



Request for Quote

National Public Relations Services

Closing Date: 8 August 2022

Request for Quote (RFQ)

National Public Relations Services

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Enquiries

RFQ ENQUIRIES:	Leanne Hudson
	Senior Media & Communications Manager
	Northern Territory Major Events Company
	08 8999 5277
RFQ CLOSING INFORMATION:	
TIME:	16:00 (ACST)
DATE:	8 August 2022
EMAIL:	Leanne.Hudson@nt.gov.au

1. Summary

The Northern Territory Major Events Company (NTMEC) is seeking a Request for Quote (RFQ) from suitable parties to provide National Public Relations Services for NTMEC's portfolio of events. This document outlines the requirements and instructions on how to respond to this RFQ.

This process does not seek to establish any binding commercial or legal terms and conditions between NTMEC and any party and is intended to provide a process to identify the interests of various parties.

2. Scope

NTMEC's intended timetable for this RFQ is as follows:

Issue date for RFQ	Monday 18 July 2022
Closing Time	Monday 8 August 2022
Conclusion of RFQ Evaluation	Friday 12 August 2022
Advise Applicants Results from the RFQ	Monday 15 August 2022
Finalisation and Signature of Contract	Monday 22 August 2022

The selected supplier will be required to provide a single point of contact for NTMEC. All products and services must be supplied in accordance with best practice industry standards. NTMEC will have rights of approval to ensure quality control and of inspection and audit for compliance purposes.

Background

Since 1999, Northern Territory Major Events Company (NTMEC) has been delivering and supporting events from the Top End down to the Red Centre. Our team is passionate about the Territory's events industry, and takes great pride in the company's diverse portfolio.

As the peak body for events in the Territory, NTMEC strives to grow industry capability, strengthen the Territory's identity as an exciting place to live and work, and deliver world-class events to boost visitation and the Territory economy.

NTMEC 2022-2023 Event Calendar

- SportsBet Million Dollar Fish (1 October 2022 – 31 March 2023)
- Parrtjima – A Festival in Light (7-16 April 2023)
- BASSINTHEGRASS Music Festival (20 May 2023)
- Darwin Triple Crown (exact date TBC, June 2023)
- NTMEC Corporate (may include but is not limited to):
 - Red CentreNATS 09 (1–3 September 2023)
 - NBL Blitz, 16-23 September 2022
 - Territory Day, 1 July 2023
 - NRL game, 2023 - date TBC
 - NTMEC brand – ongoing
 - Alice Springs Masters Games – October 2023

National Public Relations Services Response

Provide national Public Relations Services for NTMEC's event portfolio with a particular focus on: Parrtjima – A Festival in Light; BASSINTHEGRASS Music Festival; Darwin Triple Crown, Red CentreNATS and SportsBet Million Dollar Fish. The main objectives are to raise interstate awareness of the events, increase interstate visitation to attend the events, drive ticket sales/registrations, and position the Northern Territory as a must-do destination for unique event experiences. Consideration should be given to maximising the optimum return on investment.

Scope of Works

NTMEC is seeking a supplier to provide National Public Relations Services from August 2022 to September 2023, with the option to extend for a further 12 months dependant on the results of a performance review carried out in June 2023. The performance review will determine the success of the relationship to date, and any decision to extend the agreement would be at the sole discretion of NTMEC. The successful supplier would be responsible for the following scope of works:

Media relations for each event

- PR strategy per individual event (except those events under Corporate Communications, which are likely to be an ad hoc arrangement as opportunities arise)
- Media materials including alerts, individual pitches etc, with NTMEC media team providing draft media releases to be amended by PR agency for specific audiences as necessary
- National media liaison – proactive and reactive in liaison with NTMEC media team
- Secure national media coverage for all events
- Develop pre-event media opportunities/activations
- Remote support for NTMEC's on-the-ground team during the event which takes the form of managing national media requests, promotional activities and crisis communications
- Media list development and management
- Advise on best content for media kits

PARAJIMA Specific

- Develop feature story ideas and secure coverage
- Develop media partnerships
- International coverage

BASSINTEGRASS Music Festival Specific

- Include and secure long-lead execution commencing October 2022
- Support the line-up announcement to generate maximum national publicity
- Secure editorial with agreed targeted media
- Liaise with publicists for artist engagement and execution in key promotional activities and announcements
- Interview management
- Create and secure coverage for different angles to appropriate outlets, example festival fashion, must-do tourism experiences etc
- Media/influencer family engagement and management

SUPERCARS Specific

- Include and secure long-lead execution commencing November 2022 as the Supercars Championship 2023 calendar is released
- Draft/collate media materials including alerts, individual pitches etc
- Liaise with the NTMEC media team to support media around Supercars teams, support categories and event entertainment, for the engagement and execution of key promotional activities and announcements

MILLION DOLLAR FISH Specific

- Liaise with winners for any national promotional activities and announcements
- Interview management
- Create and secure coverage for different angles to appropriate outlets, example sustainable fishing, holiday itineraries, must-do tourism experiences etc
- Media/influencer family management

Account management

- Client and stakeholder liaison
- Fortnightly/weekly WIPs
- Key message and KPI development
- Daily coverage updates during peak periods
- Regular reports, including a final full coverage report per event

How will success be measured?

For each individual event the following reporting will be required:

During campaign

- Development and implementation of all media tracking including number of items, reach, engagement and sentiment presented in an agreed format for each individual event
- Social media engagement, activity and results reported monthly from the coverage achieved
- Website traffic report issued monthly, relative to media activity
- Fortnightly/weekly WIPs (depending on need) with insights and recommendations on campaigns
- Learning and key insights to be applied across events

Post campaign

- Media Impact & Campaign ROI including number of media items secured, ASR, reach of coverage and sentiment, inclusion of key messages, images included and sources quoted
- Ticket sales – numbers measured via box office report
- Attendance – numbers measured via post event evaluation and research
- Visitation – origin and length of stay measured via post event evaluation and research
- Post event report with key results, insights and recommendations

The response

Agency to respond with:

- PR approach and strategy development process per event
- Proposed metrics and KPIs per event
- Provide details of key media relationships and suggested target media per event
- List any additional value you can bring to the partnership
- Details of the account team including team size, the expertise of key personnel and their responsibilities on the account and any key specialist relevant to the RFQ
- Detail how crisis situations would be supported and what strategies would be deployed to prevent, mitigate and manage negative news, should it occur
- Provide a budget breakdown including breakdown of any service fees (to be accounted for within total budget)
- NT Buy Local – we love the Territory and in line with NTMEC's Buy Local Policy additional consideration will be given to an agency that has a significant permanent presence in the NT and who employs NT residents
- Your past performance and capacity to deliver and manage multiple projects simultaneously, including any relevant case studies and a minimum of two client testimonials

Please note local media relationships (TV, Radio, Print) are primarily managed directly by the NTMEC media team.

Budget

The total budget for this is up to \$120,000, including up to \$10,000 for Million Dollar Fish Ambassador/Influencers and up to \$10,000 in contingency fees, which can only be accessed with NTMEC approval.

