



Mildura Rural City Council

Expressions of Interest
**The Great Australian Vanilla Slice
Triumph**

Version 1.1

SCHEDULE 1 - SUMMARY

Mildura Rural City Council is seeking Expressions of Interest from suitably qualified organisations to seeking submissions from local organisations to host and manage a Community event.

Contact Officers

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The location of the EOI is <https://www.mildura.vic.gov.au/Council/Tenders>

The time and date by which EOI must be lodged are (clause 1.2.2):

2:00PM on Tuesday, 18 June, 2019.

The documents and information to be supplied by the respondent:

Completed Expression of Interest Document

How to lodge

Completed expressions of interest may be lodged as follows:

- Emailed to events@mildura.vic.gov.au by the due date.
- Hard Copy submitted to a Council Customer Service Centre by the due date.
- Mailed to Council so that the document is received by Council by the due date. Respondents should ensure that documents are mailed in sufficient time to be received and takes no responsibility for delay in mail delivery.

Expression of Interest Evaluation

The evaluation criteria are

Evaluation Criteria	Weighting (%)
Demonstrated skills and experience of personnel in producing a similar event.	20
Detailed budget plan, detailed marketing plan, detailed event management plan.	40
Total contribution made by applicant	20
Recognition of Ouyen Inc. ownership of the registered event name.	5
The social and sustainable outcomes provided to the community through this procurement activity	15

Please ensure your submission addresses each evaluation criteria listed above.

Price is not an evaluated criteria in this EOI. However any cost or fees to Council s

SCHEDULE 2 - CONDITIONS

I/WE (IN BLOCK LETTERS) _____
 HEREBY SUBMIT, IN ACCORDANCE WITH THE CONDITIONS, THE FOLLOWING
 EXPRESSION OF INTEREST FOR THE SERVICE/WORK DESCRIBED.

Expression for: Great Australian Vanilla Slice Triumph

Legal Name of Tenderer:			
Trading Name:			
ABN:		ACN:	
Street Address of Tenderer:			
Postal Address of Tenderer:			
Telephone No:		Mobile No:	
Email Address:			
Contact Name:			
Position:			
Declaration:	Name and position of person submitting EOI for and on behalf and with the authority of the EOI:		
Signed:			
Name:			
Position:			
Witnessed By: (Signature)			
Witness Name:			

In consideration of the Council agreeing to consider this expression of interest along with other expression of interests received, the respondent agrees to be bound by the following conditions.

1.1 CONDITIONS OF EXPRESSION OF INTEREST

- 1.1.1 Expressions of interest must be lodged as stated in Schedule 1 by the time and date stated. Expressions of interest not lodged in the manner specified at the time specified for the closing of expressions of interest will not be considered.
- 1.1.2 Expressions of interest may be submitted until the time and date stated in Schedule A (Closing Time for Tenders). Council accepts no responsibility for failures of electronic equipment, software incompatibility, mail delivery delay or other information technology errors or issues which may prevent an expression of interest being received prior to the closing time.
- 1.1.3 Late or verbal expressions of interest will not be considered.
- 1.1.4 The Council is not bound to accept any submission.
- 1.1.5 Staff of the Council may submit an expression of interest.
- 1.1.6 Unless separately specified, the default selection criteria will be:
 - (a) Demonstrated experience and track record in providing the service,
 - (b) Financial, human, plant and equipment resources available,
 - (c) Technical skill of the respondent to undertake the necessary works and
 - (d) Approach and strategies used by the respondent in services specification.
- 1.1.5 Details of respondent's names will be included in Council records and are therefore public information. Details of the expression of interest will remain confidential.
- 1.1.6 Respondents shall not withdraw or vary their expression of interest prior to the expiration of 60 days from the date of closing of expression of interest but may do so at any time thereafter.
- 1.1.7 Respondents are required to complete the questionnaire contained in Schedule 3 and submit it as part of their expression of interest.
- 1.1.8 Canvassing of Councillors is not permitted and the expression of interest of any respondent who seeks to canvas a Councillor will not be considered.

SCHEDULE 3 - QUESTIONNAIRE

Respondents are required to submit such information as is necessary to enable the Council to assess their ability to carry out the event. This questionnaire has been prepared to assist Respondents in supplying this information.

Respondent's Name: _____

Address: _____

Telephone No: _____

Facsimile No: _____

Email address: _____

1. Organisation Name?

Incorporation Number?

Are you registered for GST?

2. Please submit a copy of your organisations most recent financial statement and a copy of your Certificate of Currency for Public Liability (minimum \$10m) as an attachment.

Has this been submitted?

3. Proposed event name?

Event start and end date?

Where do you propose to hold the event?

4. What is the purpose and goals of the 2020 event?

5. How many years have you been an event organiser, what events have you produced and over how many years? What were the size of each of the events that you produced? List approximate event attendee numbers, budget and volunteer or committee size.

3. What specific skills does your organisation, staff and/or volunteers have that will assist you in making “The Great Australian Vanilla Slice Triumph” event as and/or more successful than it has been since inception?

4. What if any changes or developments will you apply to this event to add to its current success?

5. Do you have a plan that outlines a long term vision and goals for this event? If yes, please include a brief summary of this below.

6. Outline who in your organisation or committee will be involved in the coordination and delivery of the 2020 event. Include the name of the person and the organisation or committee they belong to, the role they will play in this event and the skills that they will be contributing.

Person in organisation / committee	Role that they play in the event	Skills Contributed

- Identifies the percentage of overall budget that is the marketing component
- Identify how you will measure your marketing and promotions impact on the event
- Outline the key audiences you aim to attract to your 2020 event and where they are from
- What profile the 2020 event will generate and how it will showcase Mildura to State, National or International audiences
- Will you be doing anything different to what previous event organisers of this event were doing? Detail what this is and what positive impact this will have on the event
- Shows key messages and brand
- Shows marketing support and partnerships
- Shows key stakeholders and communication plan
- Shows detailed marketing activities
- Shows marketing evaluation plan and marketing budget

Have you attached a detailed marketing plan (sample template attached)?

9. Please provide a detailed event management plan as an attachment to this EOI. Have you attached a detailed event management plan?

10. What is the total contribution made by the applicant? Detail cash and in-kind

11. How will you and your organisation recognise Ouyen Inc.'s ownership of the registered event name?

12. Please identify and address the role of major stakeholders in your event.

Name	Role
Mildura Rural City Council	
Baking Industry	
Mildura Tourism	
Ouyen Inc.	
Insert Others as required	

Schedule 4 – Statutory Declaration

I, _____ do solemnly and sincerely
declare that:

Definitions

1. In this Statutory Declaration:

Bidders means any tenderers for the Contract and includes the Tenderer;

the Contract means the contract that the Tender Conditions to which this Statutory Declaration is a schedule pertains;

Industry Association means any organisation of which Bidders are members;

the Tenderer means [insert name of company, other body corporate, firm, or individual]

_____ ; and

Tender Price means the amount indicated by a Bidder as the lowest amount for which that Bidder is prepared to perform the Contract.

*Introduction

2. I am the Tenderer and make this declaration on my own behalf.

*Introduction

2. 2.1 I hold the position of _____
[insert Managing Director or other title] of the Tenderer and am duly authorised by the Tenderer to make this declaration on its behalf.

2.2 I make this declaration on behalf of the Tenderer and on behalf of myself.

[*Delete alternative which is not applicable]

Provision of Information

3. Neither the Tenderer, nor any of its employees or agents, has provided information, except for a published catalogue or price list normally made available to customers of the Tenderer, to:

3.1 any other Bidder who has submitted a tender for the Contract;

3.2 any person, company, other body corporate or firm proposing to submit a tender for the Contract; or

- 3.3 any other person, company, other body corporate or firm for the purpose of assisting in the preparation of a tender for the Contract.

Genuine Competition

4. The Tenderer is genuinely competing for the Contract.

Industry Association Agreements

5. Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to the Council in the Tenderer's tender, that the successful Bidder for the Contract will pay any money to, or provide any other benefit or other financial advantage to, an Industry Association in respect of the Contract.

Unsuccessful Tenderers' Fees

6. Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful Bidder for the Contract will pay any money to, or provide any other benefit or other financial advantage to, any other Bidder who or which unsuccessfully tendered for the Contract.

Qualifications to Tenders

7. Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that Bidders for the Contract would include an identical or similar condition or qualification in their tenders for the Contract.

Conflict of Interest

8. Neither the Tenderer, nor any of its employees or agents has a potential or actual conflict of interest between performing the Contract and any other interest.

I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

Please sign here

DECLARED at _____ in the)
State of _____ on _____ 20)

Before Me:

Signature: _____

Full Name: _____

Address: _____

Qualifications: _____

[insert details of basis on which entitled to witness a Statutory Declaration under section 107A(1) of the *Evidence Act* 1958.]

SCHEDULE 5 – SUB-CONTRACTORS

Preferred Schedule of Sub-Contractors

Note:

1. List the following preferred sub-contractors
2. Council may reasonably object to any proposed Sub-contractors and request their substitution.

Sub-Contractors	Option 1	Option 2
.....		
.....		
.....		
.....		

Schedule 6 - Assumptions

Respondents **MUST** provide a list of all the assumptions (inclusions and exclusions) made in the development of their solution and pricing.