

Destination Sydney Surrounds North

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 Sydney Surrounds North region.

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

Timeline:

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