What you should know

- NTMEC will not occur any costs and expenses in any way associated with the submission of the proposal
- All documents become the property of NTMEC upon their submission
- The request for proposal is not an offer of any kind, or intended by NTMEC to create legal relations with any person receiving or responding to it

Our Events

Parrtjima – A Festival in Light

Parrtjima is the place where old meets new. It is the only authentic Aboriginal light festival of its kind, showcasing the oldest continuous culture on earth through the newest technology – all on the 300-million-year-old natural canvas of the MacDonnell Ranges in Central Australia. Each year this free event celebrates the ways in which artists evolve and experiment with different styles and materials, while staying true to Country and culture. The event is delivered by an event delivery partner who is engaged to produce the content on behalf of NTMEC.

Background

Parrtjima is held on Mparntwe (Alice Springs), which is connected to the estates of Mparntwe, Antulye and Irlpme. This includes a network of people who have connections to these areas. Some are members of the Parrtjima Festival Reference Group (PFRG), which helps guide the development of Parrtjima. Together, they invite visitors to come and experience Parrtjima, and watch the desert come alive with new artworks, light shows and a program of performances, interactive workshops, music, films and talks. Parrtjima won the Best Regional Event and Best Marketing/Communications campaign awards at the 2021 Australian Event Awards, and six awards at the global Eventex Awards 2022 including best cultural event, best festival and best event in Oceania. Parrtjima continues to attract a larger interstate number of guests each year as word about the event spreads nationally.

Key Stakeholders

- Alice Springs Town Council
- Tourism Central Australia
- Tourism NT
- Northern Territory Government
- Parrtjima Festival Reference Group

Audience Insights

Empty Nester

- 35% of our audience are aged 55-74
- Have children but not dependent
- Skew to female (79.1%) decision makers
- 45% of attendees come from the Northern Territory
- 55% of attendees travel from Interstate with NSW and VIC generating over 60% of this audience
- Likely to be retired with an average income, but likely to be big spenders
- This audience loves to travel, domestically and internationally
- Best channels for media consumption: newspaper, internet, cinema, outdoor. They are most likely to consume OOH and newspaper v the rest of the Australian population

Family

- 42% of our audience are aged 35-54
- They have children that are dependent (5 – 15)
- Skew to female (79%) decision markets
- They have a higher income and, despite having large family expenses, they remain big spenders.
- Domestic travel is also more popular with this audience over the other segments.
- Heavily NSW/Victoria skewed audience.
- Best channels for media consumption: social media, magazines, internet, cinema, outdoor. Internet and digital media play a more important role for this audience with almost all users being heavy/medium consumers.

Customer insights

Alice Springs - "Parrtjima is different every year"

- Most likely have attended at least once in the past three years.
- Will attend more than one night (particularly families).

Intra Territory – “heard about it, but it’s cheaper to fly to Bali than go to Alice Springs”

- Bali has returned as a cheap holiday destination for Australians, but some people are still reluctant to travel overseas post-COVID. Plenty of Territorians are still taking time to explore the Territory, a trend that began during COVID.

National audience – “we can easily see Vivid, Illuminate and White Night. Why Alice Springs?”

- Alice Springs/Uluru often on the bucket list.
- According to the Australian Council of the Arts, those more likely to engage in Indigenous Art (theatre, dance, performance, literature, music, visual arts and events) are younger females more likely to be living in regional areas with an undergraduate or postgraduate university degree. They earn more than average. Festivals are an innately social activity.

Opportunities

Cost

Parrtjima – A Festival in Light is free to attend, so there is no cost barrier.

There are typically some costed elements that are sold exclusivity through travel packages, such as Preview Night.

Event Experience

We need to define our overall event experience so it appeals not just to arts/culture enthusiasts, but also to our target audiences of families and empty nesters.

Timing

Parrtjima – A Festival in Light takes place over Easter, giving more visitors the opportunity to attend. The event coincides with the school holidays in several jurisdictions. This can be a challenge to attracting Territorians to attend, as they generally travel interstate.

Challenges

Cultural Sensitivity

Parrtjima is an Aboriginal festival and we rely heavily on the Parrtjima Festival Reference Group (PFRG) to ensure the program and art installations are culturally appropriate. The PFRG approves/has input into all aspects of the festival.

Northern Territory Government Event

Parrtjima – A Festival in Light is a Northern Territory Government-funded event. Ministerial announcement opportunities, tone and policy are all important considerations.

Costs of travelling to Alice Springs

A challenge regarding driving visitation to the event is the high cost of travel to Alice Springs relative to other holiday destinations, especially with the recent rise in petrol prices.

Accommodation constrains

The tourism industry in Alice Springs and the surrounds is still recovering from the pandemic, which has had an impact on the availability and volume of accommodation available for event attendees.

Demonstrating authenticity

One of the biggest challenges is communicating the experience effectively. The depth of the authentic nature of the event, the level of involvement from the Parrtjima Festival Reference Group, the range of artists from remote communities that host demonstrations and workshops, and the quality of speakers that participate in the deep listening series, even when experienced in person, is difficult to describe and communicate in words. Parrtjima is the middle ground where cultures collide in a safe space in a deeply enriching experience for all.

Event name

Parrtjima (par-che-ma) is difficult to pronounce and spell if you’re not familiar with the Arrernte language.

Milestones* (including but not limited to)

- October 2022 Travel Packages Launched

- November 2022 – Register now for Parrtjima 2023
- December 2022 – New theme confirmed
- January 2023 – Full program announcement
- 6 April 2023 – Parrtjima starts tomorrow
- 13 April 2023 – Final few days, don't miss out
- 17 April 2023 – Parrtjima wrap, attendance etc.
- 19 April 2022 – Parrtjima 2024 dates confirmed
- XX June 2023 – Research results

*Please note milestones are subject to change

References and links

Website: <https://www.parrtjimaaustralia.com.au/>
Facebook: www.facebook.com/ParrtjimaAustralia
Instagram: www.instagram.com/ParrtjimaAustralia
NTMEC Annual Reports: www.ntmajorevents.com.au/about/our-board

BASSINTEGRASS Music Festival

BASSINTEGRASS was first established in 2003. It is the Territory's longest-running music festival. Each year the much-loved event attracts some of Australia's biggest names in music, with fans from all over the Territory and Australia attending.

Background

Heading into its 20th year, BASSINTEGRASS 2023 will feature two main stages offering non-stop entertainment, with attendees experiencing the Top End's famous sunsets and warm, tropical weather. As happened in 2020 and 2021, the festival will feature the iconic Mindil Beach Sunset Markets, which are a major tourist attraction. In 2021 BASSINTEGRASS was one of the first major music festivals to take place in Australia after COVID-19 and attracted 14,000 attendees. BASSINTEGRASS 2022 was bigger again, with 16,000 people, including 40% from interstate. BASSINTEGRASS is a licensed all-ages event supported by the Northern Territory Government. Prior to its relocation in 2019 to Mindil Beach, BASSINTEGRASS was held at the George Brown Darwin Botanic Gardens. The move to Mindil Beach allowed more fans to attend, making the festival bigger and better than ever. BASSINTEGRASS was awarded best Music Event (gold) at the global Eventex Awards 2022.

