEFINGS

Tenderers will be appraised of the outcome of the RFT process through letters of decline. Letters of decline will include the following information:

- a) a statement demonstrating the Territory's appreciation for the Tender received;
- b) a statement demonstrating the Territory's regret that they were unsuccessful on this occasion;
- c) advice of public notification on the "Contracts Register"; and.
- d) encouragement to submit offers in the future; and an offer to debrief.

Mitchell, Malcome

From: Hall, Caroline
Sent: Wednesday, 29 May 2013 2:08 PM
To: Mirenda, Emma
Subject: RE: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

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Thanks Emma.

Regards

Caroline

From: Mirenda, Emma
Sent: Wednesday, 29 May 2013 2:07 PM
To: Hall, Caroline
Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement
Importance: High

Hi Caroline

Please see my below email to Salar regarding the Tender number.

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | **Fax:** 02 6207 6500
Shared Services | Commerce and Works Directorate | **ACT Government**
Level 5, 40 Allara Street, CANBERRA CITY ACT 2600 | PO Box 818 Dickson ACT 2602 | www.act.gov.au

Please note my work days are Monday, Tuesday and Wednesday.

From: Mirenda, Emma
Sent: Wednesday, 29 May 2013 2:01 PM
To: Ayoubi, Salar
Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement
Importance: High

Good Afternoon Salar

The Tender Number for the 2014-2016 National Multicultural Festival is **22416.110**.
I look forward to receiving the draft documents when they are drafted.
If you have any further questions please do not hesitate to contact me.

Regards

Emma Ciuffetelli-Mirenda | Procurement Officer
Phone: 02 6205 4969 | **Fax:** 02 6207 6500
Shared Services | Commerce and Works Directorate | **ACT Government**

Please note my work days are Monday, Tuesday and Wednesday.

From: Davis, Moira
Sent: Wednesday, 29 May 2013 1:36 PM
To: Mirenda, Emma
Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

Hi Em,

Could you please provide Salar with a Tender Number asap.

Ta M

From: Hall, Caroline
Sent: Wednesday, 29 May 2013 1:04 PM
To: Davis, Moira; Moscaritolo, Alf
Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

Hi Moira/Alf

We are hitting a bit of a problem. When staff are seeking tenders numbers to put on the draft Procurement Plan and to reference on the monthly report, they are being advised that they will not be issued until the draft Procurement Plan has been sent to them. This causes us problems.

In saying that, the format of asking below is not suitable and staff usually and will be reminded that they are to provide:

Name of Project, Value of Project, Methodology, Project Officer and any relevant comments.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

From: Ayoubi, Salar
Sent: Wednesday, 29 May 2013 11:02 AM
To: Hall, Caroline
Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

FYI

Kind Regards,

Salar Ayoubi



ACT
Government

Community Services

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From: Ayoubi, Salar

Sent: Monday, 20 May 2013 11:44 AM

To: Perrin, Kristie

Subject: FW: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

Hi Kristie, Please see below email in regards to Tender Number.

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government

Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Phone: 02 6207 1380 | Fax: 02 6207 2047



ACT
Government

Community Services

From: Bolton, Ricky

Sent: Friday, 17 May 2013 4:43 PM

To: Ayoubi, Salar

Subject: RE: Requesting Tender number for 2014-2016 National Multicultural Festival procurement

Salar

Has this been allocated to an SSP officer. If so, let me know and I'll pass this request on to that officer. If not, we would like to see the first draft before generating a tender out of Oracle.

Happy to discuss.

Regards

Ricky Bolton | Senior Procurement Officer

Phone: 02 6205 3957 | **Fax:** 02 6207 6500

Shared Services | Commerce and Works | ACT Government

40 Allara Street Canberra ACT 2600 | GPO Box 818 Dickson ACT 2602 | www.act.gov.au



ACT
Government
Commerce and Works

9/3

From: Ayoubi, Salar
Sent: Tuesday, 14 May 2013 2:16 PM
To: Shared Services Procurement, GNS
Subject: Requesting Tender number for 2014-2016 National Multicultural Festival procurement
Importance: High

Dear Shared Services Procurement ;

I am working on a Procurement Plan Minute To obtain the majority of the goods and services required for the 2014-2016 National Multicultural Festival (for the period of 3 years). The combined total contract value for the three (3) year period will be capped to \$1.68, 000,000 (GST Inclusive).

I would like to ask for a Tender number for this procurement

Kind Regards,

Salar Ayoubi

Contracts and Grants Unit | Community Services | ACT Government
Level 1 Nature Conservation House, 153 Emu Bank, Belconnen | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Phone: 02 6207 1380 | Fax: 02 6207 2047



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Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival on
behalf of the Community Services Directorate

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
 - (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
 - (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
 - (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;
 - (p) carry applicable licence/s for the service and have available for daily viewing; and
 - (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply up to 350 marquees during the event including sound booths, with a preference for marquees to be colourful to reflect the nature of the Festival;
- (b) provide to the Festival Event Manager or their delegate, an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the event;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around groups of marquees as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the marquees should pose minimum disruption to city traders and take into account the safety of the public
- (q) effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to the original condition;

Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival on behalf of the Community Services Directorate

- (t) provide One (1) 3m x 6m marquee to be used as sound booth in Garema Place;
- (u) provide three (3) 3m x 3m marquees to be used as sound booths for other three (3) remaining stages;
- (v) ensure all forklift operators hold current appropriate licensing;
- (w) all staff working on footprint during Bump In & Bump Out must be aware of pedestrians in the area;
- (x) ensure the final Bump Out day must be on or before 6:00 am on the date to be advised;
- (y) work closely with all the stakeholders in particular on site electricians and sound and lighting providers;
- (z) provide a 6m x 3m change room for each five (5) stages in the agreed location with the Festival Event Manager or their nominated delegate;
- (aa) provide a 6m x 3m marquee for emergency services in the agreed location with the Festival Event Manager or their nominated delegate;
- (bb) ensure a safe and healthy site for the Festival, by complying with the HRIA Weighting Guide. It is a requirement of ACT Government that no pegs or bolts be inserted into the ground, the only form of securing a marquee is to use weights and base plates as outlined in the publication named "Hire and Rental Industry Association, Events Division, Temporary Structure and Marquee Weigh Guide" www.hireandrental.com.au ; and
- (cc) attend planning meetings and the final event debrief session as required.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim;
- (b) Comprehensive Motor Vehicle and plant and equipment insurances; and
- (c) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

ATTACHMENT H

STATEMENT OF REQUIREMENT

STAGES AND PLATFORMS

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Stages and Platforms to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, Ainslie Place, City Walk, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

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SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply four (4) stages and one (2) platforms with appropriate stage covers;
- (b) provide to the Festival Event Manager or their delegate an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the Festival;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around the stages as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the stages should pose minimum disruption to city traders and take into account the safety of the public
- (q) provide and implement an effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to original condition; and

- (t) to attend planning meetings and the final event debrief session as required.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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STAGE REQUIREMENTS AND SITE INFORMATION

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday – From Festival Shutdown
Petrie & London Platform	6 x 4 meters	Friday Morning – Day of Festival from 8am. Festival Opens 4.00pm	Sunday – From Festival Shutdown – no earlier than 6pm
Garema Place Platform	6 x 4 meters	Friday Morning – Day of Festival from 8am. Festival Opens 4.00pm	Sunday – From Festival Shutdown – no earlier than 6pm
Civic Square Stage	10 x 8 meter	Tuesday - 3 days before Festival commences	Monday - 1 day after Festival closes

ATTACHMENT 3 – RESPONDENT DECLARATION

I/We quote to the Territory for the provision of Sound and Lighting on behalf of the Community Services Directorate at the GST-inclusive prices specified in this RFQ.

I/We have provided details of any information I/we wish to be treated as confidential in any resulting contract, in accordance with section 4.9.

I/We undertake to provide insurance policies if selected as the preferred Respondent prior to entering into a contract with the Territory.

I/We have sighted all addenda to this RFQ.

_____ Full Name and / or Name of Company		AND/OR	_____ Trading Name (Business Name)	
_____ ACN (Australian Companies Number)		OR	_____ ABN (Australian Business Number)	
_____ Business Address			_____ Postal Address	
_____ State	_____ P/Code		_____ State	_____ P/Code
_____ Telephone No	_____ Mobile No	_____ Facsimile No	_____ Email address	
_____ Name of ACT Professional Standards Scheme		_____ Upper Limit of capped Professional Indemnity Liability Insurance		
_____ Respondent's Representative		_____ (include telephone number)		
_____ Position Held by Respondent's Representative				
_____ Signature of Director if corporation else Respondent		_____ Printed Name		
_____ Date				
_____ Signature of 2nd Director if corporation else Witness		_____ Printed Name		

Mitchell, Malcome

From: Hall, Caroline
Sent: Tuesday, 2 July 2013 10:51 AM
To: Winter, Jancye
Cc: Ayoubi, Salar; Mirenda, Emma
Subject: National Multicultural Festival
Attachments: Request for Quotation (RFQ) nmfv1.doc

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Jancye,

Attached is the draft Request for Quotation for your review and approval.

Could you please track any changes. We have a deadline to meet, so Emma is going to start working with this version, subject to your approval/changes.

Please ignore the contact details as Emma from Shared Services Procurement will enter those details.

Regards

Caroline Hall
Senior Manager
Contracts and Grants Unit
Community Services Directorate
Phone: (02) 6205 4655
Fax: (02) 6205 0940
Mobile: 0418 631 214

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REQUEST FOR QUOTATION NO: 22416.110



ACT
Government

**PROVISION OF GOODS AND SERVICES
FOR THE 2014-2016 NATIONAL MULTICULTURAL FESTIVAL**

ON BEHALF OF

COMMUNITY SERVICES DIRECTORATE

CONTACT OFFICER: [SSP OFFICER]

SHARED SERVICES PROCUREMENT

PHONE: (02) 620 [INSERT]

FAX: (02) 6207 6500

EMAIL: [INSERT]

ISSUE DATE: 6 JULY 2013

CLOSING DATE: 6 AUGUST 2013

CLOSING TIME: 2:00PM CANBERRA TIME

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1. STATEMENT OF REQUIREMENTS

1.1.1. This Request for Quotation (RFQ) is to seek suitably experienced Contractors for the 2014-2016 National Multicultural Festival (Festival) on behalf of the Community Services Directorate.

1.1.2. Respondents are referred to **Annexure A – H** for the Statement of Requirements for:

1. Provision of Sound and Lighting;
(Refer to **Annexure A**);
2. Provision of Generators and electrical services;
(Refer to **Annexure B**);
3. Portable Toilets, Parent and operation rooms;
(Refer to **Annexure C**);
4. Security Services;
(Refer to **Annexure D**);
5. Waste Management Services;
(Refer to **Annexure E**);
6. Traffic Management Services;
(Refer to **Annexure F**);
7. Provision of Marquees And Change Rooms ;
(Refer to **Annexure G**); and
8. Supply and install appropriate staging and platforms ;
(Refer to **Annexure H**).

1.2 Background

1.2.1. The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate.

1.2.2. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

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2. ASSESSMENT

2.1 Value for Money

- 2.1.1. In evaluating Quotations the Territory has as its objective the attainment of best value for money and not necessarily the lowest price.
- 2.1.2. Apart from conformity with the requirements of this RFQ, the Territory will evaluate Quotations in accordance with the criteria outlined below.

2.2 Threshold Criteria

- 2.2.1. Compliance with all required Legislation and Regulations.

Respondents are to provide copies of all applicable licenses required for the safe and proper delivery of the Services.

- 2.2.2. Responses that do not meet the above threshold criteria will be regarded as non-conforming, and will not be considered for further assessment against remaining criteria.

2.3 Nominating Goods/Services

Respondents are to nominate which of the following services they are tendering for by completing the Nomination for Tendering of Services form - Attachment 4.

1. Provision of Sound and Lighting;
2. Provision of Generators and electrical services;
3. Provision of Marquees And Change Rooms;
4. Supply and install appropriate staging and platforms;
5. Security Services;
6. Traffic Management Services;
7. Portable Toilets; and
8. Waste Management Services.

2.4 Weighted Criteria

ASSESSABLE CRITERIA	Weighting %
Respondents are to detail and provide evidence against the following:	

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Service Delivery Model 1. Respondents are to outline their proposed service delivery model which details: (a) their understanding of the principles and practice of the public events and its potential to achieve the best outcomes for the Festival; and (b) the proposed methodology to deliver the Services, the implementation plan and key milestones indicating dates for service commencement and a proposed schedule for Bump In and Bump Out. 2. Respondents are to detail the Risk Management Strategy for service establishment and delivery. 3. Respondents to detail how they will meet the Festival deadlines.	40% 20 10 10
Social Procurement 4. Respondents are to outline how they address the following elements of social procurement and community benefits outcomes they will support. Examples include: (a) employment of people from disadvantaged groups (people with mental illness or disabilities); (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds); (c) employment of people who have been unemployed long term; (d) people from culturally and linguistically diverse backgrounds; and (e) a description of any other social outcomes not already detailed. 5. This criteria will be evaluated in terms of the Respondents ability to provide the Territory with the best social outcomes	10%
Personnel Respondents are to outline the experience and qualifications of current core personnel who will be involved in establishing and overseeing program delivery and who will be employed to deliver the services.	20%

Experience in undertaking major events. Respondents are to outline the experience of thier company in undertaking major events.	20%
Total	100 %

2.5 Non-weighted Criteria

NON-WEIGHTED CRITERIA
1. Pricing Schedule Respondents are to provide a detailed breakdown of costs to deliver the nominated service.
2. Referees Respondents are to provide contact details of two (2) referees, including name, address and telephone number. Referees need to be able to attest to the capacity of the Respondent against each of the Assessment Criteria. The Evaluation Team may seek verbal or written reports from referees.

2.6 Assessment Timetable

2.6.1. The proposed timetable for the procurement process relating to this RFQ is:

RFQ advertised	06/07/2013
RFQ Closes	06/08/2013
Contract Awarded	30/08/2013
Debrief unsuccessful respondents	30/08/2013

3. CONTRACT REQUIREMENTS

- 3.1.1. The form of contract expected to be used for the Services required by this RFQ is the Territory's Services Agreement. The Territory reserves the right to alter provisions of the contract and the form of contract if an alternative is determined to be more appropriate. Standard Territory terms and conditions and form of contract for [Services/Goods] is available at www.procurement.act.gov.au/tenders_advertised/open_tenders.

- 3.1.2. The contract is expected to be for an initial period of two (2) years, with provision for up to one (1) extension of one (1) year. The maximum term of the contract will be two years.

4. CONDITIONS OF QUOTATION

4.1 Insurance Requirements

- 4.1.1. Without limiting the insurance that is required to be held by the successful Respondent by law (e.g. worker's compensation) or under the contract, the successful Respondent will be required to take out and maintain:

- (1) public liability insurance with coverage in the amount of not less than \$20,000,000.00 in respect of each occurrence.

4.2 Acknowledgement

- 4.2.1. In submitting a Quotation the Respondent acknowledges that it:

- (1) has examined this RFQ, any other information issued and any information relevant to the risks, contingencies, and other circumstances having an affect on the Quotation;
- (2) has made and relied upon its own enquiries to address the Assessment Criteria;
- (3) is satisfied as to the correctness and sufficiency of the Quotation; and
- (4) agrees its Quotation must remain open for at least sixty (60) days from the date and time of closing.

4.3 Disclaimer

- 4.3.1. The Territory is in no way liable for the inaccuracy of any information printed or stored by a Respondent (or other user) after downloading an electronic copy from Shared Services Procurement website. A Respondent (or other user) who utilises an automatic language translation service in connection with the RFQ does so at its own risk.

- 4.3.2. If the Respondent finds any discrepancy, misdescription, error or omission in the RFQ or requires clarification of any information in relation to the RFQ, the Respondent is requested to notify the Contact Officer on the front cover page of this RFQ before the date and time for closing Quotations.

4.4 Further Information, Clarification and Enquiries

4.4.1. There are no obligations on the part of the Territory to seek clarifications or any other information regarding a Quotation. Respondents may be required to attend interviews, presentations, demonstrations, site visits or submit additional information to allow full consideration of a Quotation.

4.4.2. By submitting a Quotation, the Respondent:

(1) authorises the Territory to:

- (i) enquire into the Respondent's financial status and viability;
- (ii) obtain from any government agency information including about the Respondent's performance during any previous or current contracts for services similar to those sought in this RFQ; or
- (iii) seek information from sources including regulatory and law enforcement bodies, relevant to whether the Respondent is relevantly registered or licensed to provide the Services; and
- (iv) acknowledges that the provision and receipt of information by the Territory to any other government agency is a communication in circumstances of qualified privilege and the Respondent shall have no claim against the Territory arising out of the provision or receipt of such information.

4.4.3. Respondents may request clarification of this RFQ or submit queries in relation to this RFQ in writing to the Contact Officer. Any Response by the Territory will be written and may be provided to all Respondents.

4.5 Ownership of Quotations

4.5.1. Quotations (including copies) will not be returned and become the property of the Territory. The Respondent authorises the Territory to use (including copying, reproducing or supplying) their Quotation for assessment purposes and in any agreement resulting from their Quotation that may be entered into with the Territory should they be the preferred Respondent.

4.5.2. The Respondent retains any intellectual property rights in their Quotation and warrants no other person's or organisation's moral or intellectual rights will be infringed in the Territory's use of the Quotation.

4.6 Selection of Preferred Quotation

4.6.1. The Territory is under no obligation to select any Quotation and may vary or discontinue the Quotation process upon giving written notice to Respondents.

- 4.6.2. Late Quotations may be accepted, at the sole discretion of the Territory. Confirmation of receipt of Quotations will not be issued.
- 4.6.3. Upon conclusion of the Quotation assessment process, the Territory may select a preferred Respondent and then:
- (1) commence contract negotiations with the preferred Respondent with a view to concluding those negotiations within a prescribed period of time;
 - (2) negotiate with another Respondent if contract negotiations with the preferred Respondent are not concluded within the time specified to the preferred Respondent; or
 - (3) cease negotiations with any Respondent.
- 4.6.4. No legal obligations arise until the Territory has executed a contract substantially in the form identified at Part 3.1.1 of this RFQ.
- 4.6.5. The Territory will offer unsuccessful Respondents the opportunity of a debriefing.

4.7 Costs of Submitting a Quotation

- 4.7.1. The Territory will make no payment to a Respondent for any costs incurred by a Respondent in preparing a Quotation, in respect of any discussions, negotiations, enquiries or requests for details or information made by or on behalf of the Territory after the submission of Quotations or for any work undertaken by any Respondent after its Quotation is submitted including work requested by the Territory in accordance with any provision of the RFQ.

4.8 Addenda

- 4.8.1. Addenda to this RFQ may be issued by the Territory prior to the date and time for closing the RFQ for the purposes of clarifying documents or to notify any amendments to the RFQ.
- 4.8.2. Addenda will be issued to each person or organisation to which the RFQ was issued, or they will each be notified that an addendum is available for collection.

4.9 Confidential Text and Disclosure

- 4.9.1. The Respondent must specify in writing if the Respondent believes any information in relation to this Quotation is confidential and wishes that information to be treated as confidential in any contract. Respondents should

be aware that the Territory may be required to disclose information, either under the *Freedom of Information Act 1989* or by the responsible Minister in the Legislative Assembly.

- 4.9.2. Respondents should seek their own legal advice as to the implications for them of the notifiable contracts provisions of the *Government Procurement Act 2001*.

4.10 Conflict of Interest

- 4.10.1. A Respondent with a conflict of interest must disclose the conflict of interest to the Territory at the time of lodgement of the Quotation or if the conflict of interest or a risk of conflict of interest arises after lodgement of the Quotation and prior to the completion of the Quotation process, immediately disclose that conflict of interest to the Territory.

- 4.10.2. In submitting a Quotation, the Respondent warrants that:

- (1) the Respondent has no knowledge of the price, including rates, of any other respondent for the goods or services; and
- (2) except as disclosed in its response, the Respondent has not entered into any contract, arrangement or understanding to pay or allow any money directly or indirectly to a trade or industry association or to or on behalf of any other respondent in relation to the RFQ or any contract which may be entered into consequently, nor paid or allowed any money on that account.

- 4.10.3. At the sole discretion of the Territory, contravention of this provision may result in the Respondent's Quotation being deemed to be non-conforming.

4.11 Proprietary Names

- 4.11.1. If proprietary names, brands, catalogues or reference numbers are specified in the RFQ, the Respondent may offer material or equipment of a similar characteristic, type, quality, appearance, finish, method of construction and performance.

5. RESPONDENT DECLARATION

- 5.1.1. The Respondent must include in its Quotation a completed and signed Respondent Declaration in the form provided at Attachment 2.
- 5.1.2. The Respondent must also include in its Quotation a completed and signed Ethical Suppliers Declaration in the form provided at Attachment 3.

6. LODGEMENT OF QUOTATIONS

- 6.1.1. The Respondent must lodge an original and three copies of the Quotation. The original is to be marked as the original and each copy sequentially marked with a copy number. In the event of any discrepancy between the copy and the original, the original takes precedence.
- 6.1.2. Quotations must be either posted or hand delivered and received by the closing time and date to:
- The Tender Box
RFQ 22416.110
Attention: [Insert Contact Officer name and Phone Number]
Ground Floor
40 Allara Street
CANBERRA CITY ACT 2601
- 6.1.3. Quotations are to be no larger than 350mm wide x 60mm high in size. Quotations in excess of this size will not fit in the delivery slot of the Tender Box. If a hand delivered Quotation is not able to be placed in the Tender Box (e.g. due to size or otherwise) Respondents are to proceed to Level 5, 40 Allara Street, Canberra City and telephone the nominated Contact Officer to arrange collection of the Quotation by hand.
- 6.1.4. If a Quotation is to be delivered by an Australia Post courier or by a private courier service requiring a signature, the Quotation should be delivered to Level 5, 40 Allara Street, Canberra City to be received and signed for by an Officer from Shared Services.
- 6.1.5. Following the closing date for Quotations, names of Respondents for this RFQ will be listed on the Shared Services Procurement notice board, located on Level 5, 40 Allara Street, Canberra City. The list will also be available from Shared Services Procurement's website – www.procurement.act.gov.au. Quotations received after the prescribed closing time may not be included on the list.
- 6.1.6. If a hand delivered Quotation is not able to be placed in the Tender Box (e.g. due to size) Respondents should contact Shared Services Procurement and request an Officer come to the foyer to accept the Quotation by hand. Respondents may use the wall phone located adjacent to the Tender Box to direct dial Shared Services Procurement.
- 6.1.7. If a Quotation is being delivered by an Australia Post courier or private courier requiring signature, the courier should contact Shared Services Procurement and request an Officer come to the foyer to accept and sign for the Quotation.

The wall phone located adjacent to the Tender Box may be used to direct dial Shared Services Procurement.

6.1.8. Following the closing date for Quotations, names of Respondents for this RFQ will be listed on the Shared Services Procurement website – www.procurement.act.gov.au. Quotations received after the prescribed closing time may not be included on the list.

6.1.9. All enquires in relation to this RFQ must be directed in writing to the Contact Officer.

6.1.10. Below is a list of actions and/or information that Respondents should review prior to submitting their Quotation.

- ☐ Quotation submitted on time.
- ☐ Quotations are to be in plain envelopes, wrapping or package and be clearly marked on the outside with the RFQ number, the RFQ description, contact officer and the date and time for closing of Quotations.
- ☐ Quotations have a cover page, which references the title and number of this RFQ, the closing date and the name of the Respondent.
- ☐ Quotations have the Nomination for Tendering of Services form completed and attached.
- ☐ Original and three (3) copies submitted.
- ☐ All Assessment Criteria addressed.
- ☐ Completed Pricing Schedule
- ☐ Completed and signed Respondent Declaration.
- ☐ Completed Draft Agreement and Confidential Text
- ☐ Completed and signed Ethical Suppliers Declaration.
- ☐ Completed and signed Statutory Declaration
- ☐ Insurance cover (including workers compensation) to the value requested by the Territory (copy of current certificates to be supplied with Quotation) (see Clause 4.1.1)

ATTACHMENT 1 – PRICING SCHEDULE

[Insert Pricing Schedule]

ATTACHMENT 2 – RESPONDENT DECLARATION

I/We quote to the Territory for the National Multicultural Festival on behalf of the Community Services Directorate at the GST-inclusive prices specified in this RFQ.

I/We have provided details of any information I/we wish to be treated as confidential in any resulting contract, in accordance with section 4.10.

I/We undertake to provide insurance policies if selected as the preferred Respondent prior to entering into a contract with the Territory. I/We have sighted all addenda to this RFQ.

Full Name and / or Name of Company		AND/OR	Trading Name (Business Name)	
ACN (Australian Companies Number)		OR	ABN (Australian Business Number)	
Business Address			Postal Address	
State	P/Code		State	P/Code
Telephone No	Mobile No		Facsimile No	Email address
Name of ACT Professional Standards Scheme			Upper Limit of capped Professional Indemnity Liability Insurance	
Respondent's Representative			(include telephone number)	
Position Held by Respondent's Representative				
Signature of Director if corporation else Respondent			Printed Name	
Date				
Signature of 2nd Director if corporation else Witness			Printed Name	

ATTACHMENT 3 – ETHICAL SUPPLIERS DECLARATION

The Territory may request further details about the information provided by the Respondent in this Ethical Suppliers Declaration. This Ethical Suppliers Declaration may be sent to the relevant Union (though UnionsACT), ACT Workcover and any other regulatory bodies deemed appropriate for verification of information supplied by the Respondent.

The Territory will not enter into contracts with Respondents that cannot demonstrate compliance with their Employee and industrial relations obligations. The determination of compliance extends to the obligations in respect of Subcontractors. The Respondent will be informed if, in the assessment by the Territory, it has failed to satisfactorily demonstrate compliance.

Definitions

In this Declaration,

Full Details means details of:

- (a) the nature of the breach or offence or alleged breach or offence;
- (b) any conviction recorded or adverse finding made in respect of the breach or offence;
- (c) any penalty or orders imposed by a court, tribunal, commission or board in respect of the breach or offence and the maximum penalty that could have been imposed under the **Prescribed Legislation**;
- (d) the name of the court, tribunal, commission or board, the State or Territory in which the proceeding or prosecution is brought, the date on which the proceeding or prosecution was commenced and the number or description assigned to the proceeding or prosecution by the court, tribunal, commission or board;
- (e) the name of the entity against which the finding or conviction was made or the proceeding or prosecution was initiated.

Tendering Entity means the legal entity (individual or company) that proposes to enter into a contract with the Territory at the end of the tendering process.

Contract means a written contract for the procurement of prescribed works or services having a total consideration, or estimated total consideration, worth \$25,000 or more.

Employee means a natural person who is employed under a contract of service to provide a supplier of prescribed works or services or a **Subcontractor** with his or her labour, except for the provision of professional or information technology service.

Employee and industrial relations obligations means compliance with:

- (a) **Prescribed Legislation**; and

- (b) determinations made by the tribunals of competent jurisdiction in respect of the interpretation, breach or any other matter concerning any **Prescribed Legislation**.

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- Note: Examples of employee and industrial relations obligations may typically include payment of remuneration; training; annual holidays; long service leave entitlements; occupational health and safety; workers' compensation; injury management, (including rehabilitation); legal age of employment; discrimination; and superannuation. This list is non exhaustive.

Prescribed Legislation means awards or industrial agreements made pursuant to any legislation applicable to a supplier or **Subcontractor**:

- (a) Building and Construction Industry Improvement Act 2005 (Cwlth);
- (b) Equal Opportunity for Women in the Workplace Act 1999 (Cwlth);
- (c) Fair Work Act 2009 (Cwlth);
- (d) Long Service Leave (Portable Schemes) Act 2009 (ACT);
- (e) Long Service Leave Act 1976 (ACT);
- (f) Paid Parental Leave Act 2010 (Cwlth);
- (g) Payroll Tax Act 2011 (ACT);
- (h) Superannuation Guarantee (Administration) Act 1992 (Cwlth);
- (i) Work Health and Safety Act 2011 (ACT);
- (j) Workers Compensation Act 1951 (ACT);
- (k) any Regulations made under the above Acts;
- (l) any laws of the Commonwealth or the Australian Capital Territory which vary or replace the above Acts or Regulations, or any part of them; and
- (m) any other Acts or Regulations of the Commonwealth or the Australian Capital Territory, which deal with matters relating to industrial relations, employment and/or workplace safety obligations.

Subcontractor means an entity that is contracted by the **Tendering Entity** to provide services or works in connection with a **Contract** between the Territory and the **Tendering Entity**.

Name of the Tendering Entity in relation to which I make this Declaration:

ACN / ABN of the Tendering Entity:

If a company, include ACN, and if a partnership or sole proprietor, include the full names of individual members and ABN.

1. The following industrial instrument (award or agreement) made pursuant to any **Prescribed Legislation** specifically applies to the **Employees** and **Subcontractors** of the **Tendering Entity** and is binding on it.

2. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration complied with all **Prescribed Legislation**.

YES	NO

3. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration recognised the rights of **Employees** and **Subcontractors** to union membership and representation.

YES	NO

4. The **Tendering Entity** has in the preceding 24 months of the date of this Declaration complied with any amendments to wages and conditions of employment for their **Employees** and **Sub-contractors** as decided by any authorised industrial or wage-setting agency.

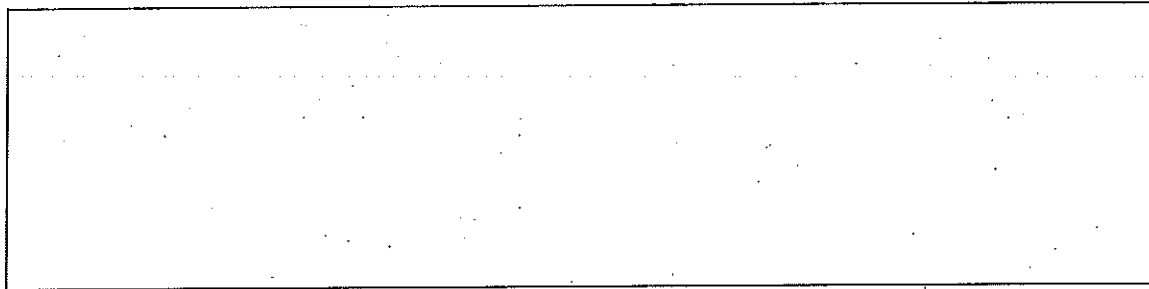
YES	NO

5. In the preceding 24 months of the date of this Declaration there have been either:

- 61
- (a) no findings against the **Tendering Entity**, or a proposed **Subcontractor**, by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order;

OR

- (b) the following findings against the **Tendering Entity**, or a proposed **Subcontractor**, by a court, tribunal, commission or board of a breach of any **Prescribed Legislation**, including a finding of a breach in a non-confidential consent order [provide **Full Details**].

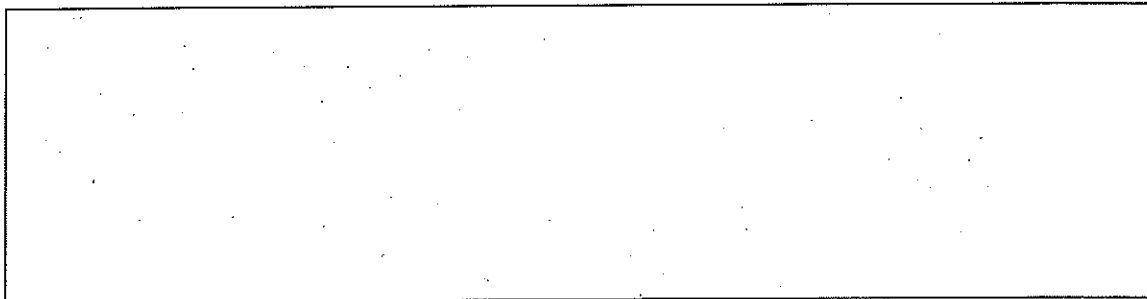


6. In the preceding 24 months of the date of this Declaration there have been either:

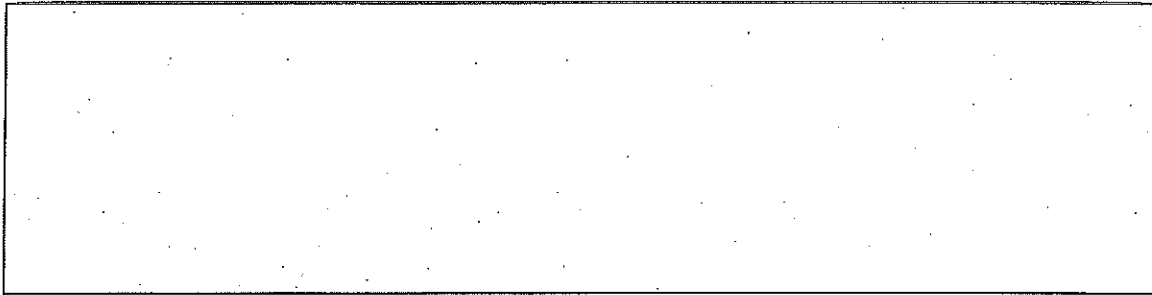
- (a) no convictions under the **Prescribed Legislation** against the **Tendering Entity** or a proposed **Subcontractor**;

OR

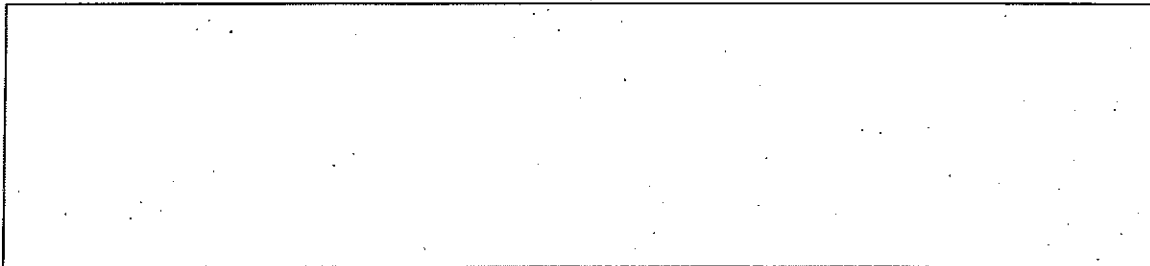
- (b) the following convictions under the **Prescribed Legislation** against the **Tendering Entity** or a proposed **Subcontractor** [provide **Full Details**].



7. There are currently no proceedings or prosecutions against the **Tendering Entity** or a proposed **Subcontractor** in respect of a breach of any **Prescribed Legislation** OR the following proceedings and prosecutions are currently brought against the **Tendering Entity** or a proposed **Subcontractor** [provide **Full Details**].



8. The **Tendering Entity** has not been required to implement any remedial measures to ensure future compliance with the **Prescribed Legislation** OR the **Tendering Entity** has implemented the following remedial measures to ensure future compliance with **Prescribed Legislation**.



ATTACHMENT 4 – NOMINATION FOR TENDERING OF SERVICES FORM

I/we wish to submit a quotation for:

- ☐ Provision of Sound and Lighting.
- ☐ Provision of Generators and electrical services;
- ☐ Provision of Portable Toilets, Parent and Operation rooms.
- ☐ Provision of Security Services
- ☐ Provision of Waste Management Services.
- ☐ Provision of Traffic Management Services.
- ☐ Provision of Marquees and Change Rooms
- ☐ Supply and install appropriate staging and platforms.

ANNEXURE A

STATEMENT OF REQUIREMENTS - SOUND AND LIGHTING

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality sound and lighting services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Festival Dates

The Festival Event Manager or their nominated delegate will advise the successful Contractor of the Bump In and Bump Out dates and Festival Dates no later than August prior to each year of the Festival.

1.4 Bump In

1.4.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.4.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump In date.

1.4.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.4.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.5 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.6 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

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- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.7 Specifications

1.7.1. The successful Contractor will be required to:

- (a) supply, install and remove all appropriate sound and lighting equipment for the four (4) stages and one (1) platform including all fixtures, control systems, racks, cabling, accessories and consumables as outlined in the List of Equipment for Sound and Lighting;
- (b) ensure that all cables utilised are safety tagged and data certified;
- (c) supply all the necessary lifting equipment on site with a certified operators;
- (d) ensure the sound check is completed by 12:00 noon on Day One of the Festival; and
- (e) supply and install one (1) easy setup gazebo to be used as a sound boot for the platform.

1.7.2. The Festival Event Manager or their nominated delegate will:

- (a) provide a 3m x3m sound boot marquee for each Akuna Street and Petrie Plaza stages; and
- (b) provide a 6m x 3m sound boot marquee for Garema Place stage.

1.8 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.9 Security

Dedicated security will be provided by OMATSIA to every stage when Contractor staffs are not present on that stage. The security guard will not leave the stage at any time during their shift unless replaced by another guard at that time. All stages will have an individual guard.

1.10 Additional Reading

National Multicultural Festival Website: <http://www.multiculturalFestival.com.au>

Community Services Directorate Website: www.dhcs.act.gov.au

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List of Equipment - Sound and Lighting

Garema Place Stage

FOH Audio and Control

1 Midas Heritage 2000 42 Mono 6 Stereo with desk roller
1 PA System Control Rack (Klark Teknik DN500 FOH Comp, Klark Teknik DN360 FOH EQ)
1 Insert Rack with the following:
1 1RU Rack Light
10-2 Ch Drawmer DL241 Compressor/Gate (20ch Insert Comp)
5-2ch Drawmer DS201 Gate (10ch Insert Gate)
2 DBX 160A single ch Insert Comp
1 Klark Teknik Helix 2ch Master Digital Eq System
1 Klark Teknik Helix 4ch Slave Digital Eq System
1 -Denon Dual CD Player
1-TC Electronics M3000 Reverb Unit
1 SPX990 Reverb Unit
1 -TC Electronics MoneXL Multi FX Unit
1 TC Electronics - Dtwo Delay Unit
6 3-Way Point Source Short Throw Concert Speaker
4 Double 18 Concert Subwoofer
1 Drive Rack
8 Power Amplifier
4 Power Amplifier
2 Dolby Lake Processor
System must have ipod connectivity

Monitor Control

1 -Digidesign Profile 48ch Digital Mixing System
4-Square One Stereo 31 band Graphic EQ
1 Monitor Drive Rack
8 - Power Amplifiers

Floor Wedges

10 -Single 15 + Horn Active Wedge

Listen Wedges

2 -Single 15 + Horn Active Wedge

Drum Fill

2- Active Single 15 + Horn
2 -Single 18 front loaded sub
1 x Rolling Riser 2.4m x 2.4m

Mics, DI's, Leads, DJ Equipment etc

1 Rack of 2 Shure UHF-R Receivers + aërials
4 Shure UR1 Hand Held Transmitters
2 Shure UR1 Beltpack Transmitters with Dynamic Headset Mic
1 x Band Mic Kit (10 x Vox Mic, 16 x Inst Mic, Drum Mic Set, 10 x DI)
1 240v Stage Power System
16 Mic Stand Boom Short
16 Mic Stand Boom Tall
1 Signal Power Packer (All cabling required for system)
1 Stage-Fold-back Packer
1 Speaker Leads Packer
Multicore System
48ch to FOH 16Ret
Core to be flown from stage to FOH
6 x Multipin Drop Boxes
4 x Additional Multipin Boxes without cable

Lighting Fixtures and Control

1 Grand MA Lighting Controller
1 UPS Power Supply/Conditioner
1 Ethernet loom
8 1200w Moving Head Spot
8- LED Moving Head Wash
8 200w Beam Lights
6 -25 Way Matrix Blinders
4 -3000w Stobes
6 x 1000w Fresnel (Front Wash)
2-12 x 2.4k Channel Dimmer
2 Power Distro with Volt and Amp Metres
24 Par 64 Cans

Cabling, Rigging, etc

12, headers/tails
1 Cables Packer
6 2.25m Truss uprights
2 x 6.5m Pipe (FOH Lighting)

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Power, Distribution

1-3 Phase Packer

2-3Phase breakout to 9 GPOs on 3 phases

Petrie Plaza Stage

FOH Audio and Control

1 Digidesign Profile Mixing Console (require up to 32ch)

1 Profile Mix Rack

12 Compact Line Array Speaker

1 Drive Rack

Floor Wedges

6 Single 15 + Horn Wedge

Drum Fill

1 Single 15 + Horn Speaker

1 Subwoofer

Stage Equipment

1 Band Microphone Kit

(6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)

Audio Cabling

1 Signal Power Packer

1 32 Channel, 6 Returns 45m

1 Stage Fold-back Packer

1 XLE system NL8 packer

Lighting Fixtures and Control

1 Lighting Console

24 Par 64 Cans

4 Moving Lights

6 4 Way Blinders

Ainslie Place Stage

FOH Audio and Control

1 -Midas Mixing Console 40 Mono & 8 Stereo Ch

1 FX Rack

1 Rack Light

1 2 Ch EQ

1 Ch Compressor

2 Reverb Unit

1 Lexicon Reverb Unit

1 TC Electronic multatap rhythm delay
2 8Ch Insert Comp/Gate (16 x Insert Comp/Gate)
1 8Ch Ins Gate (2 x 4way or 4 x 2-way units)
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3 Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

Floor Wedges

6 -15 + Horn Wedge

Drum Fill

1 15 + Horn Speaker
1 Single 18 Subwoofer

Stage Equipment, Audio Cabling

1 Band Microphone Kit (6 x Vox Mic, 12 x Inst Mic, Drum Mic Set, 10 x DI)
1 Signal Power Packer
1-24 Ch, 6 Ret, with Split 30m
1-Stage Fold-back Packer

Lighting Control and Fixtures

1 GrandMA2 Lighting Controller
4 Mac 250 Entoures
24 Par 64 Cans
6 2 Way Blinders
2 12 x 2.4k Channel Dimmer

Lighting Cabling, Rigging

8, headers/tails
6 3metre truss (Rear truss hung from stands, front truss hung from structure)
4 Winch-Up Stands (Rear Lighting)
2 Truss Adapter to Winch Up

Peitre Plaza Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System
1-Mixer console
1 Large REAC box
1 Small REAC box

2 Ethernet Drums

4-12 + Horn Self Powered Speaker

2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker

1 Band Microphone Kit

(6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)

1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk

16 -Par 64 Cans

2 Lighting Tree

Garema Place Platform

FOH Audio and Control

1 Roland M400 Digital Mixing System

1-Mixer console

1 Large REAC box

1 Small REAC box

2 Ethernet Drums

4-12 + Horn Self Powered Speaker

2 Double 18 Subwoofer

Fold-back and Stage Equipment

4 -12 + Horn Self Powered Speaker

1 Band Microphone Kit

(6 x Vox Mic, 6 x Inst Mic, Drum Mic Set, 6 x DI)

1 Signal Power Packer

Lighting Equipment

1 -4Ch with Dimmers LX Desk

16 -Par 64 Cans

2 Lighting Tree

Backline – To be based at Garema Stage

Drums, Percussion

1 Pear Masters Custom drum Kit

Bass

1 -ampeg bass amplifier head

1- 8 x 10 Bass Cabinet

Guitars

1 Fender Twin Guitar Amp

Keys

1 Roland RD 700 Piano w/ pedal and Stool

DJ Gear

2 -1210 Turntables

DJ Turntables.

2 Pioneer CDJ1000 CD Player

1 Pioneer DJM800 DJ Mixer

Media Call

FOH Audio and Control

1 24 Mono 4 Stereo)

1 Effects Rack

6 Stereo Comp/Gate

1 Stereo Digital Graphic Eq

1 CD Player

2 Reverb Unit

2 Loudspeakers

2 Subwoofer

Foldback and Stage Equipment

4-15 + Horn Wedge

1 Lectum with mic and light connectors

1 Power Amplifiers

1 Stage Fold-back Packer

1 Band Microphone Kit

1 Signal Power Packer

1 -24 Channel, 4 Returns 40m

Civic Square Stage

FOH Audio and Control

1 -40 Mono 8 Stereo

1 Effects Rack

1 Rack Light

1 2 Ch EQ

1 Ch Compressor

2 Reverb Unit

1 Reverb Unit

1 Electronic Two multitap rhythm delay

2 8Ch Comp/Gate

1 8Ch ins Gate
1 Dual CD Player
6 Line Array Speaker
6 Concert Subwoofer
1 Drive Rack
7 Power Amplifier
1 3.Phase Rack Mount Distro
1 Patch Bay
1 System Processor w/ FIR Filters

ANNEXURE B

STATEMENT OF REQUIREMENTS - GENERATORS AND ELECTRICAL SERVICES

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Generators and Electrical Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival . The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is:

- (a) supply, install and remove all appropriate Generators and Electrical Services/Equipment as outlined in the List of Generators and Lighting;
- (b) to include fuel and diesel charges as part of their tendered price;
- (c) provide a final footprint of Generators and wiring map no later than 60 days prior to the commencement of the Festival;
- (d) ensure that all cables utilised are safety tagged and data certified;
- (e) supply all the necessary lifting equipment on site with a certified operators;
- (f) supply an additional set of keys to the generators on the Bump In date to the Festival Event Manager; and
- (g) ongoing technical support throughout the Festival.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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List of Equipment Generator and Electrical Services

Electrical Service Requirements
Supply an allowance of 3 leads to each stall, operation room, Parents room and allocated sound booths.
Supply and install adequate power from generator to 4 x main stages and 1 Platform
Connection of light fixture in each stall.
Electrical setup in and around the footprint during the week prior to the Festival
4 x electricians on call Day 1 of the Festival 12pm - 2am
6 x electricians on call Day 2 of the Festival 6am - 12pm
4 x electricians on call Day 3 of the Festival 6am - 7pm
Emergency electrical services during Festival
Review of stall holders to review compliance with electrical safety
Inspect appliances for review during the event and maintain electrical safety

Generator Requirements	
Generator	Outlets
60 KVA	5 x 3 phase outlets (approximately)
60KVA	5 x 3 phase outlets (approximately)
60 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	5 x 3 phase outlets (approximately)
100 KVA	4 – 7 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)
125 KVA	5 - 6 x 3 phase outlets (approximately)

- 5 x 3 phase boards with 6 – 8 x 3 phase outlets per board
- 25 x 10 or 15 amp leads - 10m, 20m, or 30m 10 amp leads available – 20m or 25m 15 amp leads available.
- 5 x 3 phase power lock cable sets

Power lock cable length
5m
10m
20m
30m
50m

Currently allow for 2 x 30m power lock cable sets. This may change as final design layouts might be amended for the Festival.

- 25 x 32 amp distribution boards – minimum of 3 x double 15 amps outlets, 9 x double 10 amp outlets and 6 x safety switches
- 35 x 32 amp 30m leads
- 150 x 5 channel cable covers

ANNEXURE C

**STATEMENT OF REQUIREMENT- PORTABLE TOILETS, OPERATION ROOM
AND PARENT ROOM**

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Portable Toilets, an Operation room and a Parent room to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival . The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor will be required to:

- (a) supply, install and remove 10 Female, 10 Male and 2 Disabled toilets for the Festival which includes all fixtures, accessories and consumables;
- (b) supply appropriately trained personnel to install, maintain and operate toilets and wash rooms during the Festival (according to the agreed schedule);
- (c) supply twenty (20) suitable Kros Urinals with appropriate 2.1 meter fencing around it;
- (d) supply twenty (20) portable female and five (5) portable Male Fresh Flash toilets, which are individual stand free units;
- (e) supply of all safety equipment required to complete the task or more frequently as required;
- (f) supply personnel during the Festival opening hours, to check and, suitably maintain and if necessary, empty toilets, receptacles and bins and clean toilets, hand basins and floors throughout the Festival sites;
- (g) review on a regular basis and supply toilet paper and paper hand towels as required throughout the Festival;
- (h) remove and appropriately dispose of all waste in accordance with the agreed program schedule, the *Waste Minimisation Act 2001* and *Hazardous Waste Regulations Act 1989*;
- (i) cover all transport costs associated with equipment and crew to and from the Festival venues;
- (j) provide on-going support for the duration of the Festival;
- (k) remove daily both general and sanitary collected waste;
- (l) empty and clean all toilet and wash basin bins and receptacles daily;
- (m) provide one (1) air-conditioned- 6m x 3m parent room throughout the Festival with twenty (20) chairs two (2) tables;
- (n) provide one (1) air-conditioned- 6m x 3m Operational room throughout the Festival with twenty (20) chairs two (2) tables;
- (o) provide two (2) change tables for the Parent Room with a Microwave oven;
- (p) provide four (4) disabled fresh flash toilet units;

- (q) provide appropriate signage across the footprint for Male, Female, Kros Urinal and Disabled toilets;
- (r) provide one (1) 3m x 6m air-conditioned Operation Room to be located in a central area of the footprint;
- (s) provide additional services outside of agreed schedule if required; and
- (t) remove all toilet and wash basin bins and receptacles during Bump Out of the Festival;

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

EVENT SITES

Garema Place:

Ten Single Toilets & One Disabled unit

Services to be completed on site at the following times:

1st Day of Festival - approx 9pm

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Ainslie Place:

Ten Single Toilets, One Disabled & One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Corner Petrie Plaza & London Circuit

Ten Single Toilets, One Disabled & and One Wash / Sink Stand

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

Kros Urinal: (Locations will be discussed no later than 10 working days prior to the Festival)

20 Single units across the footprint

Services to be completed on site at the following times:

2nd Day of Festival - approx. 8am, 11am, 2pm, 5pm & 8pm

3rd Day of Festival – approx. 8am, 11am & 2pm

One 3X6 Air Conditioned Operational Room including required chairs and tables.

One 3X6 Air Conditioned Parent Room including specifications.

STATEMENT OF REQUIREMENT - SECURITY SERVICES

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to provide Security Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival . The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services; to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and

- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor will be required to:

- (a) provide fully briefed Security personnel for each Festival event with information provided by the Festival Event Manager or their nominated delegate;
- (b) ensure security personnel carry communication equipment in order to call for support/backup including Police, Ambulance and Fire Brigade;
- (c) ensure that security personnel are aware of and comply with the current procedures in accordance with the *Security Industry ACT 2003* and *Security Industry Regulation 2003*;
- (d) provide services throughout the duration of the Festival and where requested during Bump In and Bump Out in accordance with agreed schedules; including
 - (i) the provision of security services on the setup date and opening program of the Festival and dates to be advised;
 - (ii) provide security services for overnight events and structure protection;
- (e) provide personal protections during high demand and VIP shows as requested;
- (f) ensure all guards hold a current employee licence;
- (g) ensure that if any personnel are required to guard with a firearm, the person must hold an appropriate ACT firearms licence;
- (h) ensure all personnel are fully qualified for the role and responsibilities they are undertaking;
- (i) have back up staff in place to cover staff breaks; and
- (j) have an experienced supervisor to oversee the guards performance and punctuality.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

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SECURITY SERVICES SCHEDULE

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump In – Festival Setup Period					
Monday - 4 days before Festival commences	8pm – 8am	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 3 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 2 days before Festival commences		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 1 day before Festival commences		2	24	Overnight Event/Structures protection	Total Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday – Day 1 of Festival					
Bump In – Festival Setup Period	8am - 4pm	2	16	Roving - Crowd Control	Festival Footprint 2 x Roving
Festival Begins – Opening Program 5pm to Midnight Event Shutdown 12.00am – 1am	4pm-1am	4	36	Footprint Set up : [identify unauthorised vehicles] 4pm to 5pm Monitor Event: Crowd Control, Responsible Serving of Alcohol etc. Event Shutdown 12.00am – 1am	Garema Stage - 1 x Static Festival Footprint - 3 x Roving
		1	9	Entrance & Room Control	Performers Change Room

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Friday Night/Saturday Morning					
Overnight	8pm-Friday to 8am Saturday	4	48	Overnight Event/Structures protection	Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving
	4pm-Friday to 8am Saturday	2	16	Overnight Event/Structures protection	Garema Stage 1x Static

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday – 2nd Day of Festival					
Festival Day Program 11 am to 6pm	10am - 6pm	6	48	Footprint Set up: [identify unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage

				Alcohol etc	1 x Static Festival Footprint 2 x Roving
		1	8	Change Room Entrance & Room Control	Performers Change Room

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night – 2nd Day of Festival					
Night Program 6pm – Midnight Event shutdown Midnight – 1am	6pm-1am	6	42	Monitor Event: Crowd Control, Responsible Serving of Alcohol etc.	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South Stage 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 4 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Saturday Night/Sunday Morning					
Overnight	1am-8am	5	35	Overnight Event/Structures protection	Garema Stage 1 x Static Petrie Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static Festival Footprint 1 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Morning – 3rd Day of Festival					
Festival Day Program 11 am to 5pm Event Shutdown 5pm – 6pm	10am-6pm	6	48	Footprint Set up: [remove unauthorised vehicles] 10am to 11am Monitor Event: Crowd Control, Responsible Serving of Alcohol etc	Garema Place 1 x Static Petrie Plaza Stage 1 x Static City Walk South 1 x Static Ainslie Place Stage 1 x Static

					Festival Footprint 2 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Sunday Night/Monday Morning					
Overnight	6pm-8am	3	42	Overnight Event/Structures protection	Festival Footprint 3 x Roving

Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Bump Out – Festival Pickup Period					
Monday - 1 day after Festival closes	8pm – 8am Nightly	1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Tuesday - 2 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Wednesday - 3 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Thursday - 4 days after Festival closes		1	12	Overnight Event/Structures protection	Total Festival Footprint 1x Roving

Civic Square stage					
Day	Shift Time	Number of Guards	Total Hours Required	Security Function	Location
Thursday - 1 Day before Festival commences	11pm – 8am Nightly	1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Friday – Day 1 of Festival.		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving
Saturday - Day 2 of Festival		1	9	Overnight Event/Structures protection	Total Festival Footprint 1 x Roving

OTHER SERVICES

A Senior Guide or Manager will be required to attend:

- Risk and Emergency Planning Sessions
- Attend Site Inspection, Bump In and Command Centre Induction Sessions.

ANNEXURE E

STATEMENT OF REQUIREMENT - WASTE MANAGEMENT SERVICES

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Waste Management Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Event Sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
 - (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
 - (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
 - (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
 - (g) be required to have their own radio system separate to the Festival's radio network;
 - (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
 - (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
 - (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
 - (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
 - (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
 - (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
 - (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

1.6.1. The successful Contractor is to:

- (a) provide, maintain and place bulk waste storage facilities (skip bins) for use during pre-event Bump In, the Festival and post event Bump Out. The quantity to be discussed and agreed in writing between the successful Contractor and the Festival Event Manager or their nominated delegate;
- (b) provide, maintain and place suitable 240 litre two-bin system for recycling and general garbage throughout the Festival sites;
- (c) report total tonnage for both recyclables and other waste disposed of from the Festival and include copies of dockets issued at waste and recycling facilities;
- (d) provide, maintain and place suitable receptacles for the storage and disposal of commingled recyclables, cardboard and waste to landfill;
- (e) provide, maintain and place large storage bins for wet waste including floral foam and plant material;
- (f) supply sufficient, suitable, high quality bin liners to service all of the relevant bins (black /green for waste to landfill and clear for recycling.);
- (g) supply personnel to place all bins in designated locations, remove bins to kerb ready for collection and return bins to designated locations after collection waste in accordance with the agreed program schedule;
- (h) supply personnel during Festival hours to check and, if necessary, empty bins and replace liners throughout the event site;
- (i) ensure provision for the Festival Event Manager or their nominated delegate to request an additional truck and human resources to assist where/when necessary;
- (j) remove and appropriate disposal of all waste in accordance with the agreed program schedule;
- (k) provide a copy of all waste tipping dockets (receipts/invoices) to the Festival Event Manager or their nominated delegate no later than 15 working days after the Festival;
- (l) outline and implement an appropriate strategy and allocate specific areas on the foot print for oil waste collections. A large amount of oil is collected during the Festival and stall holders need central locations within the footprint for the collection of oil waste. The Successful Contractor should provide this strategy to the Festival

- Event Manager or their nominated delegate seven (7) days prior to Bump-In;
- (m) take responsibility for overnight security of all equipment;
 - (n) be mindful of area of influence (associated with entrance and exit points of the footprint and making sure waste collection services is implemented in those areas);
 - (o) make sure all the marquees are cleaned prior to new stall holders Bump in each day of the Festival no later than 5:00 am in the morning. This is only applicable where a change of stall-holder has occurred overnight. Bump-in for new stall holders is 6.00am. The numbers vary each year. As an indication only, 30- 40 stalls may need cleaning overnight on completion of Day 1 of the Festival and overnight on completion of Day 2 of the Festival 100 – 120 stalls may need cleaning. Seven days prior to the Bump In final numbers will be provided;
 - (p) provide additional services and ongoing site checks especially during the peak period, which is usually Day 2 of the Festival between 5:00pm to 11:00 pm;
 - (q) ensure that all personnel undertaking services throughout the Festival be equipped with the appropriate tools, equipment and protective gear to undertake assigned tasks;
 - (r) Bump out no later than 5:00 am Monday the day after the Festival;
 - (s) participate in the pre cleaning inspection sessions as requested by the Festival Event Manager or their nominated delegate; and
 - (t) making sure all the waste management compounds are safely structured and liaise with emergency services and traffic controllers on regular bases and as required during the Festival.

1.6.2. The Festival Event Manager or their nominated delegate will:

- (a) supply a 3m x 3m stall for each ten (10) marquees as a central waste collection area for the stall holders (each stall will contains two (2) general bins and three (3) recycling bins provided by the waste management contractor); and
- (b) provide a list of all the stall holders commencements dates no later than seven (7) working days prior to the event.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor will be required to take full responsibility of the equipment kept overnight throughout the Festival including the Bump In and Bump Out period.

1.9 Social Procurement

1.9.1. The ACT Government uses social procurement to generate positive social outcomes in addition to the efficient delivery of goods and services. Social procurement helps to build stronger communities by generating employment opportunities and promoting social inclusion to bring positive improvements to people's lives.

1.9.2. This can be done in a number of ways: head contractors may directly engage people from groups experiencing disadvantage such as:

- (a) employment of people from disadvantaged groups (people with mental illness or disabilities);
- (b) employment of people from a minority group (refugees, migrants and/ or Aboriginals or Torres Strait Islander backgrounds);
- (c) employment of people who have been unemployed long term;
- (d) people from culturally and linguistically diverse backgrounds; and
- (e) a description of any other social outcomes not already detailed.

1.9.3. Responses will be assessed on the social benefit outcomes they will support in addition to the primary deliverables outlined in the Request for Quotation. This criteria will be evaluated in terms of the Respondents ability to provide the Territory with the best social outcomes

1.10 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

WASTE MANAGEMENT SERVICES

Type of Bin	Qty	Bin Delivery Date	Delivery Location
General 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
Recycle 240lt wheelie bins	150	To be advised	Across Site (Front Of House)
1100L Roll top skip bins	80 (approx)	To be advised	In specified waste Marquees (Back Of House)
Skip 1 - large	1 or 2	To be advised	Waste Compound 1
Skip 2 - large	1 or 2	To be advised	Waste Compound 2
Clean all marquees and the general area in and around Garema Place from Midnight.	1 st Day of Festival		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St and Ainslie Ave from Midnight.	2 nd Day of Festival		
Clean all marquees and the general area in and around Garema Place, City Walk, Petrie Plaza North and South, Akuna St from 5pm	3 rd Day of Festival		
Provision of the appropriate garbage bags/bin liners to service all of the above to be supplied by Contractor.			

STATEMENT OF REQUIREMENT- TRAFFIC MANAGEMENT SERVICES

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply and delivery of high quality Traffic Management Services to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Civic Square and London Circuit.

1.3 Bump In

- 1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.
- 1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.
- 1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.
- 1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;
- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as

- a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival : The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;

- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply trained and licensed personnel to manage traffic control during the Festival. This includes securing road closures using barriers, directing vehicles to minimise traffic disruption and, if required, the daily placement and removal of traffic diversion cones in all areas;
- (b) managing the traffic lights conditions/appearance during the road closure periods;
- (c) liaise with Road ACT prior to the Festival;
- (d) inform the ACT residents of all traffic condition changes via local media no later than ten (10) days prior to the Festival;
- (e) provide and erect electronic signage seven (7) days before the Festival on all major arterials around the Civic area;
- (f) provide a written letter to all the business and residence in the affected areas informing them of the temporary changes of traffic conditions;
- (g) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises;
- (h) supply sufficient and experienced personnel with high level of customer service skills during the Festival;
- (i) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (j) allow the Territory to request additional human resources to assist where necessary;
- (k) meet with the Festival Event Manager or their delegate prior to the commencement of Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager or their delegate;
- (l) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (m) provide the Festival Event Manager or their nominated delegate at least two (2) after- hours point of contacts;
- (n) from time to time consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;

- (o) act in good faith to maintain standards of customer service and comply with all relevant health and safety Traffic management practices and legislation;
- (p) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (q) have an internal Radio communication system in place which is to be available to the traffic controllers while they are on duty;
- (r) an approved traffic management map by road ACT including all the signage requirements will be provided by the Festival Event Manager no later than 21 Working days prior to the event;
- (s) to communicate with the Festival Event Manager or their nominated delegate through the Territory's internal communication radio;
- (t) provide three (3) Variable Message Signs (VMS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate two (2) weeks before the Bump In date; and
- (u) provide ten (10) Road Advisory signs (RAS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate one (1) week before the Bump In date.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

**Road Closure Plan for 2014 National Multicultural Festival
Interchanges (7th to 9th February 2014)**

Location:
London CCT–Between Akuna Street and Northbourne Avenue
Time and Date
From 10:00 am Friday 7 th of February to 8:00 pm Sunday the 9 th February.
Traffic Management Plan:
2 Traffic Marshalls and including road barriers. (Northbourne Interchange)
1 Traffic Marshalls and including road barriers (Akuna Interchange)

Location:
London CCT–East Row
Time and Date the changes will occur:
From 3:00 pm Saturday the 8 th February to 6:00 pm.
Traffic Management Plan:
1 Traffic Marshalls and including road barriers

Location:
London CCT–Ainslie Place
Time and Date the changes will occur:
From 6:00 am Friday the 7 th February to 8:00 pm Sunday 9 th February
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
London CCT–Legislative Assembly car park (short Stay)
Time and Date the changes will occur:
From 5:30 pm Friday the 7 th February to 5:00 pm Sunday the 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Akuna Street Riverside Lane (Behind Eclipse House)
Time and Date the changes will occur:
From 5:30 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

RFQ 22416.110 National Multicultural Festival 2014-2016 on behalf of the Community Services
Directorate

Civic Square Stage	10 x 8 meter	Tuesday - 3 days before Festival commences	Monday - 1 day after Festival closes

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

STAGE REQUIREMENTS AND SITE INFORMATION

Location	Stage Size	Bump In Date	Bump Out
Garema Place Stage	12 x 12 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
Petrie & Bunda Stage	10 x 8 meter	Wednesday - 2 days before Festival commences	Monday - 1 day after Festival closes
City Walk South	10 x 8 meters	Thursday - 1 day before Festival commences	Monday - 1 day after Festival closes
Ainslie Place	10 x 8 meters	Thursday - 1 day before Festival commences	Sunday - From Festival Shutdown
Petrie & London Platform	6 x 4 meters	Friday Morning - Day of Festival from 8am. Festival Opens 4.00pm	Sunday - From Festival Shutdown - no earlier than 6pm
Garema Place Platform	6 x 4 meters	Friday Morning - Day of Festival from 8am. Festival Opens 4.00pm	Sunday - From Festival Shutdown - no earlier than 6pm

- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply four (4) stages and one (2) platforms with appropriate stage covers;
- (b) provide to the Festival Event Manager or their delegate an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;
- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;

- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the Festival;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around the stages as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the stages should pose minimum disruption to city traders and take into account the safety of the public
- (q) provide and implement an effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to original condition; and
- (t) to attend planning meetings and the final event debrief session as required.

1.7 No assignment or subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

ATTACHMENT H

STATEMENT OF REQUIREMENT - STAGES AND PLATFORMS

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Stages and Platforms to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, Ainslie Place, City Walk, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival. The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (j) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (k) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises and allowing adequate access to emergency services during Bump In and Bump Out period and throughout the event;
- (l) supply all lifting and moving equipment;
- (m) immediately remove all the unnecessary equipment and vehicles from the footprints;
- (n) use appropriate signage that meet WH&S requirements during the Bump In and Bump Out period;
- (o) establish and maintain fenced zones around groups of marquees as they are being constructed as this is a high volume public area of the city;
- (p) ensure the construction erection method for the marquees should pose minimum disruption to city traders and take into account the safety of the public;
- (q) effective communication strategy with all the stakeholders including businesses and residences in the footprint;
- (r) provide a comprehensive Bump In and Bump Out plan to the Territory no later than 60 days before the events;
- (s) repair or restore any damage/impact to surfaces or infrastructure (inclusive of underground services) that occur during the erection of the contracted structure to the original condition;
- (t) provide One (1) 3m x 6m marquee to be used as sound booth in Garema Place;
- (u) provide three (3) 3m x 3m marquees to be used as sound booths for other three (3) remaining stages;
- (v) ensure all forklift operators hold current appropriate licensing;
- (w) all staff working on footprint during Bump In & Bump Out must be aware of pedestrians in the area;
- (x) ensure the final Bump Out day must be on or before 6:00 am on the date to be advised;

- (y) work closely with all the stakeholders in particular on site electricians and sound and lighting providers;
- (z) provide a 6m x 3m change room for each five (5) stages in the agreed location with the Festival Event Manager or their nominated delegate;
- (aa) provide a 6m x 3m marquee for emergency services in the agreed location with the Festival Event Manager or their nominated delegate;
- (bb) ensure a safe and healthy site for the Festival, by complying with the HRIA Weighting Guide. It is a requirement of ACT Government that no pegs or bolts be inserted into the ground, the only form of securing a marquee is to use weights and base plates as outlined in the publication named "Hire and Rental Industry Association, Events Division, Temporary Structure and Marquee Weigh Guide" www.hireandrental.com.au ; and
- (cc) attend planning meetings and the final event debrief session as required.

1.7 No Assignment or Subcontracting

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

1.8 Security

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

1.9 Additional Reading

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

- (b) be required to provide a Project Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (c) communicate all issues and relevant information to the Festival Event Manager or their nominated delegate;
- (d) be required to provide an afterhours contact number and be contactable after hours and respond within 1 hour from time of contact;
- (e) be required to join the Festivals UHF radio system, carry hand held radios and be in radio contact at all times throughout the Festival . The Territory will supply hand held radios and batteries. The Territory will have replacement batteries and charging facilities available and the successful Contractor is responsible for battery replacement and keeping the batteries charged at all times;
- (f) be required to attend mandatory radio training at the Bump-In and ensure all staff are familiar with the radio operations at each change of shift;
- (g) be required to have their own radio system separate to the Festival's radio network;
- (h) act in good faith to maintain standards of customer service and comply with all relevant legislation;
- (i) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties in accordance with the Emergency Management Plan;
- (j) have on site meetings with the Festival Event Manager or their nominated delegate as frequently as required and requested;
- (k) provide a comprehensive training register to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;
- (l) provide a completed risk register specific to the Festival and submit to the Festival Event Manager or their nominated delegate to review no later than 10 working days prior to Bump In date for each year of the Festival;
- (m) ensure safe Work Method Statements are written for high-risk tasks and provide a copy to the Festival Event Manager or their nominated delegate for review no later than 10 working days prior to the Bump In date for each year of the Festival;

- (n) provide a report on the Festival following completion of the services, to the Festival Event Manager or their nominated delegate, which incorporates recommended improvements for upcoming years;
- (o) hold the current Australian Industrial Relations Certificate;
- (p) carry applicable licence/s for the service and have available for daily viewing; and
- (q) provide ongoing associated support throughout the Festival as needed.

1.6 Specifications

The successful Contractor is to:

- (a) supply up to 350 marquees during the event including sound booths, with a preference for marquees to be colourful to reflect the nature of the Festival;
- (b) provide to the Festival Event Manager or their delegate, an independent engineers report certified that the various structures are correctly erected safe upon completion of the installation and prior to usage;
- (c) supply sufficient, suitable personnel with strong customer service skills during the Festival;
- (d) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (e) allow the Festival Event Manager or their delegate to request additional human resources to assist where necessary;
- (f) meet with the Festival Event Manager or their delegate prior to the commencement of the Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager and/or their delegate;
- (g) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their delegate;
- (h) from time to time to consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (i) act in good faith to maintain standards of customer service and comply with all relevant Work Health and Safety (WH&S) practices and legislation;

Location:
Alinga Street-(From East Row down towards Garema Place)
Time and Date the changes will occur:
From 4:00 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Entrances to Foot Print from Bunda Street to :
• Petrie Plaza; and • Garema Place
Time and Date the changes will occur:
From 12:00 noon Friday 7 th February to Sunday 9 th February 5:00 pm.
Traffic Management Plan:
Barriers will be in place with appropriate signage and 1 Traffic Marshall required for each entrance point during the closing period.

Car parks and Lanes

Location:
London Cct to North Building Car park- (Canberra Museum and Gallery)
Time and Date the changes will occur:
From 5:00 am Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Tocumwal Lane (Bunda Street & Petrie Plaza)
Time and Date the changes will occur:
From 6:00 am Friday 7 th February to 8:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Riverside Lane (Ainslie Place)
Traffic Condition:
Only Emergency Services residents of Ainslie Place apartments will have access to the area to use the underground car parking.
Time and Date the changes will occur:
Friday 7 th February from 6:00 am to Sunday 9 th February 8:00 pm.
Traffic Management Plan:
Traffic Marshall will be on site at the entrance of Ainslie Place.

ANNEXURE G

STATEMENT OF REQUIREMENTS - PROVISION OF MARQUEES AND CHANGE ROOMS

1.1 Objective

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Marquees and Change Rooms to the National Multicultural Festival (Festival).

1.2 Event Sites

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

1.3 Bump In

1.3.1. Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

1.3.2. Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

1.3.3. Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

1.3.4. To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

1.4 Bump Out

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

1.5 Scope

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will:

- (a) be required to meet with the Festival Event Manager or their nominated delegate at the Community Services Directorate no later than 30 days prior to the commencement of event Bump In (or a date to be agreed) to discuss the agreed plans and schedules;

- (q) provide ongoing associated support throughout the Festival as needed.

SPECIFICATIONS

The successful Contractor is to:

- (a) supply trained and licensed personnel to manage traffic control during the Festival. This includes securing road closures using barriers, directing vehicles to minimise traffic disruption and, if required, the daily placement and removal of traffic diversion cones in all areas;
- (b) managing the traffic lights conditions/appearance during the road closure periods;
- (c) liaise with Road ACT prior to the Festival;
- (d) inform the ACT residents of all traffic condition changes via local media no later than ten (10) days prior to the Festival;
- (e) provide and erect electronic signage seven (7) days before the Festival on all major arterials around the Civic area;
- (f) provide a written letter to all the business and residence in the affected areas informing them of the temporary changes of traffic conditions;
- (g) implement appropriate strategies to ensure all the residences and businesses in the area can access their premises;
- (h) supply sufficient and experienced personnel with high level of customer service skills during the Festival;
- (i) supply personnel to all areas in designated locations, in accordance with the agreed program schedule for each Festival site;
- (j) allow the Territory to request additional human resources to assist where necessary;
- (k) meet with the Festival Event Manager or their delegate prior to the commencement of Festival to discuss and agree on the time plan and communicate all issues and relevant information to the Festival Event Manager or their delegate;
- (l) provide a Project Supervisor/Manager and appropriate levels of qualified staff to oversee all works associated with the services and act as a point of contact with the Festival Event Manager or their nominated delegate;
- (m) provide the Festival Event Manager or their nominated delegate at least two (2) after-hours point of contacts;
- (n) from time to time consult with the Festival Event Manager or their delegate with regard to issues or operational matters that might arise;
- (o) act in good faith to maintain standards of customer service and comply with all relevant health and safety Traffic management practices and legislation;
- (p) agree to mutually resolve conflicts as soon as practicable and to the satisfaction of both parties;
- (q) have an internal Radio communication system in place which is to be available to the traffic controllers while they are on duty;

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on behalf of the Community Services Directorate

- (r) an approved traffic management map by road ACT including all the signage requirements will be provided by the Festival Event Manager no later than 21 Working days prior to the event;
- (s) to communicate with the Festival Event Manager or their nominated delegate through the Territory's internal communication radio;
- (t) provide three (3) Variable Message Signs (VMS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate two (2) weeks before the Bump In date; and
- (u) provide ten (10) Road Advisory signs (RAS) and be able to position them in the agreed position with the Festival Event Manager or their nominated delegate one (1) week before the Bump In date.

NO ASSIGNMENT OR SUBCONTRACTING

The successful Contractor must not subcontract the performance of the Services without the prior written consent of the Festival Event Manager or their nominated delegate. If the Territory gives its consent, the Territory may impose any conditions.

PROPRIETARY NAMES

When proprietary names, brands, catalogues or reference numbers are specified in the Request for Tender they are intended to set a minimum standard, and preference for any particular material or equipment is not intended. The Tenderer may offer material or equipment of similar characteristics, type, quality, appearance, finish, method of construction and performance.

SECURITY

The successful Contractor is to take full responsibility of the equipment and units kept overnight throughout the event including Bump In and Bump Out period.

INSURANCE REQUIREMENTS

Without limiting the insurance that is required to be held by the successful Tenderer by law (e.g. worker's compensation) or under the contract, the successful Tenderer will be required to take out and maintain:

- (a) Public liability insurance not less than \$20,000,000.00 in respect of each claim; and
- (b) Workers' Compensation insurance to the extent required by any law of the Commonwealth or of the State or Territory in which the Services under the Agreement are being performed.

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on behalf of the Community Services Directorate

ADDITIONAL READING

National Multicultural Festival Website

<http://www.multiculturalFestival.com.au>

Community Services Directorate Website

www.dhcs.act.gov.au

Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival
on behalf of the Community Services Directorate

**Road Closure Plan for 2014 National Multicultural Festival
Interchanges (7th to 9th February 2014)**

Location:
London CCT–Between Akuna Street and Northbourn Avenue
Time and Date
From 10:00 am Friday 7 th of February to 8:00 Pm Sunday the 9 th February.
Traffic Management Plan:
2 Traffic Marshalls and including road barriers. (Northbourn Interchange)
1 Traffic Marshalls and including road barriers (Akuna Interchange)

Location:
London CCT–East Row
Time and Date the changes will occur:
From 3:00 pm Saturday the 8 th February to 6:00 pm.
Traffic Management Plan:
1 Traffic Marshalls and including road barriers

Location:
London CCT–Ainslie Place
Time and Date the changes will occur:
From 6:00 am Friday the 7 th February to 8:00 pm Sunday 9 th February
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
London CCT–Legislative Assembly car park (short Stay)
Time and Date the changes will occur:
From 5:30 pm Friday the 7 th February to 5:00 pm Sunday the 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Akuna Street Riverside Lane (Behind Eclipse House)
Time and Date the changes will occur:
From 5:30 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Request for Quotation- Provision of Sound and Lighting for the 2014-2016 National Multicultural Festival
on behalf of the Community Services Directorate

Location:
Alinga Street-(From East Row down towards Garema Place)
Time and Date the changes will occur:
From 4:00 pm Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Entrances to Foot Print from Bunda Street to : • Petrie Plaza; and • Garema Place
Time and Date the changes will occur:
From 12:00 noon Friday 7 th February to Sunday 9 th February 5:00 pm.
Traffic Management Plan:
Barriers will be in place with appropriate signage and 1 Traffic Marshall required for each entrance point during the closing period.

Car parks and Lanes

Location:
London Cct to North Building Car park- (Canberra Museum and Gallery)
Time and Date the changes will occur:
From 5:00 am Friday 7 th February to 5:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Tocumwal Lane (Bunda Street & Petrie Plaza)
Time and Date the changes will occur:
From 6:00 am Friday 7 th February to 8:00 pm Sunday 9 th February.
Traffic Management Plan:
1 Traffic Marshall required during the closing period.

Location:
Riverside Lane (Ainslie Place)
Traffic Condition:
Only Emergency Services residents of Ainslie Place apartments will have access to the area to use the underground car parking.
Time and Date the changes will occur:
Friday 7 th February from 6:00 am to Sunday 9 th February 8:00 pm.
Traffic Management Plan:
Traffic Marshall will be on site at the entrance of Ainslie Place.

ATTACHMENT G

STATEMENT OF REQUIREMENTS

PROVISION OF MARQUEES AND CHANGE ROOMS

OBJECTIVE

The objective of this procurement is to engage a suitably experienced Contractor (known as the successful Contractor) to undertake supply, delivery and installation of high quality Marquees and Change Rooms to the National Multicultural Festival (Festival).

BACKGROUND

The National Multicultural Festival has been staged in Canberra for the past sixteen (16) years and is managed by the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (OMATSIA) in the Community Services Directorate. The Festival runs for a three (3) day period during February and consists of a number of different events at a variety of different locations throughout Canberra. Events include interstate and local parades, performances, exhibitions and food concessions. The event showcases the ACT's cultural diversity.

EVENT SITES

The Festival event sites incorporate Garema Place, Petrie Plaza, City Walk, Ainslie Place, Civic Square and London Circuit.

BUMP IN

Bump In is the period prior to the commencement for installation of goods/equipment, to establish the footprint.

Prior to conducting any installation at the National Multicultural Festival site, the successful Contractor must read and understand the specific National Multicultural Festival site instructions and provide all staff with a copy of the instructions for each year. These instructions will be supplied to the successful Contractor no later than seven (7) days prior to the commencement of the official Bump-in date.

Bump In for each year of the Festival will be discussed and agreed by the Festival Event Manager or their nominated delegate prior to the commencement of the Festival.

To ensure installation does not adversely impact on or disrupt the public access and civic businesses, installation activity prior to the event is only permissible with approval from the Festival Event Manager or their nominated delegate.

BUMP OUT

Bump Out is the period after the close of the Festival for removal of goods/equipment and services to evacuate the footprint.

SCOPE

Unless, otherwise directed by the Festival Event Manager or their nominated delegate, the Successful Contractor will: