**REQUEST FOR QUOTATION**

**Short Form**

**Quotation Title:** GRC Creative Partnerships Initiative

**Quotation No:** RFQ2022/2023 040

**Due Date:** 1 March 2023

# INTRODUCTION

# *Please provide a brief introduction to the project/s (Max 100 words)*

# PROJECT OVERVIEW

# *Provide an overview of the proposed project/s (Max 300 words)*

# RESPONSE TO THE CREATIVE PARTNSHIPS INITIATIVE AIMS

# *Outline how the project/s address the aims as outlined in the Briefing Paper (Max 300 words)*

# BUDGET AND DELIVERY

The contract price shall remain fixed for the duration of the contract. Please add more rows as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Milestones/**  **Event dates** | **Description** | **Budget** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | | |  |

# CONDITIONS OF QUOTATION

* + All quotations must not exceed the total available budget of $40,000 (GST inclusive)
  + Budget amounts must include GST (where applicable)
  + The General Conditions of Contract apply.
  + The successful respondent will be required to effect and maintain insurance policies as identified at section 9 in this quotation
  + Workplace Health and Safety controls shall apply to all activities
  + A quotation may be rejected if it does not comply with the requirements of this quotation
  + Council is not bound to accept the lowest value or any quotation
  + Council may accept all or part of a quotation
  + The quotation will remain open for acceptance for a minimum period of 7 days after the closing time
  + Canvassing of elected members or council officers will automatically lead to disqualification
  + Council must be indemnified against any liability under the Workers Compensation and Rehabilitation Act 2003
  + The respondent must provide responses to all sections of this form
  + Quotations must be marked

**Attention: - RFQ2022/2023 040 GRC Creative Partnerships Initiative** and

submitted via email [radf@gympie.qld.gov.au](mailto:radf@gympie.qld.gov.au) no later than **5pm 1 March 2023**

# STATEMENT OF REQUIREMENT

This Request for Quotation is for one off project/s to be implemented prior to 30 September 2023..

1. **ASSESSMENT CRITERIA**

**a. Submissions are assessed on the following criteria:**

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Arts and Cultural Benefit**   * Quality – contributes to high quality arts and cultural initiatives for the regional community * Reach – the project/s enable artists, communities and/or audiences to access and engage in arts and cultural activities * Impact - the project/s generate cultural, social and/or economic outcomes * Viability: the project/s are in partnership with other artists and/or community organisations | 50% |
| **Capability and Experience**   * An overview of the respondent and the key personnel involved in the delivery of the program: * The respondent’s role in the delivery of the Contract: * Examples of similar projects and the involvement of the respondent in the delivery of those projects including current contactable referees; and * Demonstrated competency and proven track record of achieving outcomes; and * Any additional relevant information. | 30% |
| **Contribution to local economy**   * Project/s utilise local artists, arts and cultural practitioners and local suppliers and businesses | 20% |

1. **CONTACT DETAILS**

For further information and enquiries regarding this Request for Quote, please contact:

# Officer- Arts and Cultural Development/RADF Liaison

Phone: 07 5481 0774

Email: [radf@gympie.qld.gov.au](mailto:radf@gympie.qld.gov.au)

# INSURANCES

The following insurances must be maintained for the duration of the project:

|  |  |
| --- | --- |
| ***TYPE*** | ***VALUE ($)*** |
| Workers Compensation | As required by Law |
| Public Liability | $20,000,000 |

Evidence of insurance in the form of a Certificate of Currency **must** be included with the quotation.

# SPECIAL CONDITIONS

The successful applicant must have an Australian Business Number (ABN).

# AUTHORISATION

The Authorisation Schedule at [SCHEDULE 1](#_bookmark0) to this document must be completed and submitted with the quotation.

# SCHEDULE 1. AUTHORISATION

I/We the undersigned hereby provide a Quotation for the goods and/or services requested.

I/We further acknowledge that the Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the *Information Privacy Act 2009.*

**Contract number:** RFQ2022/2023 040 GRC Creative Partnerships Initiative

Name of Respondent:

Full Name of Organisation (if applicable): \_\_\_\_\_\_

Postal Address of Company:

Primary Contact Person:

Phone Number

Mobile Phone Number:

E-mail Address:

Signed: Date:

*PRIVACY STATEMENT: Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose. It will only use personal information for that purpose, and will not disclose it, except as permitted under the Information Privacy Act 2009.*

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**Request for Quotation Short Form (Goods & Services)**

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