Key Stakeholders

Mindil Beach Sunset Markets
City of Darwin
Tourism NT

Audience Insights

- Late teens and SINKS/DINKS
- 76% of our audience is aged 17-34
- Skewed towards female decision makers (79.8%)
- Main channels of awareness are Facebook and Instagram
- Music genres requested are Rap/RnB/Hip Hop/Aussie Hip Hop
- Audience is willing to travel and believe in local culture and attend festivals
- Audience are heavily invested in the interest, and most still consume traditional media: radio & OOH
- Overall satisfaction with the event is 8.7 out of 10
- Likely to attend next year is 68%

Key messages/proof points to target audiences

Local music event fans

- Likely to have attended event previously
- Make up 60 percent of attendees

National music event fans

- Motivated to travel to see their favourite artist on the line up
- Partake in tourism experiences while visiting Darwin for BASSINTEGRASS
- Don't want to experience FOMO as the event's reputation spreads interstate

Opportunities

Ticket Pricing

Our ticket price offers great value for money and is very competitive when compared to other music festivals around Australia.

Destination

BASSINTEGRASS is the ultimate destination music festival experience. The Territory's Aboriginal culture is showcased through a theatrical Welcome to Country and saltwater ceremony, which is unique to the Top End. The venue is the iconic Mindil Beach where festival-goers can enjoy the legendary sunset on the beach, which is activated

with a stage, DJ and licenced bar. Attendees can enjoy pre-post touring options with a World Heritage National Park (Kakadu) within a two hour drive. Stunning Litchfield National Park is just over an hour away.

Climate

The festival heralds the start of the dry season in the Top End which is characterised by warm, dry sunny days and cool nights. This comes at the same time as the rest of the country plunges into the cold, dark winter months.

Event Experience

We need to sell our overall event experience. In addition to 12 hours of non-stop music by 16 national artists there is also a silent disco, festival village, Mindli Beach Sunset Markets, DanceWize harm-reduction program, Sunset stage hosted by Drag Territory and a Welcome to Country ceremony. BASSINTEGRASS is an inclusive all-ages festival where everyone is made to feel welcome. The NPS score for the 2022 festival was +67 which is positive and attendee satisfaction was 8.6 out of 10.

Challenges

Northern Territory Government Event

BASSINTEGRASS is a Northern Territory Government-funded event. Ministerial announcement opportunities, tone and policy are all important considerations.

Costs to travel to Darwin

A challenge regarding driving visitation to the event is the high cost of travel to Darwin relative to other holiday destinations.

Resurgence of Live Music

During COVID, many live music gigs and festivals were cancelled or postponed in 2020 and 2021. From 2022 onwards, the market is increasingly congested as festivals across the country return in force and compete for the same audience.

Milestones* (including but not limited to)

- 20 October 2022 Line up announced
- XX March 2023 NT artist competition launched
- XX March 2023 Final Release tickets on sale now
- XX March 2023 2023 merchandise launched
- XX April 2023 NT artist winners announced
- XX April 2023 Activations confirmed
- 14 May 2023 Set times revealed
- 19 May 2023 BASSINTEGRASS on tomorrow
- 21 May 2023 BASSINTEGRASS wrap, attendance etc
- XX July 2023 Research results

*Please note milestones are subject to change

References and links

Website: www.bassinthegrass.com.au/
Facebook: www.facebook.com/BASSINTEGRASS
Instagram: www.instagram.com/officialbassinthegrass
NTMEC Annual Reports: www.ntmajorevents.com.au/about/our-board

Darwin Triple Crown

As one of the Territory's most popular events, the Darwin Triple Crown is a must-do for any motorsports fan. The three-day extravaganza offers exciting on- and off-track action and entertainment for the whole family. This event continues to be a major tourism driver, with thousands of spectators from around Australia making their way to the Top End. The Darwin Triple Crown received the 2021 Fans' Choice Award for 'Best Event' of the Supercars Championship.

Background

The Darwin Triple Crown is one of the Northern Territory's largest public events, featuring motorsports racing and entertainment for families and motorsports fans. 2023 will be its 26th year, with an ongoing sanction agreement in place with Supercars Australia for the staging of the event in Darwin until 2030. The Triple Crown is awarded if a Supercars driver takes out the two races and the Top Ten Shootout during the event. In 2019, the Triple Crown was taken out for the first time by DJR Team Penske's Scott McLaughlin. The Supercars event has been programmed in mid-June after the Queen's Birthday long weekend for a number of years. The 2022 program featured the Supercars, Australian Superbikes, S5000, Porsche Paynter Dixon Carrera Cup, and two nights of Nitro Up North, including the Burson Auto Parts Australian Top Fuel Championship. The 2022 event attracted more than 40,000 attendances and was the first official Supercars Indigenous Round. This included indigenous art on car liveries, didgeridoos as trophies, a 70m legacy artwork trackside at Hidden Valley Raceway, two Welcome to Countries (one at the Night Transporter Convoy and one on the grid), and representatives from the Racing Together indigenous driver program taking part.

Key Stakeholders

Supercars Australia
Supercars Teams
Support Categories
Larrakia Nation
Tourism NT

Audience Insights

- 57% of our audience are from The Territory with 43% travelling from interstate to attend
- NSW, QLD, VIC are the top three states that visitors travel from with SA and WA close behind

There are two main audience segments: families and empty nesters+:

Families

- 44% of our audience is aged 35-54 and have children
- Skewed to male decision makers (58.6%)
- A key reason for attending is that they are a keen follower of Supercars (76%)

Empty Nesters

- 41% of our audience are aged 55-74
- Have children but are not dependent
- Skew to male decision makers (58%)
- A key reason for attending is that they are a keen follower of Supercars (83%)

Key messages/proof points to target audiences

Motorsports Fans

- Unparalleled track viewing – best track viewing of Supercars action in Australia
- Ultimate weekend of motorsports – numerous support categories on offer
- Location, weather, trackside action

Families

- Keep the whole family entertained
- Kids entertainment, play zones
- Take your own food and drinks (sealed, non-alcoholic bottles only)

Opportunities

Ticket Pricing

Our ticket offers great value for money and is very competitive when comparing it to other Supercars rounds.

Indigenous Round

In 2022, the Darwin Triple Crown became the official Indigenous Round of the championship. This was a first for the sport.

Event Experience

We need to communicate the overall event experience, on and off the track, including one of the biggest motorsports programs and one of the cheapest tickets of all the Supercars rounds.

Challenges

Northern Territory Government Event

The Darwin Supercars is a Northern Territory Government funded event. Ministerial announcement opportunities, tone and policy are all important considerations.

Timing

The dates of the 2023 Darwin Triple Crown are TBC. There may be some clashes with school holidays.

Costs to travel to Darwin

A challenge regarding driving visitation to the event is the high cost of travel to Darwin relative to other holiday destinations, especially in light of recent petrol price hikes. Accommodation in Darwin during the Dry Season is also limited with operators charging a premium making it a costly (but worthwhile) trip.

