



**REQUEST FOR EXPRESSIONS OF INTEREST for:**

**THE PROVISION OF AMUSEMENTS,  
ENTERTAINMENT, TAKEAWAY  
FOOD, BEVERAGES AND GENERAL  
MERCHANDISE AT THE 2019  
OYSTERFEST IN CEDUNA SOUTH  
AUSTRALIA**

***Information and Guidelines***



**DISTRICT COUNCIL OF CEDUNA**

<b>TABLE OF CONTENTS</b>	<b>Page No</b>
<b>SECTION A – BACKGROUND AND GENERAL INFORMATION</b>	<b>1</b>
1. INVITATION FOR EXPRESSIONS OF INTEREST	1
2. BACKGROUND	1
3. AREAS OF INTEREST	1
<b>SECTION B - CONDITIONS FOR EXPRESSION OF INTEREST PROCESS</b>	<b>2</b>
4. LODGEMENT OF EXPRESSIONS OF INTEREST	2
4.1 Lodgement of Expressions of Interest	2
4.2 Late Expressions of Interest	2
4.3 Expression of Interest Validity Period	2
5. COMMUNICATIONS BETWEEN PARTIES	2
5.1 Enquiries or requests for information clarification	2
5.2 Solicitation of Council Employees	2
6. EXPRESSIONS OF INTEREST PREPARATION	3
6.1 Registrants to be informed	3
6.2 Evidence of Registration or Licensing	3
6.3 Conflict of Interest	3
6.4 Use of Subcontractors	3
7. CONTENT OF EXPRESSIONS OF INTEREST	3
7.1 Additional Information or Documents	3
7.2 Quote / Costing's	3
8. EXPRESSION OF INTEREST VALUATION	4
8.1 Criteria	4
9. ACCEPTANCE OF EXPRESSION OF INTEREST	4
10. UNSUCCESSFUL EXPRESSIONS OF INTEREST	4
<b>SECTION C – PROJECT BRIEF</b>	<b>5</b>

## SECTION A – BACKGROUND AND GENERAL INFORMATION

### 1. INVITATION FOR EXPRESSIONS OF INTEREST

DISTRICT COUNCIL OF CEDUNA (**Council**) invites Expressions of Interest from Registrants for the provision of supplying amusement, entertainment and providers of takeaway food, beverages and general merchandise at the 2019 Oysterfest in Ceduna South Australia (**Services**).

### 2. BACKGROUND

Ceduna is located on the Far West Coast of South Australia and is 780km by road from Adelaide, on the main tourist route to Western Australia. It is a major centre to a large and diverse business and industry sector, especially tourism, aquaculture and mining.

Ceduna is also the gateway to the Great Australian Bight and Nullarbor Plain and receives approximately 240,000 visitors per year, comprised mainly of inter and intrastate visitors.

The District Council of Ceduna hosts the annual Oysterfest which is held every Labour Day long weekend in October.

The Ceduna Oysterfest celebrates and showcases premium local oysters and seafood, regional wines and the clean crystal waters of the far west coast of South Australia. Since its commencement in 1991 the Oysterfest has become a long standing tradition on the Eyre Peninsula and is the largest Oyster festival in Australia. The Festival is an opportunity for local people to celebrate and showcase their unique region and aquaculture industry.

Now in its 27th year, the annual Oysterfest is also an innovative and outstanding tourism experience that attracts from 6,000 to 8,000 visitors over the festivals 2-day period.

### 3. AREAS OF INTEREST

Council is seeking expressions of interest for the 2019 Oysterfest from groups, individuals or organisations who would like to be part of this event, specifically in the areas of:

- Amusement / sideshow rides and stalls,
- Food & Drink - Takeaway/Retail/Stalls
- Activities & Demonstrations
- Entertainment Services & Providers
- Merchandise/Retailers

**Dates for 2019 Oysterfest: Saturday 5<sup>th</sup> October & Sunday 6<sup>th</sup> October 2019**

Enquires can be made via email: [council@ceduna.sa.gov.au](mailto:council@ceduna.sa.gov.au) or Phone Councils Tourism and Events Officer on (08) 8625 3407 during business hours.

## SECTION B – CONDITIONS FOR EXPRESSION OF INTEREST PROCESS

### 4. LODGEMENT OF EXPRESSIONS OF INTEREST

This 'Expressions of Interest' Information and Application Form can be downloaded from Councils website at [www.council@ceduna.sa.gov.au](http://www.council@ceduna.sa.gov.au)

OR may be requested by contacting Council during business hours on **Telephone: (08) 86253407**

OR may be requested via email at [council@ceduna.sa.gov.au](mailto:council@ceduna.sa.gov.au) for an electronic PDF File

#### 4.1 Lodgement of Expressions of Interest

Expressions of Interest must be received at Council Offices by **Thursday January 31<sup>st</sup> 2019**

4.1.1 Applications must be enclosed in an envelope and be addressed as follows:

Expression of Interest for **2019 Oysterfest**  
DISTRICT COUNCIL OF CEDUNA  
PO Box 175  
Ceduna SA 5690

OR may be emailed to [council@ceduna.sa.gov.au](mailto:council@ceduna.sa.gov.au) as a PDF file, using 'Oysterfest 2019 EOI' in the subject field

4.1.2 Facsimile transmissions of Expressions of Interest will not be accepted.

#### 4.2 Late Expressions of Interest

Expressions of Interest received after the Closing Date may not be considered or accepted.

#### 4.3 Expression of Interest validity period

4.3.1 All Expressions of Interest will remain valid for a period of not less than three months after the Closing Date.

4.3.2 Once submitted, a Registrant cannot withdraw its Expression of Interest without the prior consent of the Council, unless the Expression of Interest is withdrawn in writing before the Closing Date.

### 5. COMMUNICATION BETWEEN PARTIES

#### 5.1 Enquiries or requests for information or clarification

Any enquires or requests for information or clarification regarding Expressions of Interest, must be addressed to the Nominated Contact Person.

The Nominated contact person is: Tourism & Events Officer  
[council@ceduna.sa.gov.au](mailto:council@ceduna.sa.gov.au)  
Telephone: (08) 86253407

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## 5.2 **Registrant not to solicit the Council and its employees**

The Registrant and its representatives must not interfere or attempt to interview or to discuss its Expression of Interest with Councillors or employees of the Council, other than the Nominated Contact Person. The Council reserves the right to reject any Expression of Interest submitted by a Registrant which contravenes this clause.

## 6. **EXPRESSION OF INTEREST PREPARATION**

### 6.1 **Registrants to be informed**

Each Registrant must, prior to submitting its Expression of Interest, become acquainted with the nature and extent of the Services to be undertaken, and make all necessary examinations, investigations, inspections and deductions.

### 6.2 **Evidence of registration or licensing**

Each Registrant must (if applicable) be licensed or registered to perform the Services.

### 6.3 **Conflict of interest**

Registrants must inform Council of any circumstances or relationships which will constitute a conflict or potential conflict of interest if the Registrant is successful. If any conflict or potential conflict exists, the Registrant must advise how it proposes to address this.

### 6.4 **Use of subcontractors**

Where a Registrant proposes to use resources from organisations other than the Registrant itself, substantial information relating to the contractual arrangements for such resources must be detailed in the Expression of Interest, together with information on the relevant experience of such other organisation.

## 7. **CONTENT OF EXPRESSIONS OF INTEREST**

7.1 Registrants can also supply any other additional information or documents. The Council may have reference to such additional information or documents in evaluating the Expressions of Interest, but the additional information or documents may not form part of the Contract for Services.

7.2 Any prices quoted by Registrants in their Expression of Interest are:

7.2.1.1 to be in Australian dollars;

7.2.1.2 to be exclusive GST; and

7.2.1.3 (If subject to rise and fall), to provide full details of how the rise and fall applies and the method of determining the price.

## 8. **EXPRESSION OF INTEREST EVALUATION**

### 8.1 **Criteria**

In assessing Expressions of Interest, the Council will have regard to, but not necessarily be limited to, the following criteria (not listed in any order of priority):

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- 8.1.1 insurance;
  - 8.1.2 compliance with Workplace Health and Safety;
  - 8.1.3 customer service experience and capacity;
  - 8.1.4 the Expression of Interested prices, including the proposed pricing structure;
  - 8.1.5 environmental management systems (if applicable);
  - 8.1.6 degree of compliance with the requirements set out in this document
  - 8.1.7 such other matters that Council considers relevant, including:
    - 8.1.7.1 details of current and previous relevant experience in the provision of the Services;
    - 8.1.7.2 the type of service being provided ensuring the event has a balance;
    - 8.1.7.3 referees' responses;
    - 8.1.7.4 innovative strategies;

## 9. ACCEPTANCE OF EXPRESSION OF INTEREST

- 9.1 The Council reserves the right to negotiate different terms and conditions for the Contract for Services with any one or more Registrants (each a **Preferred Registrant**).
- 9.2 Council and the Preferred Registrant may (if required) enter into negotiations for the award and execution of a Contract for Services. No obligations will exist between the Council and the Preferred Registrant until the parties have executed a Contract for Services.
- 9.3 If, despite their best endeavours and acting in good faith, the Council and the Preferred Registrant are unable to negotiate and agree on the terms of the Contract for Services, the Council reserves the right to negotiate with any other parties, including other Registrants, for the provision of the Services.
- 9.4 Registrants acknowledge and agree that all intellectual property created by the successful Registrant arising out of the provision of the Services belongs to the Council, and the successful Registrant will do all reasonable things necessary to assist the Council in the protection and transfer of ownership of the intellectual property resulting from the provision of the Services.

## 10. UNSUCCESSFUL EXPRESSIONS OF INTEREST

- 10.1 Unsuccessful Registrants will be notified in writing of their unsuccessful expression of interest and all notifications will be sent via email or mail from Council by Friday 1<sup>st</sup> March 2019.

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**SECTION C – PROJECT BRIEF**

The Oysterfest is an annual event held on the Saturday and Sunday of each October Long Weekend on the town foreshore lawns, overlooking the pristine Murat Bay in Ceduna. This is a free community event designed to showcase the importance of our local Oyster industry and give an opportunity for other business or individuals to showcase their wares.

The event is a mixture of education, entertainment, and festivity with fine food - the main theme being Oysters.

For specific providers i.e. merchandise or takeaway food etc, the event organisers can provide (for a fee) a designated area for individuals to either set up with their own infrastructure or limited space is available in marquees.

Security patrols are on site 24 hours a day for the duration of the event, including set up and pack up times.

Council is seeking expressions of interest from groups, individuals or businesses that are willing to provide services or activities at the 2019 Oysterfest, these activities may involve:

- Entertainment
  - Music, dance, magic acts etc.
- Amusements
  - Rides, side shows, Action or adventure (e.g. rock climbing) etc.
- Food
  - Takeaway – hot or cold, Beverages – soft drinks, café coffee, specialised produce, etc.
- Kids Activities
  - Face painting, Stilt Walkers, Clowns, general entertainment for large gatherings etc.
- Demonstrations
  - Cooking, Craft, Hobbies, Outdoor activities, Kite flying, Vehicle simulators, specialised equipment etc.
- Merchandise
  - No particular restrictions, however variety of merchandise is a primary objective
- Other - something new or not listed here, organisers are open to all suggestions.