



REQUEST FOR QUOTE

Provision of services for the Curation of the 2024 Art Prize

Closing at 4.00 pm, Wednesday 4 October 2023

Enquiries to Ms Donna Cochrane on (08) 9528 0386

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1 GENERAL CONDITIONS OF QUOTING

1.1 QUOTE DOCUMENTS

The Quote documents will be the Form of Quote, the Service Agreement, the Price Schedule and/or other Schedules (where applicable), the Information to be Supplied by the Quoter, the Scope including any Schedule thereto, the Drawings (if any) and any written statement required by any of the aforesaid documents to be submitted by the Quoter.

1.2 SUBMISSION OF QUOTES

All quote submissions must be submitted by the date and time described in clause 1.3 to the person nominated for enquiries in clause 1.4, either in hardcopy to the address below or via email to the enquiries person.

Quotes may be hand delivered to:

Make attention to the enquiries person
City of Rockingham
Customer Service Counter
Administration Offices
Civic Boulevard
Rockingham

Quotes may be posted to:

Name of Enquiries Person
City of Rockingham
PO Box 2142
ROCKINGHAM WA DC 6967

Only One (1) copy of the Quote submission is required.

1.3 TIME OF CLOSING

Closing at 4.00pm, **Wednesday 4 October 2023.**

1.4 ENQUIRIES

Name: Ms Donna Cochrane

Telephone: (08) 9528 0386

Email: donna.cochrane@rockingham.wa.gov.au

Note: The only interpretations or clarifications that will be recognised are those given to the Quoter in writing so therefore please direct enquiries to the enquiries persons email.

1.5 QUOTERS TO INFORM THEMSELVES

Quoters will be deemed to have: -

- examined the Quote Document and any other information available in writing to Quoters for the purpose of Quoting;
- examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Quote which is obtainable by the making of reasonable enquiries; and
- satisfied themselves as to the correctness and sufficiency of their Quotes including Quoted prices which will be deemed to cover the cost of complying with all the conditions of Quote and of all matters and things necessary for the due and proper performance and completion of the services described therein.

Failure by the successful Quoter to do all or any of the things required to be done under this Clause will not relieve him of his liability to perform and complete the contract in accordance with the terms and conditions thereof.

If the Quoter has any doubts as to the meaning of any portion of the Quote Documents the Quoter must, before submitting his Quote, notify the person listed above for enquiries and obtain clarification prior to delivering his Quote. The only interpretations that will be recognised are those clarifications given to the Quoter in writing by such officer.

1.6 VALIDITY PERIOD

All Quotes must remain valid for three (3) calendar months from the Time of Closing unless otherwise stated in the Conditions of Quoting.

1.7 TYPE OF CONTRACT

This is a Schedule of Rates contract.

1.8 PRICE BASIS

Unless otherwise stated in the Contract, the Contract prices must be firm and not be subject to adjustment for rise and fall in costs.

Quoters must submit a completed Price Schedule with their Quotes.

Any quantities given in the Price Schedule are for the guidance of Quoters only and are not warranted to be correct.

Quoters must amend the quantities included in the Price Schedule to which they do not agree by entering their estimate adjacent to the disputed item, and enter any additional items that may have not been listed.

The prices for items in the Price Schedule must include the cost of all materials, labour, equipment, overheads and profits.

Upon a Quote being successful, the Price Schedule submitted as part of the original Quote documents, must form part of the Contract Documents and it will be used by the Principal only to the extent that it enables assessment of progress claims for payment and calculation of variations to the Contract.

In the event of any variations ordered in writing by the Principal under this Contract, payment will be made with acceptable rates approved by the Principal.

The Lump Sum Quote Price for the Contract will be the amount entered in the total column/s of the Price Schedule.

The Quoter will be responsible for computation of the Lump Sum Quote Price and should there be any discrepancies will, if requested by the Principal, alter the Price Schedule accordingly in order to conform with the Lump Sum Quote Price.

If there is a calculation error in the prices Quoted, such that a Quoted rate multiplied by the estimated quantity does not equal the Quoted amount, then the Quoted rate will be adjusted and the Quoted amount will apply.

2 BACKGROUND

The City presented the first City of Rockingham Art Awards in 2015. Four categories were included: Open; Emerging; Indigenous; and Heritage.

In 2023, the event was renamed to Art Prize and Award categories expanded to include: Open, Emerging, Aboriginal, Local Resident, Three Dimensional (3D) and Highly Commended.

The Art Prize (Art Awards) has grown over the years to offer opportunities to artists across Western Australia including our local artists.

In previous years, the Art Awards was held across the City facilities, Gary Holland Community Centre and the Rockingham Arts Centre, both located on Kent Street, Rockingham.

This model was not ideal and provided a dis-jointed exhibition. Following upgrades of the Rockingham Arts Centre in early 2022, the City hosted the full exhibition at the Rockingham Arts Centre in 2023 between the Gallery and the co-joined multipurpose room.

Though this reduced the number of artworks exhibited than previous years, it provided a more cohesive experience for artists and visitors.

3 SERVICE AGREEMENT

The Terms and Conditions and the scope of services are contained in the document entitled "***Service Agreement – 2024 City of Rockingham Art Prize Curatorial Services***" a copy of which is Attachment "A" to this document.

4 QUOTERS RESPONSE

4.1 FORM OF QUOTE

Quote for the Provision of services for the Curation of the 2024 Art Prize.

TO: The City of Rockingham

I/We the undersigned, agree to undertake the above services at the prices set out in the Price Schedule/s and in strict accordance with the accompanying General Conditions of Quoting and Contract, Drawings, Samples, Scopes and Annexes, all of which I/We acknowledge have been read and understood.

I/We agree that unless and until a Formal Agreement is prepared and executed, this Quote and the acceptance thereof will constitute a binding contract between us.

It is understood that the City is not bound to accept the lowest or any Quote they may receive.

1. Please tick appropriate box and provide the full registered legal business name (See Clause 1.18 for required information on the Quoter's detail) depending on criteria below:

Name of Quoter *
(Please provide the full registered legal business name as required above)

2. ACN ABN.....

3. Address/Street *

4. Suburb.....State.....Postcode.....

5. Postal Address.....

6. Suburb.....State.....Postcode.....

7. Phone (.....).....Facsimile (.....).....Mobile

8. Email.....

9. Full Name of Authorised Officer

10. Title.....

11. Signature of Authorised Officer.....Date.....

12. Full Name of Witness

13. Signature of Witness.....Date.....

4.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Quoters must note the following:

- All information relevant to your answers to each criterion are to be contained within your Quote;
- Quoters are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Quoters are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Quoters are to address each issue outlined within the selection criteria.

Level of service	Weighting 35 Pts
Provide information on previous experience of the quoter and of the key personnel in completing / supplying similar requirements. Quoters must, as a minimum, address the following information in an attachment and label it “Level of Service” :	
<ul style="list-style-type: none"> a) Curator CV including your arts industry profile; b) Demonstrate relevant curatorial experience; <ul style="list-style-type: none"> (i) Provide details of previous high quality curatorial roles including any of similar size and scope; (ii) Provide two referees associated with previous curatorial role within the past two years; (iii) Current work commitment schedule; and (iv) Insurances c) Current artist and art worker networks and connections including any arts professional associations or organisations. d) Curator’s ability to: <ul style="list-style-type: none"> (i) supervise the exhibition installation and de-installation process; (ii) provide suitable personnel to perform the acceptance of artwork and the installation and de-installation services; and (iii) provide suitable candidates for the independent panellist and judging. 	
Understanding of Quote Requirements	Weighting 35 Pts
Provide information on your understanding of quote requirements. Quoters must, as a minimum, address the following information in an attachment and label it “Understanding of Quote Requirements” :	
<ul style="list-style-type: none"> a) Your vision and methodology for the curatorial programming; b) How you will address diversity, attract and engage professional, emerging, and local artists for the Categories to increase the calibre of the Art Prize; c) How you will promote the submission period and exhibition through your professional networks; and d) Any additional information for consideration for the assessors. 	
Price Considerations	Weighting 30 Pts
<ul style="list-style-type: none"> a) The price to supply the services in line with National Association for the Visual Arts (NAVA) Code of Practice fees; and b) Anticipated hours to complete the required services. 	

FORM OF QUOTE - COMPLETE AND RETURN THIS PART

4.3 PRICE SCHEDULE

* The Quote (contract) rates will be exclusive of the Good and Services Tax (GST), i.e. before any applicable GST is added. Where appropriate the GST will be charged in addition to the Quote (contract) rates.

The rates will be inclusive of all that is necessary for the execution of the services in accordance with the Contract.

4.3.1 Anticipated Hours Schedule

Activity	Anticipated Hours
Curatorial requirements (meetings, administration, artist liaison, report, etc.)	
Marketing and Public Relations (media releases, catalogue)	
Independent panellists requirements (meetings, Selection Panel, Awards Presentation)	
Judges requirements (meetings, Judging, Awards Presentation, Judge's comments at Awards Presentation, tour)	
Installation/de-installation team and tasks	
Costs associated with Information Session	
Exhibition Tours	
VIP Tour (if applicable)	
Contingency	
Other (Please specify)	
CONTRACT LUMP SUM TOTAL	\$

FORM OF QUOTE - COMPLETE AND RETURN THIS PART

Schedule of NAVA rates for services

1. Quoters must list below the hourly rates, Excluding GST, payable for various occupational groups which may be employed on site.
2. The rates must include all allowances including overheads and profit and attendance.

Please insert your classification and associated National Association for the Visual Arts (NAVA) Rates for independent curators

Occupation	Exhibition Type / Experience	Curation of the Art Prize Rate Per Hour \$ (ex GST)
Example: Curatorial Fees	(Standard rate/Average profile exhibition/long term contract)	\$72.20
Curatorial Fees		
Independent Panellists		
Installation staff		
Judges Fee		
Other		
Travel	Rate per Kilometre or Trip (One Way / Return)	Price per Km or trip
Travel Expenses		
Other Costs	Provide description of how the price will be charge (i.e. per unit, per km)	Price
Other (please list)		