Milestones* (including but not limited to)

- | | |
|-----------------|---|
| • November 2022 | Darwin Triple Crown dates announced |
| • November 2023 | Long lead execution to commence |
| • XX 2023 | Any updated details of Indigenous Round |
| • XX May 2023 | Driver media day in Darwin |
| • XX May 2023 | City activation program announced (driver signing/Night Transporter Convoy) |
| • XX June 2023 | Program announced |
| • XX June 2023 | Darwin Triple Crown starts tomorrow |
| • XX June 2023 | Darwin Triple Crown wrap, attendance etc |
| • XX July 2023 | Research results |

*Please note milestones are subject to change

References and links

Website:	www.darwinsupercars.com.au
Facebook:	www.facebook.com/DarwinSupercars
Instagram:	www.instagram.com/SupercarsDarwin
NTMEC Annual Reports:	www.ntmajorevents.com.au/about/our-board

SportsBet Million Dollar Fish Season 8

Million Dollar Fish was first held in 2015 to boost visitation during the Tropical Summer, and continues to run annually from 1 October to 31 March. Each year a number of tagged barramundi are released across five main fishing regions – Tiwi Islands, Darwin, Arnhem Land, Kakadu and Katherine – giving registered participants the chance to catch a barra carrying a \$1 million prize tag, as well as smaller cash prizes and more.

Background

The Territory is widely known as Australia's top fishing destination. Each year one barra worth \$1 million is released, alongside a number of fish worth other denominations. In Season 7 that included 100 fish worth \$10,000, with a bonus 12 fish released in the run-up to Christmas. The prize money for Season 7 was the biggest ever, and the most money was paid out to anglers – a total of \$160,000. Registrations for Season 7 were up almost 10,000 on registrations for Season 6 (38,556 compared to 29,000). Eight \$1 million fish have now been released in Top End waterways (including those from previous seasons). All eight remain active until one is caught by a registered angler. The remaining seven then revert to \$10,000 fish. Each time a \$10,000 fish is caught, the angler donates an additional \$1,000 to a Million Dollar Fish Official Charity Partner. Registration for the competition is free and opens on 1 September each year. The exact number of fish and their denominations for Season 8 will be confirmed in August. In addition, there is a Lucky Prize Pool with more than \$60,000 worth of prizes, with a lucky winner selected at random each month.

Key Stakeholders

SportsBet
Fisheries NT
Fishing Tour Operators
Amateur Fishermen's Association of the NT (AFANT)
Northern Land Council
Tourism NT

Audience Insights

- 90% of our audience is from the Territory and there is a strategic need to grow interstate participation in the competition
- Queensland is the biggest growth market for visitors
- 72% of our audience are aged between 35-64
- Skewed to male decision makers (74%)
- Motivation for participation is the chance to win prizes
- Markets: NT, QLD, SA
- Interest categories: Fishing, hiking, sports, outdoor recreation and camping

Opportunities

No barrier to entry

There is no barrier to entry and no skill needed to participate in Million Dollar Fish. You can become a millionaire simply by registering your details and wetting a line. Easy. You don't even need to go fishing to win prizes from the Lucky Prize Pool.

Experience

The Territory is home to some of Australia's best fishing – thousands flock here each year to experience our world-class fishing destinations.

Reward

As well as the possibility of reeling in a \$10,000 or \$1 million fish, simply by registering participants go in the monthly Lucky Prize Pool for the chance to win more than \$61,000 worth of fantastic prizes such as holidays, fishing equipment, campervan hire and much more.

Uniqueness

Known as Australia's richest fishing competition, there is nothing like the original and best Million Dollar Fish!

Challenges

Northern Territory Government Competition

Million Dollar Fish is a Northern Territory Government funded competition. SportsBet is the competition's underwriter. Ministerial announcement opportunities, tone and policy are all important considerations.

Timing

Million Dollar Fish Season 8 runs from 1 October 2022 to 31 March 2023. This period is traditionally a quieter time of year for the Territory's tourism industry. However, it is important to note the fish carrying tags worth \$1 million remain active year-round and can be claimed if the angler was registered for the correct season at the time of catching the fish.

Costs to travel to Darwin

A challenge regarding driving visitation for the competition is the high cost of travel to Darwin relative to other holiday destinations, especially in light of recent fuel price hikes.

Age barrier

As SportsBet is the competition underwriter, participants must be aged 18 or over to enter.

Milestones

- | | |
|------------------------|---|
| • September 1 2022 | Registrations open |
| • October 1 2022 | Season Opens |
| • October 2022 onwards | Any interesting stories around tagged fish caught |
| • December 2022 | Christmas campaign |
| • 1 March 2023 | March campaign |
| • 31 March 2023 | Season 8 ends, register before it's too late |
| • June 2023 | Research results |

References and links

Website:	www.milliondollarfish.com.au/
Facebook:	www.facebook.com/milliondollarfishNT
Instagram:	www.instagram.com/million_dollar_fish
NTMEC Annual Reports:	www.ntmajorevents.com.au/about/our-board

NTMEC Corporate

The selected PR agency will be required to carry out work across other sections of NTMEC's portfolio on an ad hoc basis as opportunities arise and as determined by the NTMEC media team. This will likely include (but is not limited to) PR activity around:

- Red CentreNATS (RCN), the ultimate festival of wheels, which takes place across Father's Day weekend each year in Alice Springs. It is delivered with event partner Summernats. It includes everything from drags and burnouts to show 'n' shine, 4WDing and grass driving. There is also a famous street parade that the whole turns out to watch. RCN is the only place in the country where you can legally cruise the streets in highly modified vehicles, thanks to a temporary permit system. Any potential coverage would be for the 2023 event, which will run from 1-3 September 2023.
- NBL Blitz, which will take place in September 2022. This is the NBL's pre-season tournament and it has never been played in the Territory before. PR will largely be led by the NBL, with some input from NTMEC.
- Territory Day takes place on 1 July each year and is the day when Territorians celebrate self-government. NTMEC delivers a concert and fireworks display on Darwin's iconic Mindil Beach with an event partner. The line-up typically includes a large interstate act, plus Territory acts. Smaller events take place in Alice Springs, Katherine and Tennant Creek, and there are community fireworks events right across the Territory. This day is unique as anyone can legally buy and light fireworks within set times on this day.
- NRL game, date to be announced. NTMEC has a partnership with the Parramatta Eels that sees them play one game in the Territory each year. The game takes place at Darwin's TIO Stadium and is typically well attended.
- NTMEC brand. This might include PR elements that further spread the word about NTMEC and our events. It might take the form of the CEO being involved in a podcast, announcements about awards our events have won, and the occasional media release about one of our funded partner events (for example, the Henley-on-Todd Regatta).
- Alice Springs Masters Games take place every second year, but the 2020 event was postponed due to COVID-19. The event will return in October 2023.

