

Request for Tender for Website Redevelopment

TENDER DOCUMENTS

The tender documents comprise the following:

- Part A** Conditions of Tender

- Part B** Website Redevelopment Brief (Specification of Services)

- Part C** Cover Sheet (to be completed and signed by Tenderer)

TENDER CLOSING TIME

5:00pm 28 March 2018

SUBMISSION OF TENDER

By email to tender@cityrecitalhall.com

Part A: Conditions of Tender

TENDER CLOSING TIME

Tenders conforming to this RFT must be lodged in accordance with these Conditions no later than **5.00pm on Wednesday 28 March 2018** ("Closing Time").

SUBMISSION OF TENDERS

Lodgement Procedure

Email Tenders: Emails marked with the title "**RFT – City Recital Hall Website Redevelopment**", with attachments in PDF format to: tender@cityrecitalhall.com by the Closing Time.

Printed Tenders: Printed Tenders may be accepted if received by the Closing Time. Tenders should be enclosed in a sealed envelope marked with the description of the work and Tender item (if any) and send by prepaid post marked to the attention of the Contact Officer.

Oral Tenders will not be considered.

Late Tenders will not be considered.

No responsibility will be accepted for any Tender lodged at an incorrect location.

CONTENT AND FORMAT OF TENDER

Tenders must include all the information requested in the RFT including all attachments unless expressly specified otherwise.

The Tenderer must submit the Tender in PDF format under cover of a fully completed and signed Cover Sheet.

Tenders are to be no larger than 25 x A4 pages in total, plus the Cover Sheet. File size is to be no larger than 5MB total.

Where a Tenderer intends to utilise a subcontractor, all of the information requested in the RFT must be provided in full for each subcontractor.

UNAUTHORISED COMMUNICATION

Tenderers must direct all communications concerning this RFT through the Contact Officer unless directed otherwise by the Contact Officer. Unauthorised communication by a Tenderer with other staff of City Recital Hall may lead to the exclusion from consideration of a Tender lodged by that Tenderer.

City Recital Hall reserves the right to:

- (a) not answer a question asked by a Tenderer; and
- (b) provide any answers to questions raised by a Tenderer to any other Tenderer, on a non-attributable basis.

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CONTACT OFFICER

For the purposes of this Tender, the Contact Officer is:

Cynthia Crespo
Marketing Manager
City Recital Hall
2-12 Angel Place
Sydney NSW 2000
Email: cynthia.crespo@cityrecitalhall.com
Telephone: 02 9231 9004

RFT TIMETABLE

Issue date of tender:	Thursday 1 March 2018
Tender Period:	1 March 2018 to 28 March 2018
Closing Time:	5.00pm, Wednesday 28 March
Conclusion of tender evaluation:	Monday 23 April 2018

VARIATION OF RFT

City Recital Hall may, in its absolute discretion, amend this RFT or provide additional information at any time by giving written notice to:

- a) prior to the Closing Time, all persons who have been issued with the RFT by City Recital Hall and who have provided sufficient address details to enable City Recital Hall to contact them; and
- b) after the Closing Time, to all Tenderers who have lodged Tenders.

LATE TENDERS

Tenders received after the Closing Time ("Late Tenders") will not be accepted into the Tender Process unless City Recital Hall, in its absolute discretion, resolves that accepting a Late Tender will not compromise the integrity of the tendering process or provide any unfair advantage to the Tenderer lodging the Late Tender.

REJECTION OF TENDER

City Recital Hall may reject a Tender that does not fully comply with the terms of the RFT.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

City Recital Hall retains all Intellectual Property as may exist in the information contained in the RFT. A Tenderer is only permitted to use the RFT for the purpose of preparing a Tender in response to and for the purpose of conducting any contract negotiations with City Recital Hall.

The Tenderer must keep confidential all information received as a result of, or in connection with, the submission of a Tender.

PRICE

All amounts are to be expressed in Australian Dollars.

The Tenderer must quote all prices exclusive of GST.

REFERENCES

Tenderers must provide the name, address, contact telephone number and email address of three referees who can verify that the Tenderer has demonstrated experience in the areas outlined in Part B: Website Redevelopment Brief (Specification of Services).

CONFLICT OF INTEREST

Tenderers must not place themselves in a position which may, or does give rise to, a conflict of interest between themselves and City Recital Hall during the Tender Process.

If any actual or potential conflict of interest with City Recital Hall arises at any time during the Tender Process, the Tenderer is to immediately notify the Contact Officer of City Recital Hall in writing.

EVALUATION OF TENDERS

Tenders will be evaluated on the following criteria:

- Compliance with Conditions of Tender
- Compliance with contract, including insurance requirements
- Proposed program and methodology
- Capability to fulfil the requirements (relevant experience, financial viability, skills and availability of personnel to deliver the services)
- Value for money

City Recital Hall is not obliged to accept the lowest priced or any other Tender.

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ADDITIONAL INFORMATION

If required the Tenderer shall submit additional information requested by the stipulated date and time to allow further consideration of the Tender before any Tender is accepted. Failure to meet this requirement may result in the Tender being rejected.

ACCEPTANCE OF TENDER

Non-acceptance: City Recital Hall is not bound to accept the lowest or any Tender, nor to give reasons.

Acceptance: A Tender is not accepted until notice in writing of acceptance is sent by email in pdf format to the Tenderers email address as stated on the Tender Form.

Partial Acceptance: City Recital Hall reserves the right to accept all or part of a Tender at the price or prices tendered unless the Tender states specifically to the contrary.

ARRANGEMENTS FOR RETURN OF TENDER DOCUMENTS

Tender documents will not be returned to Tenderer.

CONTRACT

The preferred Tenderer will be required to submit a draft copy of their standard services contract which would be subject to review by City Recital Hall and negotiation between both parties prior to the preferred Tenderer being awarded the Tender.

SUSPENSION OR CESSATION

City Recital Hall may cease to proceed with, or suspend, the process, or any stage of it, as outlined in the RFT or any negotiations being conducted at that time with any Tenderer.

APPLICABLE LAW

The law applying to the State of New South Wales applies to the RFT, and the tendering process.

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Part B: Website Redevelopment Brief (Specification of Services)

As attached.

Part C: Cover Sheet

Company Name:	
ABN:	
Contact for Tender:	
Address:	
Telephone:	
Insurance details:	
Email address:	
Business Insurance	
Public Liability (minimum \$20million)	
Workers Compensation	

I/we declare that:

Compliance with the RFT

- (a) we undertake to participate in the RFT process in accordance with the RFT;
- (b) this Tender is compliant with all sections of the RFT;

Accuracy and Correctness of Tender

- (c) the information and particulars provided as part of this Tender are accurate and correct;

Conflict of Interest

- (d) to the best of our knowledge, information and belief there is no conflict of interest or a potential conflict of interest between the Tenderer or its employees and City Recital Hall in relation to this RFT process; and

Authorisation

- (e) I am/we are duly authorised to sign this Tender Cover Sheet for and on behalf of the Tenderer.

Signed by the Tenderer, or for and on behalf of the Tenderer, by:

.....

.....

Signature

Print Name