wollongong
city of innovation

WOLLONGONG CITY COUNCIL

Address 41 Burelli Street Wollongong • **Post** Locked Bag 8821 Wollongong DC NSW 2500
Phone (02) 4227 7111 • **Fax** (02) 4227 7277 • **Email** council@wollongong.nsw.gov.au
Web www.wollongong.nsw.gov.au • ABN 63 139 525 939 - GST Registered

11 November 2026

INVITATION TO QUOTE FOR: PROVISION OF CURATION AND DELIVERY OF LIVE@LUNCH - WOLLONGONG CBD (2027-2028)

QUOTATION NUMBER: QUOTATION NUMBER: E1000551

Council wish to engage a Live Music Curator/Producer to curate and deliver the Live@Lunch program as part of Council's CBD Sounds initiative.

The initial term of the contract is for a period of **18 months** with **2** x **6-month** options for extension, with such options exercisable at the sole discretion of Council.

Council invites quotations in accordance with this Invitation and the accompanying documents:

- Form of Quotation;
- Specification; and
- Contract - “proposed contract”.

Method of submission

Quotations must be submitted electronically through Council’s eTendering portal at https://www.tenderlink.com/wollongong/ as set out in paragraph 5 of this Invitation.

Quotation documents

This Invitation to Quote together with the Form of Quotation, specification and proposed contract are collectively referred to as the “Quotation Documents”.

1 QUESTIONS AND REQUESTS FOR INFORMATION

All questions and requests for information or clarification concerning the Quotation Documents must be directed through the forum in Council’s eTendering portal at https://www.tenderlink.com/wollongong/.

IMPORTANT: If you experience difficulty in uploading quotation documents or do not have access to the internet you should contact Council’s Supply Chain and Logistics Management Branch on telephone (02) 4227 8885. Contact must be made with enough time prior to the close of quotations to allow for an alternate method of submission to be provided.

2 SITE INSPECTION

A site inspection, for the sole purpose of allowing respondents to view the site of the proposed works or services at **Wollongong CBD** will be held on **Tuesday 24th November 2026** at 1pm.

3 CLOSE OF QUOTATIONS

In order to be considered by Council your quotation must:

- be submitted electronically on the attached Form of Quotation before **10.00 am on Thursday 3rd December 2026 (close of quotations)** through Council’s eTendering portal at https://www.tenderlink.com/wollongong/; and

- remain open for acceptance by Council for a period of 90 calendar days from the close of quotations.

4 CRITERIA FOR ASSESSMENT OF QUOTATIONS

The assessment of quotations will be based upon the following criteria and corresponding weightings:

Mandatory Criteria (Criteria that must be satisfied for a quotation to be assessed)	
Referees	Provision of satisfactory references from referees for previous projects of similar size and scope

Assessable Criteria and Weightings	Weighting
1. Proposed live music program, including: a) Creative vision, quality of programming and audience appeal b) Demonstrated artist network and capacity to engage a sufficient number of suitable artists for the program. c) Diversity of artists and genres d) How the proposed program will support local businesses, contribute to a welcoming and vibrant CBD environment, and encourage visitation to the city centre (refer to Sections 3a and 3b under "Program Objectives" in Attachment 1 "Specifications").	30%
2. Demonstrated experience and satisfactory performance in undertaking projects of similar size, scope and risk profile, including: a) Live music curation, programming and promotion b) Project, artist and event management c) Collaborative delivery with local government and/or major arts and cultural organisations, and other stakeholders	30 %
3. Budget and Value for Money	20%
4. Demonstrated Strengthening of Local Economic Capacity	10 %
5. Risk Management and WHS Capability, including risk management processes, WHS systems, incident management procedures and demonstrated ability to safely deliver public performances	10 %

Your quotation must include all necessary supporting documentation to demonstrate your level of compliance or standing against the nominated criteria.

Council may engage a consultant to independently evaluate the technical information supplied with your quotation and Council may make its own inquiries in relation to the respondent's previous performance in undertaking projects of similar size and scope.

5 SUBMISSION OF QUOTATIONS

Your quotation must:

- be transmitted to Council, in **PDF format**, before the close of quotations, through its eTendering portal at: https://www.tenderlink.com/wollongong/ - if you require assistance in submitting your quotation you should contact the Tenderlink customer service area on 1800 233 533;
- be submitted in the format as received from Council and may be compressed in a format that can be decompressed by WinZip provided that the quotation does not contain self-extracting (*.exe) zip files or zip files that are locked with a password;
- be effected by a secure mechanism (such as encryption-based technology) that ensures it cannot subsequently be altered;

- not include any macros, applets or executable code or files;
- be free from viruses and have been checked with an up-to-date virus-checking program;
- be complete (i.e. contain the completed Form of Quotation and any attachments referred to in the Form of Quotation); and
- be received by Council before the close of quotations such that all electronic files are able to be accessed and read by authorised users of Council's information system.