3. Submissions

Specificities

- The Submission must address the Scope of Works (Item 2) and Evaluation Criteria (Item 4) of this RFQ Package.
- The Submission must comply with the RFQ Terms and Conditions (Attachment 1).
- The Submission must include the RFQ Application Form (Attachment 2).
- The applicant must agree to sign the NTMEC Standard Service Agreement incorporating all Terms of Engagement when working with the NTMEC (Attachment 3).

The response may provide alternative 'valued add' options but must clearly describe the relative merits and costs associated with each of the proposed options. For example:

- Pricing proposal incorporating partnership or sponsorship for mutual benefit; or
- Intangible factors associated with the submission.

NTMEC reserves the right to amend, add or remove requirements at its discretion in the request for quotation (if any) including, but not limited to: evidence of normal compliance requirements such as insurances, worker compensation and public and professional liability.

Technical or additional information requests must be issued in writing via the above email address. Responses issued from NTMEC affecting scope and project specific detail will be issued to all registered tenders where applicable.

Lodgement

An RFQ lodged after the closing date will not be accepted.

RFQs (including any attachments) must be submitted in electronic form to Leanne Hudson, Senior Media Manager – telephone 08 8999 5256 – or email Leanne.Hudson@nt.gov.au by no later than 16.00 ACST on Monday 8 August 2022.

4. Selection Criteria and Decision

Evaluation Criteria

The evaluation process will be undertaken with the aim of determining which RFQ represents best value for money to the Territory and best meets NTMEC's requirements.

RFQ's will be assessed against the following selection criteria:

- **Scope of Works:** includes consideration of technical requirements and specific expertise and experience.
- **Past performance:** includes consideration of the previous standard of work and quality, performance history, previous disputes and claims, references, past performance in delivering local benefits.
- **Capacity:** includes consideration of the supplier's ability to carry out the works, perform services or supply products, knowledge and expertise of staff, number of contracts currently in progress, financial capacity, risk management and quality assurance.
- **Local content:** includes consideration of local presence, proposed number of jobs for Territorians or Aboriginal Territorians, enhancement of local business capability, training programs supported by the supplier, regional development opportunities, research and development being undertaken in the Northern Territory.
- **Timeliness:** includes consideration of the completion/delivery time offered and compliance with timeframes set by the NTMEC.
- **Price:** includes consideration of upfront costs, whole-of-life costs and any other facts that may impact the monetary cost to the NTMEC.

The successful supplier will be required to sign the Terms of Engagement included in the NTMEC's Standard Service Agreement (Attachment 3).

Assessment by Panel

RFQ submissions will be assessed by a panel comprising members of the NTMEC Staff. Depending on the Scope of Works for the RFQ, an external member may join the panel.

NTMEC reserves the right to shortlist any or no applicants, and to vary the process outlined in this document at its discretion.

Attachment 1: RFQ Terms and Conditions

RFQs will not be considered unless the following mandatory requirements are complied with:

Registrants must submit all the information sought in the RFQ Package, and the application must be submitted in electronic form to Leanne Hudson – telephone 08 8999 5256 – or email Leanne.Hudson@nt.gov.au by no later than 16.00 ACST on Monday 8 August 2022.

NTMEC Right to Vary the Process

NTMEC reserves the right at any stage to amend, vary, discontinue or supplement the process set out in this RFQ package. Prospective Registrants will be contacted in this regard.

RFQ Package

If in any doubt as to the true meaning of any of the information or RFQ documents comprised in the RFQ Package, or if any provision, description or other matter is considered to be contradictory or inconsistent with any other provision, description or other matter, Registrants must immediately notify NTMEC. NTMEC will consider all requests for clarification, and determine whether or not to provide any interpretation of the documentation upon which clarification has been sought. If for any reason NTMEC requires any amendment to this RFQ Package, this will be undertaken by way of Addendum issued to all those who received the RFQ Package, and if advertised online, updated with immediate effect.

Enquiries

All financial or other information contained in this RFQ or any Attachment is for the benefit of Registrants, but no representation or warranty in respect of that material or by any other means made by on behalf of NTMEC (and/or its agents) is binding on NTMEC (and/or its agents) or actionable by the Registrant. Registrants are required to obtain their own legal, financial or other advice and to make their own enquiries in relation to the information contained in this Information Memorandum and the Attachments. No responsibility is accepted by NTMEC (and/or its agents) as to the accuracy of any such financial or other information or for the omission of any relevant information.

Canvassing of NTMEC staff is not permitted and could result in the Submission being disqualified.

Tailor RFQ Submission

Registrants are encouraged to tailor their Submission according to the RFQ evaluation criteria. To assist with evaluation, the Submission should be based on the same topics and set out in the same order as the topics in this RFQ Package. All costs and expenses incurred by Registrants in any way associated with the Submission of a RFQ will be borne entirely and exclusively by the Registrants.

Evaluation Process

NTMEC will evaluate the RFQs according to the information sought in this RFQ Package and as provided by the Registrant. Registrants may be shortlisted for further consideration. Further information to substantiate a Submission may be requested. This process is not to be construed as an opportunity to amend a Request Submission. A Registrant shall not take a request for information as an indication that their Submission will be successful.

Copyright

The RFQ Package must not be copied for use by other persons. If unauthorised copies of the RFQ Package are made, NTMEC takes no responsibility for failure to provide any Addenda to persons in receipt of unauthorised copies of the RFQ Package.

Confidentiality

NTMEC will endeavour to respect the confidentiality of Submissions and will not disclose them to the public except where the disclosure is permitted or required by law. In deciding whether or not to disclose RFQ Submissions requested under FOI legislation, NTMEC will ensure that the FOI officer receives advice from a legal practitioner. All Registrants will be required to maintain confidentiality with respect to their own competing Submissions, and will not be permitted to advance their own bids via the media.

Nature of RFQ

The RFQ is not:

- An offer of any kind
- An invitation to tender, or
- Intended by NTMEC to create legal relations with any person receiving or responding to it

Declare Conflict of Interest

Registrants must declare any conflict of interest that may detrimentally affect or be perceived to detrimentally affect the Registrant's (or agent's) relationship with NTMEC at the time of submitting the RFQ (refer attachment 4).

Ownership of the RFQ Documents

All RFQ documents become the property of NTMEC upon their Submission. NTMEC may make copies of the RFQ documents for any purpose related to this project, in particular for the evaluation of the RFQ.

Attachment 2: Application Form

Registrants must complete this application form and provide as a cover page, submitted in accordance with the RFQ requirements to Leanne Hudson – telephone 08 8999 5256 – or email Leanne.Hudson@nt.gov.au by no later than 16.00 ACST on Monday 22 August 2022.

I / **We**, the undersigned, do hereby declare that I / **We** have examined and acquired an actual knowledge of this Request for Quote for Northern Territory Major Events Company – National Public Relations Services.

Title and Name	
On behalf of (full name of firm / Individual)	
Business / Trading Name	
ABN / BN / ACN	
Name of Proprietor/s	
Postal Address	
Email Address	
Telephone	

I/we the undersigned submit this Request for Quote to the Northern Territory Major Events Company for the sum of :	In words:		including GST
	In figures	AUD\$	including GST

Registrants Signature		Date	
Witness Signature		Date	
Name of Witness			

Attachment 3: NTMEC Standard Service Agreement

STANDARD TERMS OF ENGAGEMENT

1. DEFINITIONS AND INCONSISTENCY

1.1 Terms used but not defined have the meaning given to them in the Statement of Work (SOW).

1.2 In this Agreement:

Applicable Standards means the latest versions of any standards or codes which relate to the Services (and/or Goods) or components of the Services (and/or Goods) or, where such a standard does not exist, any applicable international standard.

Confidential Information of a party means the following information in any form:

- (a) all information, including trade secrets, confidential know-how, market research and strategies and financial information;
- (b) disclosed to, or of which the other party becomes aware, whether before or after the day this Agreement is executed.

Deliverables means the works or deliverables created or generated by Contractor (whether on its own or with NTMEC) in the course of supplying Goods or Services under this Agreement, including as specified in the SOW.

Event means any event specified in Item 4 of the SOWs.

Force Majeure means the occurrence of any event:

- (a) beyond the reasonable control of the party whose obligations under this Agreement are affected by the occurrence of the event;
- (b) that will, or is likely to, prevent or cause the affected party to be delayed in performing any of its obligations under this Agreement;
- (c) that could not have been prevented, overcome or remedied by the affected party exercising a standard of care and diligence consistent with that of a competent party in the affected party's position or by taking reasonable steps (other than incurring any additional direct or indirect costs) to prevent, mitigate, minimise or remedy the effects of the event,

and may include any one or more of the following events:

- (a) a landslide, typhoon, cyclone, hurricane, earthquake, flood or other natural disaster (including acts of God);
- (b) an act of enemy, war, blockade or insurrection, riot and civil disturbance;
- (c) a fire or explosion including radioactive and toxic explosions;
- (d) a strike, ban, lockout, or other industrial disturbance or local labour dispute (not caused directly or indirectly by the party claiming relief from performance of obligations under this Agreement);
- (e) the unavailability of any equipment, parts or Goods required to perform Services, including the breakdown of any equipment used by Contractor in providing the Services;
- (f) radioactive or other toxic or dangerous chemical contamination;
- (g) an epidemic or required quarantine; or

(h) an act of terrorism (meaning a disruptive act of violence or force committed by an person or group of persons acting alone on behalf of any political, religious, ideological or ethnic purpose or reason, including the purpose or reason of putting the public or any section of the public at risk or in fear of acts of violence or force).

Goods means any goods, equipment or products supplied or Deliverables created (or both) under this Agreement (including as specified in the SOW), or brought into a Venue by or on behalf of Contractor.

Legislative Requirements includes all Acts, ordinances, by-laws, regulations and subordinate legislation in Northern Territory (and any other jurisdiction in which activities under this agreement are performed), and any certificates, licences, consents, standards, permits, plans, approvals or requirements of authorities or organisations having jurisdiction.

Intellectual Property Rights means all intellectual property rights conferred under statute, common law or equity in any country, including:

- (a) patents, copyright, moral rights, rights in circuit layouts, registered designs, trademarks and the right to have confidential information kept confidential; and
- (b) any application or right to apply for registration of any of those rights.

Personnel means any director or other officer, employee, contractor, agent or volunteer of Contractor who supplies Goods or Services or requires access to a Venue.

Regulations mean the regulations, guidelines, policies or procedures as developed by NTMEC from time to time, including those relating to the staging of events, access to Venues, Branding Guidelines and Ambush Marketing Policy (copies of which are available on request).

Services means the services Contractor (including Personnel) is to supply under this Agreement, as specified in SOW, including the supply of Goods, Deliverables and Personnel.

Unregistered Vehicles means and includes any buggies, forklifts and similar unregistered plant, vehicles and motorized equipment.

Venue means any venue where Contractor supplies Services or Goods or that stages an Event, including as specified in Item 4 of the SOW.

1.3 If there is any inconsistency between any of these Terms and a term of the SOW, then the SOW terms prevail to the extent of that inconsistency.

2. OBLIGATIONS

2.1 Contractor must:

- (a) supply the Goods or Services to NTMEC in accordance with this Agreement, the Regulations and any reasonable NTMEC directions;
- (b) supply NTMEC with a valid tax invoice for amounts due under this Agreement as specified in Item 6 of the SOW;
- (c) comply with all applicable standards, awards, laws and regulations (including workplace health and safety); and
- (d) liaise and co-operate with NTMEC contractors, agents and employees where required by NTMEC.

2.2 NTMEC must:

- (a) Subject to clause 2.3, pay Contractor the Fees in accordance with the Payment Schedule; and
- (b) provide Contractor with any information or documentation, that it reasonably requires to supply the Services.

2.3 If (i) an Event is cancelled for any reason beyond the control of the parties (including without limitation because of a Force Majeure Event) and (ii) Fees have been paid by NTMEC to Contractor in advance in accordance with the Payment Schedule; and (iii) Contractor has not yet provided, or has only partially provided, the Goods, Services and/or Deliverables (as the case may be) due under this agreement, then NTMEC may elect at its discretion and by notice in writing either:

- (a) request repayment of the Fees in part or in full and the Contractor must pay the amount requested within seven days; and/or
- (b) elect to use the Fees that have been paid to the Contractor for the cancelled Event as an offset (either fully or in part) against the Fees due for a subsequent Event provided always that nothing in this clause 2.3 gives NTMEC a right to request repayment of Fees or offset Fees against amounts that are due under the Agreement where Contractor has incurred costs (and can provide evidence of such incurred costs) in the partial delivery of the Services for the cancelled Event.

2.4 Where NTMEC requests repayment by notice in writing pursuant to clause 2.3(a), the Fees shall be deemed to be a debt due and payable to NTMEC as and from the date on which payment is required

2.5 For the avoidance of doubt, and without affecting its rights under this agreement, where NTMEC elects to offset Fees paid under clause 2.3(b), NTMEC is entitled to reduce the total Fees payable for the subsequent Event by the amount of the Fees that have already been paid for the cancelled Event and Contractor forever releases and agrees not to make any claim against NTMEC in respect of the Fees that have been offset.

2.6 Nothing in this clause 2.3 affects, or is intended to affect, the operation of clause 9.5.

2.7 Each party agrees to comply with any Special Conditions as specified in Item 8 of the SOW.

3. QUALITY

3.1 The Contractor must ensure that:

- (a) the Services are performed by appropriately qualified and trained personnel;
- (b) the Services are performed with due care and skill;
- (c) the Services are fit for the purposes for which those Services are commonly procured and for any other purposes described in this agreement; and
- (d) any items the Contractor uses or supplies in conjunction with the Services are of merchantable quality, comply with any relevant Legislative Requirements and Applicable Standards.

