

# Destination North Coast

## Request for Expressions of Interest

### Request:

Provide a proposal for the provision of an office and related support infrastructure to our Destination Network.

### Background on Destination Network:

We are the Destination Network for the North Coast region.

Our role is to advance the interests of the growing tourism market in Regional NSW.

### Timeline:

<b>Deadline for receipt of proposals</b>	Please provide your response by 17 March 2017 Late proposals will not be accepted unless the reason for lateness is justified.
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### Selection criteria:

- Conformity to Specifications
- Value for money
- Quality of proposed services

### What the Destination Network requires now:

Please provide a proposal which addresses the items in Annexure A.

Attention should also be directed towards the selection criteria.

### Contact and Lodgement Details:

For any clarifications and to lodge your proposal, please email it to:

- [info@destinationnorthcoastnsw.com](mailto:info@destinationnorthcoastnsw.com) by 5.00pm, Friday 17 March 2017

PLEASE PROVIDE ALL NECESSARY AND AVAILABLE DETAILS FOR THE SERVICES REQUIRED.

ANNEXURE A	
SERVICES REQUIRED	SPECIFICATIONS RESPONSE
Office Space	<ul style="list-style-type: none"> <li>• State the location.</li> <li>• <b>Area</b> – state the size of the area and its location ground floor/1<sup>st</sup> floor etc.</li> <li>• <b>Cost</b> – please indicate the cost of the premises, if any.</li> <li>• <b>Tenure</b> – please state the period and any option period these premises will be provided for.</li> </ul>
Provision of office infrastructure	<ul style="list-style-type: none"> <li>• <b>Telephones</b> – please advise what access to a telephone system is available.</li> <li>• <b>Computer network</b> – please specify if there will be access to a computer network with email, Word, Excel and PowerPoint and the number of work stations.</li> </ul>
Provision of office services	<ul style="list-style-type: none"> <li>• <b>Reception</b> – please specify if a reception area and receptionist is to be provided.</li> <li>• <b>Admin support</b> – Please specify what admin support is available such as:               <ul style="list-style-type: none"> <li>○ Photocopying</li> <li>○ Scanning</li> <li>○ Filing cabinets</li> <li>○ Desks &amp; chairs</li> <li>○ Admin staff.</li> </ul> </li> </ul>
Vehicles	<ul style="list-style-type: none"> <li>• <b>Dedicated vehicle</b> – please specify if a vehicle will be made available and/or whether there are any carpooling options offered.</li> </ul>
Location	<ul style="list-style-type: none"> <li>• Availability of fly-in, fly-out air services.</li> <li>• Availability of major road or rail transport network.</li> <li>• Access to quality conference and event infrastructure.</li> <li>• Population of town or city for HQ proposed.</li> <li>• Specify any other desirable attributes of the location.</li> </ul>