

Flinders University

Event Staging and AV ordering process

April 2019

1. Overview

During 2018 the University identified a need to implement contracts with event staging and audio visual (AV) providers. Procurement, in conjunction with OCME and IDS, performed a public Request for Tender (RFT) process. An evaluation process was performed on the submissions and a recommendation prepared for the Strategic Procurement Committee (SPC), which was subsequently approved. The result of this evaluation led to the implementation of contracts with four existing University suppliers of event staging and AV services.

What does this mean for you?

As contracts have been implemented with the suppliers you can approach the suppliers for quotations, can place an order by completing a Service Order Form and by raising a University Purchase Order without requiring a separate contract for each event.

For details on how to do this please continue to read the following sections.

It is important to note that others suppliers for these services should no longer be used. If you believe you need to find an alternative supplier to those listed below then you should contact the Audio Visual Team within IDS, in the first instance, who will provide guidance on your requirements.

If it is ascertained an alternative supplier is required then please liaise with the Procurement team. Should an alternative supplier be required a justification in the form of an Acquisition Plan will be required.

2. Contracted Suppliers

The following four suppliers have been selected to provide the services;

- Encore Event Technologies Pty Ltd
- AJ Sound (Relyag Pty Ltd)
- Novatech Creative Event Technology Pty Ltd
- Scene Change Adelaide Pty Ltd

Further supplier details are provided later in this ordering process.

3. Process

The following is a step by step process which aligns to the contractual arrangements with the supplier.

1) Supplier engagement

Although standard pricing for certain equipment and services has been agreed and is contained within the contract both the University and the supplier accepts that each event is unique therefore it is important to discuss your unique requirements directly with the supplier.

2) Quotation

The supplier will provide you with a formal quotation for your individual event requirements. If the quote is deemed acceptable then proceed to the next step, if not then please go back to the supplier. If you have any concerns over the pricing then please liaise with Procurement who can review the quote in accordance with the contractual pricing.

3) Placing an order

To place an order you will need to raise a Purchase Order (PO). Once you are in receipt of an approved PO then you can complete the Services Order form (refer to section 6).

Once completed the Service Order form should be passed to the Contract Administrator within your College/Portfolio to obtain signature, from a person duly authorised to sign contracts.

The Service Order form and the PO will both need to be issued to the supplier prior to your event taking place.

Please note that as per the Procurement process you are still required to obtain the correct number of quotations based on the level of spend. For further information please refer to the Procurement Policy (Section 2.2 Selecting a supplier) on the intranet.

https://www.flinders.edu.au/finance/procurement/procurement_home.cfm

4. Supplier details

Supplier name	Contact Person	Office phone	Mobile phone	Email address
Encore	Daniel Armstrong	08 8159 9112	0408 180 199	daniel.armstrong@encore-anzpac.com
Novatech	Ashley Gabriel	08 8352 0331	0412 651 802	agabriel@ncet.co
Scene Change	Nick Waterman	08 8371 0596	0415 734 910	adelaide@scenechange.com.au
A J Sound	Andy Gaylor or Josh Greiger	08 8221 5551	0412 811 452	andy@ajsound.com.au

5. Assistance

If you have any technical questions regarding staging and AV please contact the University's AV team within IDS.

If you have any questions regarding the procurement aspects of this form then please email procurement@flinders.edu.au.

6. Service Order forms

The Service Order forms are contained within the following pages. Please ensure you use the correct form for each supplier as the forms may vary.

NOVATECH

SERVICES ORDER

This Services Order is issued in accordance with the Master Panel Agreement (including the Schedules attached to it and forming part of it) between Flinders University ("**the University**"), and the Contractor named below dated 1st January 2019 ("**the Agreement**").

Pursuant to clause 6.1 of the Agreement, the Parties agree that the Contractor shall perform the Services detailed in this Services Order in accordance with the terms and conditions of this Services Order, and the Services Contract Terms and Conditions specified in Schedule 2 of the Agreement.

