

EXPRESSION OF INTEREST OPPORTUNITY

The Docklands Chamber of Commerce

VICTORIA HARBOUR LIGHT, LASER AND FOUNTAIN DISPLAY

Release date: 6th August 2018

Closing date: 5pm EST 30th August 2018

Responses:

<https://www.visitdocklands.com.au/tender>

Scope of Project

The Docklands Chamber of Commerce is seeking to engage a professional and/or firm to construct a comprehensive business case regarding the use of lights, lasers, fountains and flames for activation of Victoria Harbour. This business case shall include, but not be limited to:

- Overview of Unique opportunity presented to Docklands
- Community and stakeholder feedback regarding the need for activation of Victoria Harbour
- Previous successes and failures
- Similar short and long-term activations and the successes thereof in other cities e.g. Singapore, Sydney, Phuket
- Summary of existing events/timetables for the harbour including key stakeholder activations
- Identify gaps and further opportunities
- Economic impact of a permanent installation versus temporary activation
- Projected Costs – based on Mock ups of installation/feature
- Visitor outcomes – through current activations (e.g. Firelight and Australia Day), through to projected numbers
- Assessment of how to develop a cost benefit proposition – Budget ranges and event sizes
- SWOT Analysis
- Health and safety analysis
- Letters of Support
- Brand improvement for Docklands as a result of this activation
- Pathway forward to delivery and implementation

Business case to be prepared for presentation to State Government, City of Melbourne and Private Enterprise organisations.

Response Requirements

Bidders must complete the following parts as part of their Response:

Form A – Expression of Interest Application Form & EOI Application Form

Form B – Capability and capacity

Form C – Program, methodology and approach

Form D – Project costs and financial strategy

Form E – Insurance requirements

Form F – Right of Response to preferred terms and conditions

Form G – Confidentiality

Form A – Expression of Interest Application Form & EOI Application Form

Bidder Name:	
Response Reference Number:	
Date:	

Name of organisation / applicant:

[REDACTED]

Business Type: e.g. sole trader

[REDACTED]

ACN/ABN:

[REDACTED]

Directors / Principals: Contact Person:

[REDACTED]

Phone:

[REDACTED]

Email:

[REDACTED]

Agent (if applicable):

[REDACTED]

Name of proposed tenant (if different from applicant):

[REDACTED]

Applicant checklist. Have you:

- ✓ Read the EOI
- ✓ Conducted further reading, research and investigations, as appropriate
- ✓ Attended the site visit and tour
- ✓ Completed all forms
- ✓ Provided a proposal and supporting evidence
- ✓ Identified and signed the form pertaining relevant conflict of interest declarations

I hereby submit an Expression of Interest for the Project.

Signed: Name:

[REDACTED]

Date:

[REDACTED]

Bidder's Declaration

Statutory Declaration

[Insert full name]

of [Insert organisation if applicable]

of [Insert address]

[Insert occupation]

do solemnly and sincerely declare that:]

Definitions

In this declaration:

"*Agreement*" means the proposed agreement formed between the successful bidder and The Docklands Chamber of Commerce to write the business case;

"*DCC*" means The Docklands Chamber of Commerce;

"*Project*" means the establishment and operation of the use within the site:

"*Bidder*" means: [insert name of company/organisation, other body corporate, firm, individual, non-for-profit]

"*EOI*" means this Expression of Interest;

"*Response*" means the Bidder's proposal in response to this EOI;

"*Services*" means the services to be provided by the business case writer.

Preamble

1. I hold the position of [insert title] of the Bidder am duly authorised by the Bidder to make this declaration on its behalf.
1. I make this declaration on behalf of the Bidder and on behalf of myself.

Acceptance of EOI Conditions

2. The Bidder accepts the requirements of the EOI including the EOI Conditions in Part A of the EOI.

Submission of the Response

3. The Bidder declares that the information set out in its Response is true and correct.
4. The Bidder submits its Response, including all attached Response forms, in good faith and in the genuine belief that they are accurate and complete.
5. The Bidder:
 - a. confirms it has made its own inquiries and has not relied upon the information in this EOI in submitting its Response; and

- b. acknowledges and agrees that nothing in this EOI or the conduct of the EOI process has resulted in the formation of a process contract between The Docklands Chamber of Commerce and the Bidder
6. Neither the Bidder, nor any of its employees or agents has a potential, actual or perceived potential conflict of interest in relation to the Project, except as listed below:
- a. **[Bidder to complete]**
7. Neither the Bidder nor any of its employees or agents have engaged in any collusion, anti-competitive conduct or any similar conduct with any employee, agent or consultant of The Docklands Chamber of Commerce, any other bidder or any other person.
8. The details of the Bidder are as follows: **[Bidder to complete]**

Name:	
Registered office:	
ABN:	
ACN:	
Contact Name (authorised agent):	
Title:	
Phone:	
Email:	
Company Registration numbers where applicable – e.g. Builder’s Registration number:	

Additional information

9. The Bidder will provide The Docklands Chamber of Commerce with any information or documents reasonably requested, which may include any documentation if required for compliance and/or validation of experience

Genuine Competition

10. The Bidder is genuinely competing for the Project.
11. The Bidder has experience and expertise in carrying out the Services equivalent to the Services anticipated to be required for the Project.
12. As at the date of this declaration, the Bidder has the capacity and resources to carry out the Project in a timely, competent and professional manner in accordance with the requirements (including timing of the Services) set out in this EOI or Agreement formed with DCC

Authorisation

13. On behalf of the Bidder, I authorise The Docklands Chamber of Commerce to obtain such information as it reasonably requires in relation to the Bidder's EOI from third parties including, without limitation:

- a. any employees that the Bidder lists in its EOI; and
- b. any referees or client or other contacts whether provided by the Bidder in its EOI or not.

