

# **The Administration of Norfolk Island**

## **Expression of Interest 60/16**

### **Production of 2017 Foundation Day Re-enactment Event**

#### **Invitation and Conditions**

## **EXPRESSION OF INTEREST**

### **PRODUCTION OF 2017 FOUNDATION DAY RE-ENACTMENT EVENT**

The Norfolk Island Regional Council (Council) invites Expressions of Interest (EOIs) to produce the Foundation Day re-enactment Event on Monday 6 March 2017 at Emily Bay.

**Expression of Interest Closure Date: 4.00pm (NI time) Friday 13 February 2017**

#### **Contact Officer:**

Janelle Blucher – Team Leader Heritage Management  
Phone: 23788  
Email: [janelle.blucher@nirc.gov.nf](mailto:janelle.blucher@nirc.gov.nf)

#### **1. Submission**

Expressions of Interest must be submitted before the closing time through electronic lodgement via email [regionalcouncil@nirc.gov.nf](mailto:regionalcouncil@nirc.gov.nf)

Expressions of Interest lodged by any other means, such as facsimile, will not be considered. The response must include the response form in Schedule A (attached).

#### **2. Close of Invitation**

This invitation for Expressions of Interest closes on the Expression of Interest Date Closure Date specified above. All offers received prior to this time will be placed in the tender box and publicly opened at the closure time. It is the responsibility of the submitter to ensure that arrangements are made to have the quotation electronically submitted before the closure date.

#### **3. Acceptance**

The Council shall not be bound to accept the lowest or any offer. An offer shall be deemed to have been accepted only when such acceptance has been notified to the Submitter in writing and a contract signed.

#### **4. Subject to Conditions**

Expressions of Interest are submitted subject to these conditions and the conditions and specifications of the Draft Contract Agreement.

#### **5. Special Conditions**

Any additional or alternative terms or conditions attached to the Expression of Interest as Special Conditions take precedence over the conditions or the General Conditions of Contract for the Supply of Services (as applicable).

#### **6. No Extensions to Closure Date**

The closing time for lodgement of Expressions of Interest is the Closure Date specified above. Extensions to the Closure Date will not be considered. Any Expression of Interest received after the Closure Date will be considered as late and only accepted in limited circumstances consistent with the Council's Procurement Policy.

## **7. Price Basis**

Quotes must be provided as a firm all inclusive lump sum price in Australian Dollars (not subject to rise and fall). The Contract Price will be inclusive all taxes and and government charges imposed or levied in Norfolk Island or overseas.

The Contract Price should include the cost of any packaging, marking, handling, shipping, freight and delivery, insurance and any other applicable costs and charges. Shipping and associated costs may include Waste Management Levy, Lighterage Costs, etc.

## **8. Amendments and Queries**

This Expression of Interest document may be amended upon giving Submitters timely written notice of an amendment. Any queries in respect to this Quotation should be directed to the Contact Officer. If the Council amends or clarifies any aspect of this document under this clause prior to the Closure Date then the Council will issue a formal amendment to the Expression of Interest in the same manner as the original Expression of Interest.

## **9. Clarification**

The Council, at any time during the evaluation process, may seek clarification or additional information from, and enter into discussions or negotiations with, any or all Submitters in relation to their quotation. In responding to any request for clarification or additional information, the Submitter will not be allowed to substantially tailor or amend their quotation.

## **10. Alternatives**

Offers for alternatives can be submitted where the option to do so was included in the Expression of Interest/Request for Quotation documentation or agreed in writing with the Council prior to the submission of the quotation. Alternatives should be submitted with full technical details to enable them to be evaluated.

## **12. Reference Material**

Any Council drawings, specifications, samples, information, and other reference materials included in the Expression of Interest document or made available as part of the quotation process, at all times remains the property of the Council. The reference materials can only be used for the purpose of preparing the quotation and are to be treated as in-confidence Council documents in all other respects. The reference materials shall be returned upon request of the Council.

## **13. Reporting Requirements**

Respondents acknowledge that the Council is subject to legislative and administrative accountability and transparency requirements including disclosure to the Commonwealth of Australia. Respondents acknowledge that for any awarded contract the Council may publish at a minimum the following information and these details will constitute public information upon publication:

- Value and date of any contract;
- Description of the contract in sufficient detail to identify the nature of the contract;
- Supplier name; and

- Supplier postal address.

#### **14. Alterations**

Alterations, erasures, illegibility, ambiguity or incomplete details may render the Expression of Interest invalid.

#### **15. Conflict of Interest**

Submitters should represent and declare in Schedule A whether, at the time of lodging their quotation, a conflict of interest concerning itself or a related entity exists, or might arise during the term of the contract or in relation to the quotation.

A conflict of interest may exist if:

- Submitters or any of their personnel have a relationship (whether professional, commercial or personal) with the Council's personnel involved in the evaluation of quotations; or
- Submitters have a relationship with, and obligations to, an organisation which would affect the performance of the contract or would bring disrepute to or embarrass the Council.

#### **16. Risk**

The Submitter is responsible to deliver the services to the Norfolk Island Regional Council on Norfolk Island and the services are at the risk of the Submitter until delivery is completed.

**17. Complaints**

Any complaints arising out of the Quotation process should be directed to:

Complaints Officer,  
Norfolk Island Regional Council  
New Military Barracks  
Kingston  
Norfolk Island 2899, South Pacific  
Email: [complaints@nirc.gov.nf](mailto:complaints@nirc.gov.nf)

**18. Further Information**

Requests for further information in relation to this Request for Quotation must be directed via email to the Contract Officer. The only point of contact for all matters relating to this Quotation and the Quotation process is the Contract Officer.

**19. Contract**

The Council proposes to enter into a contract with the successful Submitter substantially containing the terms of this Expression of Interest and any special and general conditions.

# SCHEDULE A

## EXPRESSION OF INTEREST 60/16

### PRODUCTION OF 2017 FOUNDATION DAY RE-ENACTMENT EVENT

#### SUBMITTERS DETAILS:

Name:.....

Business Name:.....

Business No. ABN:.....

Address:.....

.....

Postal Address:.....

Email:.....

I am submitting a quotation for part 1 of the draft contract.

I have read the draft contract and this Expression of Interest document and have no conflicts of interest.

Name of Service Provider:.....

Signature of Service Provider:.....Date:...../...../2017

Name of Witness:.....

Signature of Witness:.....Date:...../...../2017