<i>Contractor</i>	Novatech Creative Event Technology Pty Ltd
<i>Contractor Representative</i>
<i>University Representative</i>
<i>Project Name</i>
<i>Services Brief / Description</i>	<p><i>[Insert Description of Scope of Services or the document which contains that Services Brief/Description – cross refer to and attach University’s Request for Quotation letter to the Contractor and the Contractor’s Quotation/Proposal response to that request if appropriate]</i></p> <p>Suppliers Quotation Reference Number:</p>
<i>Customer and Customer Site / Location</i>	<p><i>[Insert details about the University Customer and the Customer Location where the Services are required to be performed or that the Contractor requires to access in order to perform the Services]</i></p> <p>.....</p>
<i>Contractor Key Personnel</i>
<i>Programme Schedule or Milestones (if any)</i>
<i>Deliverables (date of event)</i>	<p>Deliverable(s):</p> <p>Delivery Date(s):</p>

<i>Contract Term</i>	Commencement Date: 1 st January 2019 End Date: 31 st December 2021 REF: LD19/196
<i>University Purchase Order reference</i>
<i>Service Fees (ex GST)</i>
<i>Payment Terms and Claim Methodology</i>	<i>[Insert details about what invoice/claim documentation is required to validate payment and insert details about when payment will be made e.g. Monthly, Staged or on completion]</i> <input type="checkbox"/> Monthly <input type="checkbox"/> On Completion <input type="checkbox"/> Staged <input type="checkbox"/> Other
<i>Special Conditions and Additional Documents forming part of the Services Order</i>	<i>[Insert any Special Conditions and specify and attach any additional documents forming part of this Services Order- if there are any conditions in the University's "head contract" with its client that are required to be passed down by the University to its subcontractors - then these must be specified below because the contractor here is effectively being engaged as a subcontractor by the University]</i>

Execution of this Services Order by the University is evidence of an individual Services Order Contract under the Agreement between the University and the Contractor to provide the Services described above.

Issued by and signed for and on behalf of

Flinders University

.....

by its duly authorised representative

.....

Name and position

Date:

A J SOUND (RELYAG PTY LTD)

SERVICES ORDER

This Services Order is issued in accordance with the Master Panel Agreement (including the Schedules attached to it and forming part of it) between **Flinders University** ("the University"), and the **Contractor** named below dated 1st January 2019 ("the Agreement").

Pursuant to clause 6.1 of the Agreement, the Parties agree that the Contractor shall perform the Services detailed in this Services Order in accordance with the terms and conditions of this Services Order, and the Services Contract Terms and Conditions specified in Schedule 2 of the Agreement.

<i>Contractor</i>	A J Sound
<i>Contractor Representative</i>
<i>University Representative</i>
<i>Project Name</i>
<i>Services Brief / Description</i>	<i>[Insert Description of Scope of Services or the document which contains that Services Brief/Description – cross refer to and attach University's Request for Quotation letter to the Contractor and the Contractor's Quotation/Proposal response to that request if appropriate]</i> Suppliers Quotation Reference Number:
<i>Customer and Customer Site/Location</i>	<i>[Insert details about the University Customer and the Customer Location where the Services are required to be performed or that the Contractor requires to access in order to perform the Services]</i>
<i>Contractor Key Personnel</i>
<i>Programme Schedule or Milestones (if any)</i>
<i>Deliverables (date of event)</i>	Deliverable(s): Delivery Date(s):
<i>Contract Term</i>	Commencement Date: 1 st January 2019

	<p>End Date: 31st December 2021</p> <p>Ref: LD19/198</p>
<p><i>University Purchase Order reference</i></p>	<p>.....</p>
<p><i>Service Fees (ex GST)</i></p>	<p>.....</p>
<p><i>Payment Terms and Claim Methodology</i></p>	<p><i>[Insert details about what invoice/claim documentation is required to validate payment and insert details about when payment will be made e.g. Monthly, Staged or on completion]</i></p> <p> <input type="checkbox"/> Monthly <input type="checkbox"/> On Completion <input type="checkbox"/> Staged <input type="checkbox"/> Other </p>
<p><i>Special Conditions and Additional Documents forming part of the Services Order</i></p>	<p><i>[Insert any Special Conditions and specify and attach any additional documents forming part of this Services Order- if there are any conditions in the University's "head contract" with its client that are required to be passed down by the University to its subcontractors - then these must be specified below because the contractor here is effectively being engaged as a subcontractor by the University]</i></p>

Execution of this Services Order by the University is evidence of an individual Services Order Contract under the Agreement between the University and the Contractor to provide the Services described above.

Issued by and signed for and on behalf of

Flinders University

.....

by its duly authorised representative

.....

Name and position

Date:

SCENE CHANGE ADELAIDE PTY LTD

SERVICES ORDER

This Services Order is issued in accordance with the Master Panel Agreement (including the Schedules attached to it and forming part of it) between **Flinders University** ("the University"), and the **Contractor** named below dated 1st January 2019 ("the Agreement").

Pursuant to clause 6.1 of the Agreement, the Parties agree that the Contractor shall perform the Services detailed in this Services Order in accordance with the terms and conditions of this Services Order, and the Services Contract Terms and Conditions specified in Schedule 2 of the Agreement.

<i>Contractor</i>	Scene Change Adelaide Pty Ltd
<i>Contractor Representative</i>
<i>University Representative</i>
<i>Project Name</i>
<i>Services Brief / Description</i>	<p><i>[Insert Description of Scope of Services or the document which contains that Services Brief/Description – cross refer to and attach University's Request for Quotation letter to the Contractor and the Contractor's Quotation/Proposal response to that request if appropriate]</i></p> <p>Suppliers Quotation Reference Number:</p>
<i>Customer and Customer Site/Location</i>	<p><i>[Insert details about the University Customer and the Customer Location where the Services are required to be performed or that the Contractor requires to access in order to perform the Services]</i></p> <p>.....</p>
<i>Contractor Key Personnel</i>
<i>Programme Schedule or Milestones (if any)</i>
<i>Deliverables (date of event)</i>	<p>Deliverable(s):</p> <p>Delivery Date(s):</p>
<i>Contract Term</i>	Commencement Date: 1 st January 2019

ENCORE EVENT TECHNOLOGIES PTY LTD

SERVICES ORDER

This Services Order is issued in accordance with the Master Panel Agreement (including the Schedules attached to it and forming part of it) between **Flinders University** ("the University"), and **the Contractor** named below dated 1st January 2019 ("the Agreement").

Pursuant to clause 6.1 of the Agreement, the Parties agree that the Contractor shall perform the Services detailed in this Services Order in accordance with the terms and conditions of this Services Order, and the Services Contract Terms and Conditions specified in Schedule 2 of the Agreement.

<i>Contractor</i>	Encore Event technologies Pty Ltd
<i>Contractor Representative</i>
<i>University Representative</i>
<i>Project Name</i>
<i>Services Brief/Description</i>	<i>[Insert Description of Scope of Services or the document which contains that Services Brief/Description – cross refer to and attach University's Request for Quotation letter to the Contractor and the Contractor's Quotation/Proposal response to that request if appropriate]</i>
<i>Customer and Customer Site/Location</i>	<i>[Insert details about the University Customer and the Customer Location where the Services are required to be performed or that the Contractor requires to access in order to perform the Services]</i>
<i>Contractor Key Personnel</i>
<i>Programme Schedule or Milestones (if any)</i>
<i>Deliverables (date of event)</i>	Deliverable(s): Delivery Date(s):

<i>Contract Term</i>	Commencement Date: 1 st January 2019 End Date: 31 st December 2021 Ref: LD19/482
<i>University Purchase Order reference</i>
<i>Service Fees (ex GST)</i>
<i>Payment Terms and Claim Methodology</i>	<i>[Insert details about what invoice/claim documentation is required to validate payment and insert details about when payment will be made e.g. Monthly, Staged or on completion]</i> <input type="checkbox"/> Monthly <input type="checkbox"/> On Completion <input type="checkbox"/> Staged <input type="checkbox"/> Other
<i>Special Conditions and Additional Documents forming part of the Services Order</i>	<i>[Insert any Special Conditions and specify and attach any additional documents forming part of this Services Order- if there are any conditions in the University's "head contract" with its client that are required to be passed down by the University to its subcontractors - then these must be specified below because the contractor here is effectively being engaged as a subcontractor by the University]</i>

Execution of this Services Order by the University is evidence of an individual Services Order Contract under the Agreement between the University and the Contractor to provide the Services described above.

Issued by and signed for and on behalf of

Flinders University

.....
by its duly authorised representative

.....
Name and position

Date: