REQUEST FOR PROPOSAL

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| **RFP Number** | **2018-11** |
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| **RFP Name:** | **Events Contractor to provide Catering/Security and Bar Services to the Town of Port Hedland** |
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| **Closing Day/Date and Time:** | **Day/Date: Friday 18 May 2018****Time: 3:00pm (WST)**  |
|  |  |
| **Submissions:** | Request for Proposal must be lodged in the via Tenderlink portal:[www.Tenderlink.com/porthedland/](http://www.Tenderlink.com/porthedland/) |
|  |  |
| **Contact Details:** | **Viv Hendricks****Procurement Advisor****PH: (08) 9158 9307****Email:** **vhendricks@prothedland.wa.gov.au** |
|  |  |
| **Non- Mandatory Site Inspection** | **Date: Friday 27 April 2018****Time: 10:00am****Location: Town of Port Hedland**  **Civic Centre**  **13 McGregor St**  **Port Hedland** |

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# Introduction

The Town of Port Hedland (ToPH) is seeking for a contractor to be provided a catering/bar service for the 2018 North West Festival being held on Saturday 25 & Sunday 26 August 2018.

**Festival event at Civic Centre Gardens:**

1. **Saturday North West Festival event (25th August 2018)**
* Saturday for 18+ only as licensed event (or at least whole stage viewing area).
* Event to run from 4.30pm (5 acts) or 5.30pm (4 acts) until midnight.
1. **Sunday Sundowner event (26th August 2018)**
* Sundowner event at Civic Centre Gardens: Sunday for all ages licensed event
* Event to run from 4.00pm – 8.00pm

# Conditions of Responding

The ToPH (the Principal) will not be liable for payment to the Respondent for any costs, losses or expenses incurred by the Respondent in preparing their Response to this Request for Proposal, regardless of the outcome.

The Respondent shall have satisfied themselves as to the correctness and sufficiency of their Response, including prices which will be deemed to cover the cost of complying with all the Conditions of Responding and of all matters and things necessary for the due and proper performance and completion of the work described in this Request for Proposal.

# Contact Person

Contractors should not rely on any information provided by any person other than the person listed below:

Name: Viv Hendricks

Phone: (08) 9158 9307

Mobile: 0419 469 387

Email: vhedricks@porthedland.wa.gov.au

# Site Inspection

Attendance at this meeting is non-mandatory.

Respondents are invited to attend a Site Inspection on Friday 27 April 2018 at 10:00am (WST).

The location of the meeting is **Town of Port Hedland**

 **Civic Centre**

 **13 McGregor St**

 **Port Hedland.**

The Site Inspection will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Request for Proposal.

Please confirm with the contact person Viv Hendricks, Procurement Advisor on 0149469387 or 9158 9307 of your attendance at this meeting no later than close of business Tuesday 24 April 2018.

**Detail of how to dial in will be provide when a contractor registers.**

# Location

The location is at the Civic Centre Gardens which is behind the Town of Port Hedland building on 13 McGregor Street, Port Hedland.

# Tenantable Area

The servery is designed for takeaway food and beverages services, the ToPH is now calling for any/all proposal for the service from the market.

# Scope of Works

**Background Statement**

The North West Festival (NWF) has been a popular and major signature musical event on the Town of Port Hedland’s social calendar since 2012. It delivers unique and first-class musical acts and festival experiences, not usually available in the town. Over the years, musical highlights have included many high calibre artists from Paul Kelly to the Veronicas.

In 2017, the scale of the event was reduced, the location moved to a more defined and controlled aesthetic area (Civic Centre Gardens), and a family-focused structure was introduced. The event received consistent positive feedback from the community, sponsors and emergency services.

**2017 Attendance:**

* 2413 Tickets sold

**Project Purpose:**

The Town of Port Hedland presents three annual quality community events to its residents and visitors, which form an important part of the social fabric of the community. Most of these events are free to the public and feature quality entertainment and associated activities including market stalls, programs, competitions and workshops. The scope of these events has been to a large extent fully realised within the context of a community event.

The Town wishes to present a staged annual event including nationally recognised performers.

In 2018, we will be having the main event on Saturday followed by a family-friendly Sunday Sundowner, currently planned to be at the Civic Centre Gardens.

**Format:**

**Saturday North West Festival event (25th August 2018)**

* Festival event at Civic Centre Gardens:
* Saturday for 18+ only as licensed event (or at least whole stage viewing area).
* Event to run from 4.30pm (5 acts) or 5.30pm (4 acts) until midnight

**Sunday North West Festival Sundowner event (26th August 2018)**

* Sundowner event at Civic Centre Gardens on Sunday for all ages licensed event
* Event to run from 4.00pm – 8.00pm/9.00pm

**Size Area:**

* The grassed area of Civic Centre Gardens is 2600m2
* Bar area is approx. 9m x 2m

**Security:**

* Minimum 20 Security Guards.

**Furniture/ Decoration:**

We expect that the contractor will set up the VIP area and outdoor bar area.

* Outside bar area (approx. 2500 patrons) over the two (2) day period
* Festoon lights

**Outdoor Bar (Cans ONLY)**

* Cider
* Premix only
* Light and Mid Strength Beer

**VIP Area (Chambers): (Approximately 150 guests)**

* Decorations for the VIP room
* Lighting, Carpet and Decorations on balcony (Viewing area)
* Some sort of cover /curtains for windows if possible
* Decorations for the VIP room
* Cocktail furniture

VIP Area **ONLY**

* Wine
* Beer
* Soft drinks and water
* Finger food

# Proposal Requirements

Your proposal must be page numbered and include a cover page. Please complete and attach the Respondents Offer provided in Section 11 of this document and responses to each of the points listed in this section, ensuring adherence to Section 7 Scope of Works. Where applicable, please also complete section 10, Regional Price Preference

Proposals must be received in a format compatible with PDF or Microsoft Office programs and are to outline:

* Provide details of similar work provided
* Attach details of your referees. You should give examples of work provided for your referees where possible.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Project** | **Description** | **Value (Approx.)**  | **Date Started** | **Date Completed** | **Client** | **Referees Name** | **Telephone Number** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* An outline of your organisational structure inclusive of any branches and number of personnel.
* Provide a summary of the number of years your organisation has been in business.
* Description of the proposed business operations;
* Proposed operational model (opening hours; staffing; proposed menu if a food and beverage service or alternative services on offer);
* Complete the following project schedule/timeline for commencing operations;

|  |  |
| --- | --- |
| Handover of vacant premises and equipment  | Day 1  |
| Set up/Fit Out  | Day 1 plus Day/s  |
| Commence operations  | Set up plus Day/s  |
| Other  | \_\_\_\_\_\_\_\_\_\_  |

* Any foreseeable modifications required to the facility to accommodate operations;
* Proposed marketing and promotional approach;

**Implementation of Disability Access and Inclusion Plan (DAIP)**

West Australian public authorities (state and local government authorities) are required to develop and implement a Disability Access and Inclusion Plan (DAIP) under the Disability Services Act 1993 (amended 2004).

The requirements of DAIPs ensure that people with disability can access services, facilities, buildings and information provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities and inclusion within the community.

The Act makes DAIPs mandatory and prescribes their development, implementation and reporting. It requires that DAIPs are implemented by public authority staff and also applies to agents and contractors providing a service to the public.

Section 29B of the Act states “a public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors”.

The Towns Disability Access and Inclusion Plan (DAIP) is located here: <http://www.porthedland.wa.gov.au/our-community/community/access-and-inclusion.aspx>.

* Does your organisation agree to:
	+ Undertake the contract in a manner consistent with the Town’s DAIP
	+ Provide reports regarding DAIP outcome areas supported

Provide information on how your organisation intends to achieve this.

**Conflict of Interest**

* Are there any actual, potential or perceived conflict of interests between your company/organisation (including employees) and the Town of Port Hedland (including employees)
* Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?

If answered yes to either of these questions, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.

* Provide details of your current insurance policies. Copies of the certificate of currency documents will be required prior to commencement of any contracts.

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| --- | --- | --- | --- | --- | --- | --- |
| **Insurance Type** | **Insurer** | **ABN** | **Policy No** | **Insured Amount** | **Expiry Date** | **Exclusions, if any** |
| 1. Public Liability Insurance
 |  |  |  |  |  |  |
| 1. Public and Product Liability Insurance
 |  |  |  |  |  |  |
| 1. Professional Indemnity
 |  |  |  |  |  |  |
| 1. Workers’ Compensation including common law liability of $50 million
 |  |  |  |  |  |  |

# Assessment Criteria

All proposals received will be considered on the following basis:

|  |  |
| --- | --- |
| **Criteria** | **Weighting**  |
| Relevant Experience and demonstrated ability to deliver proposed services | 50%  |
| Organisational Capacity | 30%  |
| Methodology of Service (What type of service is being provided)  | 20%  |

Respondents should be aware that the Town of Port Hedland (ToPH) may choose not to proceed with any Proposal.

# Regional Price Preference

Respondents for the contract may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Town’s Regional Price Preference Policy (2/016) adopted on 28 February 2018.

The Policy stipulates that When a regional price preference is applied to tenders and requests for proposals, in accordance with the Local Government (Functions and General) Regulations (1996) the following levels of preference will be applied:

1. **Goods and Services to a maximum price reduction of $50,000**

10% price preference to an eligible business, contractor or supplier as defined in this policy.

1. **Construction (building) services up to a maximum price reduction of $50,000**

5% price preference to an eligible business, contractor or supplier, as defined in this policy.

1. **Competitive Tendering to a maximum price reduction of $500,000**

10% price preference to an eligible business, contractor or supplier as defined in this policy, applies where the contract is for goods and services (including construction (building) services) up to a maximum price reduction of $500,000, if the Town is seeking submissions for the provision of goods or services for the first time, due to those goods or services having been, until then, undertaken by the Town.

**In the case of this Request for Proposal Option A “Good and Services to a maximum price reduction of $50,000” is applicable.**

State the value of goods and/or services that can be considered to calculate adjustments for evaluation purposes under the Regional Price Preference Policy.

Respondents must provide evidence to support the stated value as per Policy requirements and may be required to report on implementation progress.

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| **Description of Goods/Service** | **Supplier Name** | **Value (ex GST)** |
|  |  | $ |
|  |  |  |
| **Total of Claim (excluding GST)** |  |
| **Total of Claim (Inclusive GST)** |  |

To apply a regional price preference, evidence to demonstrate the following must be supplied

|  |  |
| --- | --- |
| **Evidence Required** | **Provided** |
| A permanent office and permanent staff located within the boundary of the Town of Port Hedland for at least 6 months before bids being sought; and | Yes / No |
| Registration or licencing in Western Australia; and | Yes / No |
| Majority of, or all of the goods or services are to be supplied from Town of Port Hedland sources; or | Yes / No |
| Be located within neighbouring municipalities with reciprocal Regional Price Preference Policies which benefit Town of Port Hedland businesses.  | Yes / No |

# Respondent’s Offer

In preparing its Offer, the Respondent must:

1. address each requirement in the form set out in section 8 of this document
2. assume that the Customer has no knowledge of the Respondent, its activities, experience or any previous work undertaken by the Respondent for the Customer or any other Public Authority

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| **RESPONDENT TO COMPLETE**: |
| Name of Legal Entity: |  |
| ACN (if a company) |  |
| Registered address of Company or address of principal place of business if no registered address: |  |
|  |
| Business Name: |  |
| ABN |  |
| Contact Person: |  |
| Contact Person Position Title: |  |
| Email: |  |
| Telephone:  |  |
| Facsimile: |  |
| Address and facsimile number for service of contractual notices |  |
| In response to Request for Proposal – **RFP 18030 – Events Contractor to Provide Catering/Security and Bar Services to the Town of Port Hedland**I/We agree that there will be no cost payable by the Principal towards the preparation or submission of my/our Response to this Request for Proposal irrespective of its outcome. I/We confirm that I/we will comply with this Request for Proposal and my/our Response and the Response consideration is provided in the prescribed format and is submitted with this Response. I/We agree that by submitting this Response I/we authorise the Principal to disclose my/our identity and the lump sum consideration to any person/organisation requesting such information, but only if my/our Response is successful.  |
| **Signature of Authorised Signatory** |  | **Date:** |  |
| **Name of Authorised Signatory(BLOCK LETTERS)** |  |