

REQUEST FOR QUOTATION (RFQ)

Graphic Design Services
to design and format the PRCG Research Paper on the
Aboriginal History and Culture of the Parramatta River Catchment
as part of the
Designing with Country for the Parramatta River Catchment Project

CITY OF CANADA BAY
on behalf of the
PARRAMATTA RIVER CATCHMENT GROUP (PRCG)

16 June 2022

Project Name:	Design of the PRCG Research Paper on the Aboriginal History and Culture of the Parramatta River Catchment
Issued by:	City of Canada Bay ABN 79 130 029 350
Issue Date:	Thursday, 16 June 2022
Closing Date and Time:	4:00pm on Friday, 1 July 2022 (Sydney Time)
Contact Officer:	nadia.young@canadabay.nsw.gov.au
Contract Term:	Project-based
Method of Lodgement:	Selected consultancies

IMPORTANT

This RFQ and any other information provided to a Proponent in connection with this RFQ is confidential and is made available to the recipient solely for the purpose of developing a proposal in response to this RFQ. If you do not intend to respond to this RFQ or do not agree to keep this RFQ and information relating to it confidential in accordance with its terms, please immediately notify the Contact and destroy or return all copies of this document and all related information which are in your possession or control. The Response must be completed in the format specified and submitted by the closing date.

No late submissions will be accepted.

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1. CONTEXT

1.1 Purpose and Outline of Brief

The City of Canada Bay Council (CCB) is seeking quotations from suitably qualified or experienced Aboriginal and Torres Strait Islander design consultancies for the provision of graphic design services to design and format the PRCG Research Paper on the *Aboriginal History and Culture of the Parramatta River Catchment* as part of the *Designing with Country for the Parramatta River Catchment* project.

1.2 Project Background

The PRCG was successful in obtaining a grant under the Metropolitan Greenspace Program in early 2021 to deliver the [Designing with Country for the Parramatta River Catchment project](#).

The purpose of the project is to develop a design framework that will assist councils with creating cultural public works that offer the community more meaningful ways to connect with and help heal Country.

The catchment-wide design framework will specify standards around the use of language, art, landscaping and other elements. It will also identify and recommend locations for future interpretive design projects.

To support the project, a Research Paper has been written on the historical and cultural significance of the Parramatta River, its tributaries and surrounding land.

The paper is also intended to be used as a standalone educational resource for local councils, libraries and schools, to enable the community to develop a greater understanding of, and respect for, the history and culture of the Aboriginal peoples of the Parramatta River catchment.

The PRCG sees this project as important for establishing more meaningful communication and collaboration between PRCG partners and Aboriginal and Torres Strait Islander organisations and communities.

1.3 Parramatta River Catchment Group

The PRCG is an alliance of local councils, NSW government agencies, businesses, environmental and community groups and individuals, working together voluntarily and cooperatively to improve the health of the Parramatta River. This collaborative approach is essential for the sustainable management of the river and its catchment. The PRCG is currently hosted by the City of Canada Bay.

1.4 Parramatta River Masterplan

In October 2018, the PRCG released [DUBA, BUDU, BARRA: Ten Steps to a Living River – the Parramatta River Masterplan](#). The Masterplan details the steps required to make the Parramatta River swimmable again by 2025. The use of the title DUBA (Land), BUDU (Water), BARRA (Sky) reflects the holistic approach of the Masterplan and recognises the traditional custodians of the Parramatta River and their important cultural ties to Country.

Step 10 of the Masterplan identifies the need to engage with Aboriginal leaders across the catchment to support the implementation of Aboriginal values and preservation of cultural heritage and development, respecting traditional knowledge of biodiversity and river management, and ensuring their direct involvement in the planning, design and delivery of actions within the Masterplan.

2. SCOPE OF WORKS

The design consultant is required to design and format the PRCG Research Paper on the *Aboriginal Culture and History of the Parramatta River Catchment*, and commission an illustration and/or design for the front cover that:

- a) Embodies the Aboriginal culture and heritage of the Parramatta River catchment.
- b) Reflects the current branding and visual identity of the PRCG.

2.1 Required tasks and deliverables

1. Create two (2) proposed design templates for internal layouts and allow for one (1) round of comments by the PRCG.
2. Create two (2) concepts for the cover artwork/design and provide recent examples of past work by the artist/designer. Allow for one (1) round of comments by the PRCG.
3. Using the design template chosen by the PRCG, format the layout for the A4 document (approximately 70-80 pages in length), incorporating photos, illustrations and other images provided by the PRCG.
4. Integrate two (2) rounds of corrections, following review and proofreading by the PRCG.
5. Provide a finalised, original design source file and print-ready PDF to the PRCG.

For examples of similar documents, please view the following links:

- Cooks River Alliance – [Aboriginal History along the Cooks River](#)
- Eurobodalla Shire Council – [Invisible Places: Historical Aboriginal Reserves in the Eurobodalla Shire, NSW](#)

2.2 Out of Scope (responsibilities retained by the PRCG)

The PRCG will retain responsibility for the following aspects of the project:

1. Written content of the Aboriginal research paper.
2. Printing of the document.

3. Administrative Information and Requirements

3.1 Eligible Aboriginal & Torres Strait Islander businesses

Proponents must be able to demonstrate that their business is 50% or more Aboriginal and/or Torres Strait Islander owned.

3.2 Response to Brief

In their response to Council, proponents should provide a written quotation that specifies:

- The total fee for completing this project and budget allocation for each element identified in the above scope of works.
- Their methodology for completing this work.
- Their expertise in delivering similar projects.
- Key staff who will be working on the project (including qualifications and experience).
- Their ability to deliver the project within the specified timeframe.

Item 3.2 described above will form the basis for evaluation of proponent's submissions.

3.3 Proposed Project Timeframe

The consultant is required to deliver the scope of work as per the following timeframe:

Activity	Date
Request for Quotation (RFQ) issued	16.6.22
Requests for clarification about RFQ submitted to PRCG for response	28.6.22
Closing date for RFQ	1.7.22
PRCG to review RFQs and notify successful consultant	8.7.22
Initial meeting between PRCG and consultant	11-12.7.22
Consultant to submit two (2) design templates for internal layouts and two (2) concepts for cover artwork/design	22.7.22
PRCG to select preferred design template and cover design concept	26.7.22
PRCG to provide approved text and images for layout	26.7.22
Consultant to provide first draft of formatted document for review	11.8.22
PRCG to provide feedback on first draft of formatted document	15.8.22
Consultant to make changes and submit second draft	23.8.22
PRCG to proofread document and provide final changes	26.8.22
Consultant to provide finalised, original design source file and print-ready PDF to the PRCG	2.9.22

3.4 Terms of Engagement

The consultant will be engaged by the City of Canada Bay on behalf of the Parramatta River Catchment Group. Please refer to the Canada Bay Consultancy Agreement attached.

A lump sum contract will be entered into for the purposes of this project. Payment will be made on an incremental basis, agreed between the project manager and the successful proponent upon appointment. Claims for payment from the consultant must be in a form acceptable to the Australian Taxation Office as a recognised Tax Invoice for the purposes of GST.

No claim for additional fees shall be recognised without the prior authority of Council, which shall be issued in writing.

The City of Canada Bay will not make any payments where it is considered that the consultant's performance is unsatisfactory in terms of the brief described herein.

The consultancy may be terminated by the City of Canada Bay under the direction of the General Manager, if the consultant:

- a) fails to complete the study tasks specified in this brief within the agreed time schedule (subject to reasonable delays due to Aboriginal consultation issues, subject to approval from Council); or
- b) does not complete the project to an acceptable standard in the opinion of the General Manager.

If the consultancy is terminated, payment of fees to the consultant will be made for work undertaken up to the date and time of notification of the termination.

3.5 Variations

Where the agreed scope of works is varied during the course of the consultancy, the consultants shall receive written instructions from the Project Manager prior to undertaking such variation.

3.6 Copyright and Intellectual Property

Copyright ownership of all work arising out of or in respect to the project shall be vested in the PRCG from the date of engagement.

3.7 Confidentiality

All work carried out in respect of this study will remain confidential unless or until released for public exhibition by the PRCG. The PRCG will arrange any public exhibition requirements.

3.8 Conflict of Interest

The consultancy agreement will specify an undertaking that no actual or potential conflict of interest for the consultant exists or is likely to arise from the preparation of this study. Confirmation of this aspect should be stated in the consultant's submission.

Should an event or occurrence happen which raised conflict of interest; the consultant is required to advise the Project Manager as soon as practicable.

3.9 Code of Conduct

The City of Canada Bay Council has adopted a 'Code of Conduct' policy with the aim of ensuring that its functions are undertaken efficiently, impartially and with integrity.

Breaches of the policy may constitute grounds for termination of any subsequent contracts entered into with the respondents. All employees and/or contractors associated with the respondent shall apply the 'Code of Conduct' policy in all business practices and dealings with Council and its employees.

3.10 Statement of Business Ethics

The City of Canada Bay Council is committed to conducting business professionally at all times and to the highest ethical standards so that the community has confidence and trust in Council's business dealings, services provided and action. In this regard, Council's business partners are required to comply with Council's Statement of Business Ethics.

3.11 Insurances

The consultant will be required to provide documented evidence to the City of Canada Bay Council of adequate professional indemnity insurance of \$10 million and public liability cover of \$20 million.

The consultant's employees shall be covered by Workers' Compensation as required by the relevant Statute.

3.12 Submission Deadline

Proposals must be received by **4pm, Friday, 1 July 2022 (Sydney Time)**.

Quotations should include the subject description: REQUEST FOR QUOTATION – GRAPHIC DESIGN SERVICES FOR PRCG RESEARCH PAPER and returnable schedules (below).

Late proposals will not be considered.

3.13 Project Management

Project contact: Nadia Young, PRCG Communications Officer

Phone: 0415 231 339

Email: nadia.young@canadabay.nsw.gov.au

For questions and clarifications please contact the above.

4. Returnable Schedules

Instructions: Please fill in the responses in the space provided below. Any pricing should exclude GST. *Tenderers should **succinctly describe** details of systems and procedures that will supply the Goods and/or Services. Please fill out the information in the space below.*

A. Contact Details:

Company Details	
Company Name	
ABN	
Business Address	
Suburb	
State	
Post Code	
Office Phone	
Office Fax	
Email Address	
Respondents Contact Details	
Name	
Mobile Phone	
Office Phone	
Email Address	

B. Pricing

Tenderers should outline their product offering and pricing below. Please include all associated costs. Pricing should be itemised.

	Pricing should exclude GST

C. Capability Statement

Please supply a capability statement which outlines information about your organisation. *(Note: This is your opportunity to provide a summary of your business 2-4 pages the nature of your business, your offering in the marketplace, what it is that is superior about your product and/or services, the contribution of the performance of your business in the market, and the level of service you offer to customers).*

In addition, please include a case study of similar projects undertaken.

D. Experience & Referees

Provide details of at least two (2) client referees for which relevant services were provided in the last five (5) years.

Name of Referee	
Address	
Contact Person	
Phone Number	
Details of Service provided	

Name of Referee	
Address	
Contact Person	
Phone Number	
Details of Service provided	

E. Insurances: Are you registered with BNG CONSERVE YES/NO

PROVIDE DETAILS OF INSURANCE (INCLUDING VERIFICATION BY WAY OF CERTIFICATE OF CURRENCY OR OTHER EVIDENCE).

PROFESSIONAL INDEMNITY INSURANCE

Insurer	
Sum Insured	
Date of Expiry	
NOTE	If you do not have existing Professional Indemnity insurance please indicate your ability to obtain such insurance in the event of your quote being accepted.

PUBLIC LIABILITY INSURANCE

Insurer	
Sum Insured	
Date of Expiry	

WORKERS COMPENSATION INSURANCE / PERSONAL ACCIDENT INSURANCE

Insurer	
Sum Insured	
Date of Expiry	

F. Implementation/Delivery Plan:

Provide details of your proposed plan including any requirements of Council with key milestone dates for completion of the project.