

Request to Tender - 2019 Logan Business Distinction Awards

This document outlines the tender requirements for floral suppliers, beverages, decorations, printing, videographer and trophies.

The 2019 Logan Business Distinction Awards will be held on 28 June 2019 at the Logan Entertainment Centre. Further details are set out in the attached Sponsorship Proposal.

1 Florist

- 1.1 Provision of arrangements for 17-20 industry awards and 4 major awards.
- 1.2 Pictures of indicative arrangements required.
- 1.3 Potential for table centres of 45 to 50 tables – please quote as a separate optional item.

2 Beverages

- 2.1 Supply of alcoholic or non-alcoholic beverages to between 400-450 people.
- 2.2 Please note that due to substantial and ongoing support of an incumbent local craft beer supplier and winemaker, only non-exclusive supply tenders in these two categories will be considered.

3 Decorations

- 3.1 Decoration of Logan Entertainment Centre on the evening of 28 June 2019.
- 3.2 Tenders should include representations or graphics of proposed decoration suitable for a black-tie event. Tenders with alternative proposed themes will be favourably considered.
- 3.3 Include decoration of stage, table centrepieces, chair covers, red carpet (please itemise costs for each of these).
- 3.4 Decorator will have access to the room from 12 noon and expected to have completed decorations by 5:00pm.
- 3.5 Same night 'bump out' after the event ends at 12 midnight is preferred.

4 Printing

- 4.1 Printing of 2,000 promotional event cards (approx. A6 size).
- 4.2 Printing of 200+ certificates from excel, database or similar file provided to you by 1 June 2018 (with incidental follow-up and replacement certificates as may be required).
- 4.3 Printing of 450-500 menus – approximately A4 size surface area folded, single sheet colour print, gloss or matt finish.

- 4.4 Printing of formal invitations (single card) – Approximately 50,
- 4.5 Printing of 'Entry Logo Wall' in the following or similar design (tender should indicate whether stand is included). 6m wide in replaceable fabric.



5 Videographer

- 5.1 Production of 'Academy Awards' style graphics from provided pictures and information displaying finalists and winner of awards. Videographer will be required to source voiceover introducing and announcing the awards and introducing nominees. These should run no more than 1-1.5 minutes each.

Taking of still shots to include –

- (a) Sample of red-carpet arrivals;
 - (b) Each award winner with presenter in the course of the program;
 - (c) Table photos; and
 - (d) Candid and representative photos of the evening.
- 5.2 Video clips of the evening and production of 2-3 minute video highlighting the event of promotional quality suitable for sharing on youtube and social media.
 - 5.3 Unmanned photobooth with props for the duration of the event.
 - 5.4 Final and raw product to be the property of the Chambers of Commerce.
 - 5.5 Tender should specify any self-promotion including watermarks, signage or credits expected on the evening or in the product. Only tasteful recognition will be considered.

6 Trophies

- 6.1 16-20 industry award trophies (subject to splitting of the awards by the judges).
- 6.2 6 Major Award trophies.
- 6.3 Indicative trophies pictures in attachment.
- 6.4 Should provide sample of the trophies of style and type proposed to supply for the event.
- 6.5 Must be supplied by 20 June 2019 – details advised by 1 June 2019.

7 Scope of tender (graphics)

- 7.1 Prompt supply of production of graphics and designed documents to a professional and contemporary standard as required for the event including:
- (a) Design of email footers for award nominees, finalists and winners;
 - (b) Design of 'Entrance Logo Wall' (2980mm to 2250mm);
 - (c) Design of formal invitations;
 - (d) Design of menu;
 - (e) Certificates for Nominees and Winners (On finalisation, one final, print ready proof in editable format only required);
 - (f) Assistance with 'Save the date' and other minor incidental documents and promotional items.
- 7.2 The scope includes all changes and variations required to the above and any incidental design work relevant to the event on request and the production of all the above in print-ready formats.

8 Terms

- 8.1 Tenders should specify:
- (a) Type of supplier and category tendered;
 - (b) Proposed itemised supply items;
 - (c) Location of the business, nomination of primary contact person and contact details including mobile telephone;
 - (d) Total proposed price including:
 - (i) Any amount proposed to be paid 'in kind' by recognition at the event, by sponsorship of an industry award or membership in any one of the Logan Chamber of Commerce, Logan Country Chamber of Commerce and Beenleigh Yatala Chamber of Commerce; and
 - (ii) Any amount required 'in advance' of the supply.
- 8.2 This tender is open to submissions received by email to admin@logancountrychamber.com.au by 5pm 28 February 2019.
- 8.3 Tenders will be considered and accepted at the complete discretion of a working committee comprising members of each of the three Logan Chambers of Commerce (**Committee**).
- 8.4 The Committee reserves the right to accept any or none of the tenders at its complete discretion and will likely, but is not required to, preference local suppliers, current or future members of a Logan Chamber of Commerce and supplier that offer payment in kind. In particular, the Committee is not obligated to accept the lowest tender.
- 8.5 Successful tenders will be notified by 15 March 2019.