3.2 The Contractor must ensure that:

- (a) the Goods comply with any relevant Legislative Requirements and Applicable Standards;
- (b) the Goods are of merchantable quality;

- (c) the Goods are fit for the purpose for which goods of the same kind are commonly supplied and for any other purpose described in this agreement; and

- (d) NTMEC has the benefit of any manufacturer's warranties (if any) that may be applicable to those Goods. Any warranties provided (whether by the Contractor or the relevant manufacturer) for any Goods supplied or items used in the provision of the Services will only cover the cost of replacing the warranted Goods or items and will not include any labour costs incurred in having to replace (or have replaced) any warranted items.

4. ACCESS TO VENUES

4.1 Contractor is entitled to access a Venue during access periods as notified by NTMEC. In so doing, Contractor must:

- (a) ensure Goods are safe and secure and free from defects in materials, design, workmanship and installation;
- (b) ensure Personnel are properly qualified under any applicable law (or relevant professional body) and have obtained the relevant permission from applicable authorities to supply Services;
- (c) supply all Services with due care and skill;
- (d) comply with all directions of NTMEC as to access, vehicle movements and load limits and workplace health and safety;
- (e) promptly notify NTMEC in writing after becoming aware of any material damage to a Venue or serious injury to anyone at a Venue; and
- (f) repair, or at NTMEC's election pay the cost of repair, of any damage caused to a Venue as a result of Contractor's access or supply of Services or Goods.

5. IP & CONFIDENTIALITY

5.1 Contractor:

- (a) presently assigns to NTMEC in perpetuity all existing and future Intellectual Property Rights in Deliverables; and
- (b) must not use any NTMEC or event name, logo or mark without NTMEC's prior written consent.

5.2 Each party may:

- (a) use Confidential Information of the other party solely for the purposes of this Agreement; and
- (b) disclose Confidential Information of the other party only to employees who have a need to know and have been specifically approved by the other party; as required by law or stock exchange regulation; and to professional advisors, including lawyers and accountants.

5.3 A party is not obliged to comply with this clause if the Confidential Information becomes public knowledge during this Agreement; or the other party became aware of that Confidential Information from a third person, in circumstances where there was no breach of any obligation of confidence.

6. TITLE AND RISK

6.1 Title to any parts or quantity of Goods supplied by the Contractor to NTMEC passes from the Contractor to NTMEC upon delivery of the Goods to the location specified by NTMEC to the Contractor or person delivering the Goods.

7. LIABILITY AND INDEMNITY

7.1 Contractor indemnifies NTMEC against all losses, damages, expenses and costs (on a full indemnity basis) that NTMEC may sustain or incur as a result, of:

- (a) a breach of this Agreement;
- (b) the negligence of Contractor or any employee or subcontractor of Contractor; or
- (c) the supply of Goods or Services or access to a Venue, except to the extent that that loss was caused by the negligence of NTMEC.

7.2 NTMEC's liability to Contractor under and in relation to this Agreement, whether in contract or tort (including negligence), arising during any year is limited in aggregate to the Fees paid.

7.3 Contractor must not bring any claim or proceeding against NTMEC for any damage, loss, expense or liability Contractor may suffer in relation to the Services or this Agreement except where that damage, loss, expense or liability arises directly from a willful or negligent act or omission of NTMEC. In such circumstances Contractor may only recover from NTMEC to the extent that NTMEC's willful or negligent act or omission directly caused the damage, loss, expense or liability.

7.4 Each party excludes all liability to the other party arising out of or in any way related to this Agreement for consequential or indirect losses and damages even if the first party knew they were possible or they were otherwise foreseeable, including lost profits and loss of revenue, income or production.

8. INSURANCE

8.1 Contractor must take out, maintain and (on request) provide evidence satisfactory of the following insurance:

- (a) Public and Products Liability Policy of insurance with an insurer acceptable to NTMEC covering all the activities of the Contractor, NTMEC and the participants or patrons of the Event and any photographers or camera operators engaged or permitted by the Contractor to take any photograph or film, video, sound, television or other digital or electronic recording or transmission at the Venue. The policy shall provide cover for no less than \$20,000,000 any one occurrence (or such higher amount as NTMEC requires acting reasonably), in the aggregate for products liability and unlimited in the aggregate for public liability;
- (b) all workers' compensation insurance required by law or in the case of a sole trader/independent contractor, insurance covering personal accident, injury and illness;
- (c) motor vehicle third party insurance covering legal liability against property damage caused by motor vehicles used in connection with preparations for or conducting the Event for an amount of not less than \$20,000,000 for any one occurrence and unlimited in aggregate;
- (d) compulsory third party insurance as required under any statute relating to motor vehicles used in connection with preparations for or conducting the Event; and
- (e) where the Contractor uses Unregistered Vehicles during the Event anywhere in the Venue and in the delivery of the Services (including, for the avoidance

of doubt, where the Unregistered Vehicles are conditionally registered), comprehensive insurance to cover the use by Contractor and its Personnel of the Unregistered Vehicles.

8.2 The period of insurance must cover the duration of the Event and any practices, rehearsals or set up and the vacation of the Venue after the Event.

8.3 Prior to the Contractor being provided entry to or use of the Venue the Contractor shall provide to NTMEC a certificate of currency issued by the Insurer (not a broker) which must include a business description which includes all the activities described in clause 8.1(a) above.

8.4 If the Contractor's policy does not provide cover for the activities of contractors and sub-contractors for all of the Event activities, the Contractor must supply separate evidence of insurance for each contractor, sub-contractor and/or activity which complies with the requirements of this clause 8.

8.5 Nothing in this clause 8 requires NTMEC to apply or pay for insurance on the Contractor's behalf.

8.6 The effecting of insurance cover by the Contractor does not limit the Contractor's obligations and liabilities under this agreement.

8.7 The Contractor must at all times maintain sufficient insurance with an insurer authorised to carry on a general insurance business under the *Insurance Act 1973* (Cth) to indemnify the Contractor against any loss or damage it may suffer or to which it may be exposed whether by reason of the conduct of an Event or its obligations under this agreement. The Contractor must produce evidence satisfactory of the currency and terms of this insurance on request by NTMEC.

9. TERM AND TERMINATION

9.1 This Agreement continues for the Term, unless it is terminated in accordance with this clause 9 or renewed in writing by the parties.

9.2 If an Event is cancelled during the Term, this Agreement will continue to apply to the other Events (unless the parties otherwise agree in writing).

9.3 If Contractor is in breach of this Agreement, NTMEC may, without prejudice to any right under this Agreement:

- (a) suspend payment of Fees until that breach has been fully rectified to NTMEC's satisfaction; and/or
- (b) do all things necessary or desirable in NTMEC's opinion to make good that breach to the satisfaction of NTMEC at Contractor's cost.

9.4 Either party may terminate this Agreement with immediate effect by giving written notice to the other party if that other party breaches any:

- (a) important term of this Agreement not capable of remedy; or
- (b) term of this Agreement capable of remedy and fails to remedy the breach within 30 days after receiving written notice requiring it to do so.