I confirm that I am authorised to make this declaration on behalf of the Bidder and that I have read and accept all the terms set out in this declaration on behalf of the Bidder.

Signature:

Name of person making declaration

Name of organisation (or equivalent)

.....

Date:

Signature of witness:

Name of witness

.....

Form B – Capability and Capacity

Bidder Name:	
Response Reference Number:	
Date:	

Section A: Relevant Experience

Bidders should provide details of recently experience (within last 5 years) which demonstrate their capability to occupy and manage the project. Bidders should include relevant experience where challenges similar to those anticipated have been experienced.

DCC/Panel may contact referees to seek details of the Project and the Bidder's performance.

Section B: Organisational / Provider Capability

Bidders are required to provide information about their company, organisation etc (or partners, members forming part of consortiums) and any personnel which demonstrates their ability to activate and utilise the site.

Curricula Vitae can be included if necessary to identify qualifications, experience and employment history, including how long the relevant person has been employed by the Bidder.

Where any part of the Services would be undertaken using other parties, this must be identified.

COMPANY INFORMATION	ATTACHED?
Brief corporate biography, describing company/organisation etc establishment, current scope of operations and ownership structure.	
Organisation chart / structure	
Senior Company personnel details	
Number of Employees (Full Time Equivalent positions)	

COMPANY INFORMATION	ATTACHED?
Number of Employees to be dedicated to the project	
Any relevant information to management positions and their involvement in the future operation of the site.	
Proposed sub consultants / external operators to be engaged:	
Description of any external operators to be engaged and details or method of engagement and appointment	
A corporate biography	
Any key subconsultant / external operators Curriculum Vitae if relevant	
Proposed Project Staffing:	
List key positions relevant to delivery of the business case	

Form C – Programme to achieve your proposal, methodology & approach

Bidder Name:	
Response Reference Number:	
Date:	

Section A: Project Activation Programme

The Bidder is requested to provide details of a proposed programme in stages to achieve their Vision for the site.

MILESTONE (e.g.)	Date
Finalise Agreement (Execute)	
Composition of site concept	
Draft Business Case	
Final Business Case	

Bidders are requested to provide a summary programme indicating but no limited to the following information:

- Milestone Dates as above
- Allowances for delays

Section B: Methodology to resolve key challenges

The Bidder is requested to describe the key challenges anticipated for the project, and its approach to addressing these challenges.

CHALLENGE	MANAGEMENT APPROACH
Delivering public benefit Identifying the type of benefit/s e.g. social, economic, environmental.	
Reducing amenity impacts on the surrounding residential uses, Harbour Esplanade, Tram Network, The District Docklands	
Other	

The Bidder can describe its approach to managing the following aspects of the operation:

ASPECT	MANAGEMENT APPROACH
Approach to community liaison	
Including, consulting and working with key stakeholders to achieve project delivery	
Planning permit conditions	
Other	

Form D – Project Costs

Bidder Name:	
Response Reference Number:	
Date:	

Section A: Project costs identification

DESCRIPTION / DETAIL	\$ AMOUNT (excluding GST)

Total	\$ (excluding GST)

Form D1: Statutory Declaration.

Shortlisted bidders will be required to provide a financial statutory declaration provided below:

I [redacted]

[Insert full name]

of [redacted]

[Insert address]

[redacted]

[Insert occupation]

do solemnly and sincerely declare that:

1. I hold the professional position of [describe], am duly authorised by the Bidder to make this declaration on their behalf.

Declared at

this _____ day of

before me



Signature of authorised witness

Signature of declarant

Full name of authorised witness (print)

Full name of declarant (print)

Address of witness

Capacity of witness

The authorised witness must print or stamp his or her name, address and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (as of 1 January 2010), (previously Evidence Act 1958), (e.g. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)]

Form E – Insurance Requirements

Bidder Name:	
Response Reference Number:	
Date:	

Bidders are required to provide the following information (if applicable):

REQUIREMENT		AVAILABLE AND CERTIFICATE OF CURRENCY ATTACHED WHERE NOTED? (YES / NO)
Insurances		
C1	Public Liability Insurance in accordance with the requirements of the Agreement or a minimum amount of \$20M: (please attached certificate of currency)	
C2	WorkCover insurance: (certificate of currency attached)	
C3	Any other insurance required by law or any Authorities in order to perform the services set out in the EOI.	

Bidders are required to provide a statutory declaration in the form set out below by a Director, Officer or Owner.

Form G – Bidder’s Confidential Information

Bidder Name:	
Response Reference Number:	
Date:	

If a Bidder wishes to withhold the disclosure of specific information, the Bidder must clearly identify the types of information and outline how the release of this information will expose trade secrets or expose the business unreasonably to disadvantage.

Trade secrets

In considering whether specific information should be categorised as a trade secret, Bidders should assess:

- the extent to which it is known outside of the Bidder’s business;
- the extent to which it is known by the persons engaged in the Bidder’s business;
- any measures taken to guard its secrecy;
- its value to the Bidder’s business and to any competitors;
- the amount of money and effort invested in developing the information; and
- the ease or difficulty with which others may acquire or develop this information.

Unreasonable disadvantage

In determining whether disclosure of specific information will expose a Bidder’s business unreasonably to disadvantage, Bidders should consider section 34(2) of the FOI Act. Broadly, you should consider:

- whether the information is generally available to competitors;
- whether it could be disclosed without causing substantial harm to the competitive position of the business.
- The Docklands Chamber of Commerce may consider these applications in the evaluation of the Response.

The Bidder considers the following information to be Trade Secrets, and requests it be treated as confidential:	
The Bidder considers disclosure of the following information would expose it to unreasonable disadvantage and requests it be treated as confidential:	