You must not change existing text in the Form of Quotation or other quotation documents other than in order to insert the required information.

If you have difficulty submitting your quotation electronically you must contact Council's Procurement Management Branch on telephone (02) 4227 8885 immediately.

Council may decline to consider or accept any electronically submitted quotation which is incomplete or corrupt.

6 THE CONTRACT

The successful respondent will be required to enter into a contract with Council in accordance with the proposed contract accompanying this Invitation.

Council reserves the right, in its absolute discretion, to amend the proposed contract at any time in order to correct errors or anomalies and to conduct limited negotiations with the successful respondent in relation to the terms and conditions of the proposed contract to mutually improve outcomes.

The successful respondent will be required to become accredited with Council's on-line contractor management service provider Conserve at https://conserve.com.au/ and maintain the accreditation for the life of the contract.

7 PROJECT SCHEDULE

The Project Schedule, if required to be provided in clause 1 of the Form of Quotation, must be presented so as to enable Council to make an assessment of the proposed sequence of implementation of the proposed contract and the estimated duration and completion time for each phase. For the purpose of preparing your Project Schedule (only), you may assume that the proposed contract will commence 28 days after lodgement of your quotation with Council.

8 RESPONDENT'S UNDERTAKING

An undertaking in the form of clause 4 of the Form of Quotation must be made by a person authorised to make such an undertaking.

This undertaking includes an acknowledgement and declaration that you have not offered any inducement to a member of Council staff or Councillor in relation to the contract.

Respondents are advised that a contract entered into with the successful respondent may be suspended or terminated if it is found that the contractor had engaged in corrupt, collusive or anti-competitive conduct during the quotation process or after commencement of the contract.

9 CONFLICT OF INTERESTS DECLARATION AND STATEMENT

As part of the undertaking in the form of clause 4 of the Form of Quotation you must declare to Council any actual or potential conflict of interests which may arise in respect of the provision of goods and services under or in connection with the proposed contract.

If your declaration reveals an actual or potential conflict of interests then you must provide and attach to the Form of Quotation, written advice of that conflict of interests and how you would propose to manage it if your quotation is successful.

10 OWNERSHIP OF QUOTATIONS, CONFIDENTIALITY AND LICENSING

Title to all documents, materials, articles and information forming part of a quotation submitted to Council is transferred to Council upon submission and becomes part of a State Record pursuant to the State Records Act 1998.

You must keep confidential, maintain proper and secure custody of and not use or reproduce in any form any information provided by Council as part of the quotation process without the written approval of Council or as required by law.

By submitting a quotation you are licensing Council to use and reproduce the material in your quotation for the purpose of assessing the quotation.

11 AMENDMENT OF QUOTATION DOCUMENTS

Council reserves the right to revise or amend the Quotation Documents prior to the time specified by Council for submission of quotations and, if this occurs, will take all reasonably practicable steps to inform persons issued with Quotation Documents of the amendments by issuing Addenda in identical form to each of those persons.

You must acknowledge receipt of each Addendum in clause 3 of the Form of Quotation.

12 NON-COMPLYING OR ALTERNATIVE QUOTATION

Council reserves the right to accept a non-complying or alternative quotation, i.e. a quotation which:

- does not comply with any requirement specified in this Invitation to Quote, the Form of Quotation or the Specification; or
- contains any qualification, condition or other indication that the respondent is not willing to perform the proposed contract in strict accordance with the proposed contract; or
- provides innovative solutions or affords some advantage in economy, performance or operating facility to Council.

In order for a non-complying Quotation to be considered by Council, respondents should also submit a complying Quotation.

13 ACCEPTANCE AND REJECTION OF QUOTATIONS

After considering the quotations submitted, Council may:

- accept the quotation that, having regard to all the circumstances, appears to it to be the most advantageous (which may or may not be the quotation with the lowest cost to Council or, in the case of a quotation involving a payment to Council, the highest offer); or
- decline to accept any of the quotations.

It should be noted that, pursuant to Section 55 of the *Local Government Act 1993*, Council is unable to enter into a contract arising from a quotation process for a contract sum of greater than tender value, currently $250,000.00 (inclusive of GST), other than in circumstances permitted by the *Local Government (General) Regulation 2021*. In the event that the contract sum in the preferred quotation exceeds this amount the Act requires Council to decline to accept any of the quotations and to re-commence the procurement process by means of a formal tender process as prescribed by the Act and the *Local Government (General) Regulation 2021*.

This letter is authorised by

Carla Yamine
City Centre Placemaker
Wollongong City Council

Attachments:

- *Form of Quotation*
- *Contract (proposed contract)*
- *Council's Known WHS Risks*
- *Attachment 1: Specification*