9.5 NTMEC may terminate this Agreement with immediate effect for an event of Force Majeure or if the Northern Territory Government directs the termination of this Agreement. If NTMEC terminates this Agreement pursuant to this clause 9.5, then the parties will meet promptly thereafter with a view to determining an amount of money that Contractor reasonably deserves to be paid by NTMEC for work done or materials supplied at NTMEC's request

under this Agreement up to and including the date of termination. If such amount is determined (and in respect thereof the parties must act reasonably), then NTMEC will pay that amount to Contractor within 14 days after such determination. Subject to the foregoing, Contractor has no entitlement to compensation and NTMEC has no liability to Contractor.

9.6 On termination of this Agreement a party must:

- (a) return all Confidential Information in material form and all property (eg equipment, software, manuals and documents) in the first party's possession or control; and
- (b) not use, disclose or sell to any person any Confidential Information of the other party.

10. GST

10.1 In this clause 10, a word or expression defined in the A New Tax System (Goods and Services Tax) Act 1999 (Cth) has the meaning given to it in that Act.

10.2 If a party makes a supply under or in connection with this deed in respect of which GST is payable, the consideration for the supply but for the application of this clause 10 (GST exclusive consideration) is increased by an amount equal to the GST exclusive consideration multiplied by the rate of GST prevailing at the time the supply is made.

10.3 If a party must reimburse or indemnify another party for a loss, cost or expense, the amount to be reimbursed or indemnified is first reduced by any input tax credit the other party is entitled to for the loss, cost or expense, and then increased in accordance with clause 10.2.

10.4 A party need not make a payment for a taxable supply made under or in connection with this agreement until it receives a tax invoice for the supply to which the payment relates.

11. GENERAL

11.1 This Agreement:

- (a) may be varied only by a document signed by both parties;
- (b) is the entire agreement between the parties as to its subject matter and supersedes any prior understanding, representation or agreement between the parties;
- (c) is not altered by any document or statement provided or made by the Contractor before, contemporaneously with, or after this Agreement unless signed by an officer or employee of NTMEC with the authority to so alter this Agreement; and
- (d) is governed by the law applicable in Darwin, Northern Territory and each party irrevocably and

unconditionally submits to the non-exclusive jurisdiction of the courts of that territory.

11.2 The parties acknowledge that where any consent or approval is granted by a party or any inspection is performed by a party under this Agreement, the giving of such consent or approval or the making of such inspection alone does not make the party liable to the other party.

11.3 NTMEC may (without Contractor's consent) assign, transfer, or otherwise dispose of any interest in this Agreement, or any of its rights under this Agreement to the Northern Territory Government, and Contractor must enter into an agreement with the assignee under which Contractor agrees with the assignee to be bound to the assignee on the terms of this Agreement as if the assignee had been named in this Agreement in place of NTMEC.

11.4 Contractor must not assign or subcontract the performance of any of its obligations under this agreement, without the prior written consent of NTMEC.

Attachment 4: Declaration of Conflict of Interest

I / We, the undersigned, do hereby DISCLOSE the following particulars in submitting this Request for Quote to Northern Territory Major Events Company – National Public Relations Services.

Name:	
Former Names (if any):	
Residential Address:	
Occupation:	
Directorships and / or other businesses owned	

Registrants Signature		Date	
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Attachment 5: Contractor Checklist

Project Details					
Event:					
Event location:					
Business Name:					
Name of responsible person:					
Contact phone number:					
Email address:					
Insurances					
Please provide a copy of the following Insurances that are relevant to your business.					
Insurance	Name of Insurer	Limit of Cover	Expiry Date	Policy No.	Copy Provided
Professional Indemnity					
Workers Compensation					
Public Liability					
Personal accident					
Event Safety Management Checklist					
Contractors are required to supply the relevant documentation at least 4 weeks prior to access to the event site. Please provide a copy of the following documents that are relevant to the works you are undertaking. Please ensure all documents are site/event specific.					Copy Provided
All relevant Safe Work Method Statements (SWMS)					
Maintenance & Service Records for all plant equipment					
Copy of current signed WHS Policy					
Copy of your WHS Plan					
List of all staff required to be on site					
Plant/equipment licences (HRWL)					
White Cards					
First Aid Officers and certificates					
Drivers Licence					
Plant risk assessments					
Hazard identification & reporting process					
Risk assessment, control & review process					
Incident / Accident reporting procedures					
Training records & certificates					
Copy of COVID Management Plan					

Safe Work Method Statements (SWMS)

- SWMS must be provided for any of the following high risk activities to be undertaken which:
- Involves a risk of a person moving falling more than 2m
- Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- Involves structural alterations or repairs that require temporary support to prevent collapse
- Is carried out in or near a confined space
- Is carried out on or near energised electrical installations or services
- Is carried out in an area at a workplace in which there is any movement of powered mobile plant

Site Requirements

- All licences will be checked on site – please ensure employees, sub-contractors and all staff are aware
- On line inductions are required to be completed prior to attending site
- All personnel working on site shall participate in the following as requested:
 - Workplace inspections
 - Hazard ID
 - Audits
 - Pre-start / Tool box meetings
 - Plant pre-starts & checks
 - Incident & Accident reporting

Attachment 6: Evaluation Criteria Response

Scope specific

How have you structured your proposal to increase participation of local or Indigenous providers?

- [Dot point response](#)

Past performance

Outline your organisation's track record of enhancing local economic and community outcomes through its delivery of similar contracts. Examples need not be from the NT.

- [Dot point response](#)

Capacity

Describe how your business proposes to use local knowledge (technical, environmental, geographical, cultural and other) to ensure successful contract delivery.

- [Dot point response](#)

Timeliness

NT Government relies heavily on the skills of local business to ensure that suppliers can respond to an urgent requirement. Explain how you will invest in capacity building and knowledge transfer to local businesses under this project to meet this need.

- [Dot point response](#)

How have you structured your proposal to maximise the proportion of the contract that is performed or delivered from the NT?

- [Dot point response](#)

Local Content

Category	Question	Registrant Response
General	What is the number of years your business has been established in the Northern Territory?	
Proportion of amount	What is the estimated proportion of your proposed lump sum amount that will remain in the Northern Territory	
Business Development	If your business is not already based in the NT, what, if any, expansion in your business will you conduct if successful in this tender? Include details such as number of new jobs created, trainees engaged, premises acquired, etc.	
Capital Investment	What is the approximate value of any capital investments that will be brought into or established in the NT to execute the contract? Will these remain post-contract delivery?	
Employment	How many FTE (full-time equivalent) staff, based in the NT, does your business employ?	Number: And As a percentage of total workforce:

Category	Question	Registrant Response
Up-skilling	How much has your business spent in the last financial year on training of NT-based employees (including apprentices)?	In dollars \$AUD: Or In time for 1 year:
Local industry participation	List all suppliers/subcontractors to be used in the delivery of the contract	name: Summary scope: approx. value: Territory Enterprise: Y/N
		name: Summary scope: approx. value: Territory Enterprise: Y/N
		name: Summary scope: approx. value: Territory Enterprise: Y/N
Aboriginal development	How many FTE (full-time equivalent) Aboriginal staff, based in the NT, does your business employ?	Number: And As a percentage of total workforce: