Mildura Rural City Council

Master of Ceremonies Application Form

Request for Services for 2018 New Year's Eve Celebrations

Version 1.0

June 2018

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1. Purpose

Council is seeking submissions from suitably qualified individuals and organisations to provide the services for the 2018 New Year's Eve Celebrations.

Request for Services - asks questions in the following key areas:

1. **Organisation Contact Details** – so we know who you are and how to communicate with you.
2. **Public Liability Insurance** - so we can jointly manage any insurance/liability risks.
3. **Your Organisation** - so we know what you do and who to contact.

2. Evaluation Criteria

Request for Service Applications will be evaluated on the following:

Criteria	Percentage
Quality of service provided	40%
Price	45%
The social and sustainable outcomes provided to the community through this procurement activity	15%

3. Your Organisation

Provide your organisation contact details:

Organisation Name:	
Name of Contact Person:	
Postal Address:	
Email:	
Website:	
Contact Telephone Number/s:	

Public Liability Insurance

Public Liability (please circle)		Yes	No
Insurance Company			
Amount Insured For $		**Expiry Date**	Click here to enter a date.

*If successful, a copy of your current public liability insurance must be submitted.

4. Timeline

All submissions must be made using the relevant application form and submitted via email to: **events@mildura.vic.gov.au**. Please note that hard copy, facsimile, verbal or late submissions will not be accepted as a submitted application. Submissions must be lodged by **2.00 pm** on **Friday, 27 July 2018**.

5. Evaluation Process

All submissions will be assessed in accordance with Council's tender evaluation requirements and then ranked according to perceived quality differences between the submitted proposals.

6. Request for Services Responses

6.1 Master of Ceremonies

(i) Please provide details regarding your experience, capability and past performance in providing services for large scale events.

(ii) Please list previous events that you have provided your service to and at least one contactable referee that can provide testament to your experience, capability and demonstrated success.

(iii) Based on attendance of sound check and duration of the event, please provide a detailed quote.

(iv) Council promotes the use of goods or services that have minimum environmental impact providing all other evaluation criteria are met. Please provide an indication what the impact of us engaging you as a service provider will have on environmental sustainability.

(v) Council recognises the importance of the impact suppliers make to the local economy. Please provide details and examples of your demonstrated commitment to our local community.

7. Other information

It may be a requirement that the successful respondent, their employees and any sub-contractors will meet Council's Prequalified Contractor requirements prior to any services being provided to Council. Please refer to Council's website (www.mildura.vic.gov.au) for details on how to become a Prequalified Contractor.

Council encourages innovative and creative responses to its specification, but it should always form part of a conforming application.

8. Protection of Privacy

Your privacy, and the privacy of your organisation will be protected. The Mildura Rural City Council is gathering your information for the sole purpose of assessing Expression of Interest responses. It will be viewed by the Mildura Rural City Council evaluation panel solely for the Expression of Interest process and no other purpose. The Mildura Rural City Council will make every effort to protect your privacy.

9. Confidentiality

Your information and any information about your organisation or individuals submitted to the Mildura Rural City Council is confidential and is protected by the Mildura Rural City Council code of conduct. Mildura Rural City Council will ensure your information is kept confidential.

10. Council Contact

All questions in relation to this submission are encouraged to be made via Council's events department as per below:

The contact for this request for services is:

Michelle Nicholas
Events and Projects Officer (Event Focus)
Phone: (03) 5018 8198 or email: michelle.nicholas@mildura.vic.gov.au