



Request for Quotation (RFQ)
MUSIC PROGRAMMER
BRUNSWICK MUSIC FESTIVAL
AND COBURG NIGHT MARKET
RFQ 2025-52

How We Operate

We will provide a fair process, which considers the capability of all suppliers who submit a response without prejudice.

Our expectation from Respondents is that you take the time to:

- 1. Review and understand the Specification or Requirements of the RFQ,*
- 2. Complete the response requirements in full, and*
- 3. Familiarise yourself with the process of submitting RFQ, specifically closing submission date, time, and logistics of submitting your proposal.*

We need Respondents to understand that we need their commitment to help us provide a fair process. Therefore we will not accept late proposals that are a result of poor planning.

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1. Important Dates and Submission information

Request for Quotation closes: Monday 9th June 2025, 3pm (Melbourne - AEST or AEDT as applicable).

All responses must be emailed to Naretha Williams, Executive Producer Festivals. Merri-bek City Council. nwilliams@merri-bek.vic.gov.au

2. Objective of this Procurement Process

To select and appoint The Music Programmer.

3. Background

The Music and Performance Programmer works with artists, venues and the community to develop exciting, eclectic and inclusive programs that are loved by Coburg Night Market and Brunswick Music Festival audiences.

Merri-bek City Council, in line with its Human Rights Policy priority groups, strongly encourages applications from practitioners who are members of culturally and linguistically diverse; LGBTQI+; d/Deaf; and/or disability communities and Aboriginal and Torres Strait Islander people. Please see Merri-Bek's Human Rights Policy for more information.

4. Contract Term

The proposed contract term is 1 year, and the proposed commencement date is **23rd June 2025**

The Council may provide 2 x 1 year extension periods of the Contract. These extensions will be at the absolute discretion of Council.

5. Relationship Management

The Council Contract Manager is Naretha Williams. All invoices should be marked for the attention of:

Naretha Williams
Executive Producer Festivals
Email: nwilliams@merri-bek.vic.gov.au

6. Service Hours

The hours during which the Contractor shall normally provide the services to the Merri-bek City Council are:

9:00am to 5:30pm Melbourne local time
Monday to Friday
Public Holidays excluded

7. Reporting requirements

The Contractor shall liaise directly with the Contract Manager, Naretha Williams as required.

Any matters which arise that may be deemed to materially affect the development of the Contract should be communicated to the Council Contract Manager within twenty-four (24) hours of the matter being known to the Contractor.

8. Submission

You are invited to make an offer by completing **Schedules 1, 2, 3 and 4.**

9. Selection Criteria

The proposal will be evaluated against the following selection criteria. Your proposal must clearly demonstrate your ability to provide the required Services:

- a) Respondent meet Council's Risk and Compliance Requirements (**Mandatory**)
- b) Fixed Price (**Mandatory**)
- c) Capacity of the Respondent to provide services including your experience in music programming for festivals and/or venues; (**Mandatory**)
- d) Capability of the Respondent to provide the Services including ability to create a vision for Brunswick Music Festival that is diverse, engaging and achievable and realistic methodology and schedule of costs for the project. (**Mandatory**)
- e) Respondent demonstration of sustainability (social, economic and environmental) – **Mandatory**

10. Form of Contract

Please see Section 3 – Draft Contract Services Short Form Contract proposed form of contract.

11. Conditions of Response

By submitting a response you will be deemed to have read and accepted **Section 1 – RFQ Conditions of Response.**

12. Requirements or Specification

As Music Programmer you, or your team, will have a deep connection to the music industry, an excellent knowledge of current festival programming and a commitment to creating contemporary, vibrant and diverse experiences for audiences to enjoy.

The Music Programmer will curate the 2025 Coburg Night Market and the 2026 Brunswick Music Festival programs. There will be an option to extend the contract for two further 1 year terms to manage the 2026 & 2027 Coburg Night Market and the 2027 & 2028 Brunswick Music Festival programs. This is an external contract role, working closely with the Merri-bek City Council Festivals team and other stakeholders.

Coburg Night Market

Running each December, the Coburg Night Market is a vibrant live music and market experience enjoyed by families, community members and music lovers of all ages and backgrounds. Bursting at the seams with fun and entertainment, marketgoers shop local artisan wares, enjoy delicious food, and experience a rich array of some of Melbourne's best musicians and DJs. The night market attracts around 5,000 patrons per day.

The Music Programmer will develop a rich program of family-friendly music that run throughout the event.

Brunswick Music Festival and Sydney Road Street Party

Brunswick Music Festival is a much-loved and award-winning annual music festival which runs every March. Now in its 36th year, Australia's longest running inner-city music festival brings some of the very best local, national and international music to stages throughout Brunswick.

The Brunswick Music Festival opens with the Sydney Road Street Party. Running since 1994, the Street Party is a free, one-day street festival which runs along a 1.5 km stretch of the iconic Sydney Road. The Street Party combines community, craft and food stalls, street entertainment and live music into a massive celebration of the vibrant neighbourhoods of Brunswick and Merri-Bek.

Role Description

The Brunswick Music Festival program reflects its neighbourhood and community and creates a sense of place. This includes championing local artists, venues and audiences and providing development and other opportunities. Brunswick is one of Australia's most vibrant hubs of live music, which is reflected in its status as one of the top suburbs that songwriters hail from. Combining curated shows, special projects, and a venues program - the festival supports and promotes Brunswick's reputation as a home to creativity and culture. Brunswick Music Festival is built on the tenets of inclusivity and diversity and prides itself on providing opportunities for First Nations, culturally diverse, women and gender diverse artists. We create safe spaces and experiences for artists and audiences.

The Music and Performance Programmer reports to the Executive Producer, Festivals and will:

- Work with the Executive Producer Festivals, and the Festivals team and contractors, to design the music program for Coburg Night Market and Brunswick Music Festival.
- Liaise with artists, venues and performance spaces to inform programming decisions.
- Assess artist and project proposals submitted via the Expression of Interest process.
- Develop a family friendly and exciting program for Coburg Night Market.
- Develop an innovative and contemporary program for Brunswick Music Festival (including Sydney Road Street Party) involving curated shows, special events, and venues programs.

- Develop festival performances and projects – including but not limited to: scoping and securing venues; confirming artists and fees; confirming technical details; contributing to project budgets.
- Contribute to the development of marketing plans.
- Liaise with Merri-bek City Council staff and contractors as required.
- Facilitate debriefs with artists and venues.
- Attend program meetings and debriefs as required.

Key Stakeholders

MCC Internal Stakeholders	External Stakeholders
Arts and Culture	BMF Marketing Coordinator
Communications	MCC Festival Logistics contractor
Economic Development	Moreland-based artists, musicians, agents and managers
Place Management	Victorian, interstate and international artists, musicians, agents and managers
Library Services	Live music venues
Youth Services	Victorian music industry colleagues
Open Spaces	Live music audiences
Zero Waste	BMF sponsors
Facilities	

The Music and Performance Programmer will deliver the following items as outputs:

- Program proposal for Coburg Night Market for approval by Executive Producer by 15 September 2025.
- Program proposal for Brunswick Music Festival, including Sydney Road Street Party for approval by Executive Producer by 9 October 2025.
- Final contract ready program for Coburg Night Market, including: confirmed fees; performance times; confirmed technical specifications; confirmed marketing materials; and any other applicable considerations. Due by 13 October 2025.
- Final contract ready program for Brunswick Music Festival and Sydney Road Street Party, including: confirmed projects scope; confirmed fees and costs; confirmed performance times; confirmed technical specifications; confirmed marketing materials; confirmed artists riders; and any other applicable considerations. Due by 3 November 2025.
- Program debrief meetings and reports.

All documentation arising from the project is to be forwarded to the Executive Producer, Festivals at the time of the completion of the project. Merri-bek City Council will retain the intellectual ownership of all documentation and reports associated with the project. Whilst the input of the Music and Performance Programmer will be recognised, all material developed as a consequence of this contract will become the property of Merri-bek City Council. Documentation may not be released, reproduced, used or copied without the permission of Merri-Bek City Council.

SCHEDULE 1 - PRICING

Contract Fees

An annual, maximum payment of \$30,000 + GST is available for this project.

Superannuation is not payable under this contract, and the successful Music and Performance Programmer can use their fee to hire others to assist them in the execution of their contract.

Deliverables & Payment Schedule	Due	Total ex GST
Commencement of contract	23 June 2025	\$ 5,000
Completion of Coburg Night Market program	13 October 2025	\$ 5,000
Completion of Brunswick Music Festival including the Sydney Road Street Party program	3 November 2025	\$ 10,000
Brunswick Music Festival Program Launch	February 2026	\$ 5,000
Completion of Brunswick Music Festival Debrief and Report	April 2026	\$ 5,000
Total excluding GST		\$ 30,000

Please note - the above Schedule assumes:

- Each of the above work items will be undertaken with, and under, the Contract Manager's ongoing direction and involvement.
- Any proposed annual increases such as CPI will be subject to approval.

SCHEDULE 2 - SERVICE PROVIDER INFORMATION

Service Provider Contact Details	
Provide registered company / Business Name	
Trading name of Supplier:	
Australian Business Number (A.B.N.):	
Australian Company Number (A.C.N)	
What was the year of incorporation of this business?	
Provide the registered business address (do not provide PO Box).	
Name of contact and position of contact person for the RFx	
Email of contact person	
Phone of contact person	
Provide the names, positions and job title of persons who will be the key contact during the life of the appointment	
Provide the name, address, email and telephone number of the person who will receive notices (during contract).	
Provide the name, position and job title of the person who has the authority and is required to sign a Contract.	

SCHEDULE 3 - RISK AND COMPLIANCE REQUIREMENTS

1. Occupational Health and Safety			
Do you have a written OH&S Policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide a copy
Has the organisation ever been convicted of an occupational health and safety offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide details
<p>Contractors must fulfill their obligations in maintaining safe work practices. The contractor must abide by the requirements of the following, as applicable;</p> <p>a) Occupational Health & Safety Act 2004</p> <p>b) Occupational Health & Safety Regulations 2017</p> <p>c)</p> <p>.</p> <p>In relation to the acts and regulations listed you agree to the following statements and declare that:</p> <p>- I understand the requirements of the relevant Acts, Regulations and Codes of Practice applicable to the tasks undertaken in the contract.</p> <p>- Copies of the relevant documentation will be available to the workforce.</p> <p>- All personnel operating on the work-site will be trained and skilled in these requirements.</p> <p>- Current certificates will be held during the contract as required, by all necessary personnel.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

2. Conflict of interest			
Are you aware of any matter, interest, or relationship that does or may create, or have the effect of creating a conflict of interest between the Respondent or any of its employees, and Council or any of its employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide details
If 'Yes', to above, provide a list of staff that have Conflict of Interest	Name: _____ Name: _____		
Are you aware of any matter, interest, relationship or client which does or may affect the ability of the Respondent, or any of its employees, to act	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide details

objectively in discharging the duties, obligations and functions of the Respondent if appointed?	
Does your business have strategies in place for preventing and dealing with conflicts of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide examples

3. Insurance

Council's standard requirement for insurance, limits of liability are as follows:

- Public and Products Liability combined – minimum \$20M per occurrence
- Professional Indemnity – minimum \$10,000,000 per occurrence
- WorkCover – Certificate of Currency as proof of cover

Insurance Type	Name of Insurance Company	Policy	Expiry date	Limit of liability	Relevant exclusions
Public Liability					
Product liability					
Professional Indemnity					

It is the responsibility of the successful Respondent to maintain these insurances during the life of the Agreement. Council will request certificates of currency during the term of engagement. At the time of tender/RFQ copies of certificate of currency must be attached.

4. Child Safety and Wellbeing Policy

<p>Merri-bek City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. We believe children and young people have the right to be and feel safe. Visit our website for more information about Council's Child Safe Commitment, including the Child Safety and Wellbeing Policy (https://www.merri-bek.vic.gov.au/living-in-merri-bek/community-services/child-safety-and-wellbeing/).</p>	
<p>a) Are you or your organisation required to comply with the Child Safe Standards as an applicable entity as defined in the Child Wellbeing and Safety Act (2005)? More information is available from the Commission for Children and Young People.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>b) Are you, or any of your staff, associates, sub-contractor(s), and/or volunteers required to hold a Working with Children Check as defined in the Worker Screening Act 2020? More information is available from Working with Children Check Victoria</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>c) As part of this contract, will your staff, associates, sub-contractors and/or volunteers be carrying out Child-Connected Work? Child-Connected Work means work performed in connection with this Contract by an adult in an environment where children are present or are reasonably expected to be present.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>If you answered "Yes" to (a), (b) and/or (c) above, do you have policy, procedure, and practice in place to support you and/or your organisation to comply with the relevant legislation.</p> <p>Document provision shall be required from the successful tenderer.</p>	
<p>Do you agree to:</p> <ul style="list-style-type: none"> take all reasonable precautions to keep children and young people safe from harm and abuse while fulfilling this contract; and report any child safety complaints, issues or concerns connected to this contract with the contract manager as soon as possible if they arise. 	<input type="checkbox"/> No <input type="checkbox"/> Yes

The Council reserves its right not to award the contract if this criteria is not met for certain contracts where child safe policy compliance is required.

5. Fair Work Act Compliance

The Respondent is required to acknowledge and accept their compliance with the **Fair Work Act 2009**.

<p>Fair Work Act 2009 provides a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).</p> <p>It is a mandatory condition of this process that the Respondent's employees' workplace entitlements are met in line with the Fair Work Act 2009 and the National Employment Standards (as amended from time to time).</p> <p>Please confirm your compliance with this requirement by selecting COMPLY or Does Not Comply.</p> <p>The Respondent acknowledges that if it responds DOES NOT COMPLY to this requirement that its submission will be treated as non-compliant and not eligible for evaluation by Council.</p>	<input type="checkbox"/> Comply <input type="checkbox"/> Does Not Comply
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6. Information Privacy and Security

<p>Does your organisation meet the requirements for compliance with all Victorian and Australian legislation related to privacy of personal information, including but not limited to Privacy Act 1988, Information Privacy Act 2000 (Vic) and Privacy & Data Protection Act 2014 (Vic). Briefly outline your organisations compliance, detailing appropriate policies etc.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7. Climate Emergency

<p>Respondents are required to comply with the following:</p> <p>Council is committed to addressing the climate emergency and will be excluding from future contracts, tenders, or business dealings any companies involved in the Adani mine and associated rail infrastructure projects; and will be excluding from future contracts, tenders or business dealings any companies involved in developing new coal mines.</p>	
<p>1. Has your organisation provided any goods or services to the Adani mine and/or associated rail infrastructure projects?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Has your organisation provided any goods or services contributing to the development of new coal mines?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you answered 'yes' to either, please specify the involvement (i.e. direct or indirect involvement as well as a time period).</p>	<p>[Specify involvement here]</p>

The Council reserves its right not to award the contract if this requirement is not met.

8. Human Rights

<p>Respondents are required to comply with the following:</p> <p>Council is committed to respecting human rights and will be excluding from future contracts, tenders or business dealings any companies involved in onshore or offshore detention of refugees and people seeking asylum in Australia.</p> <p>Has your organisation been involved in onshore or offshore detention of refugees and people seeking asylum in Australia?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (specify or provide details if "Yes")
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The Council reserves its right not to award the contract if this requirement is not met.

9. Gambling Alliance Disclosure

<p>Council is committed to reducing the negative impact of gambling on residents and the wider community.</p> <p>Respondent are required to detail the following:</p>	
<p>Is your organisation associated with electronic gambling machines (EGM)?</p> <p>If so, please disclose any off set of funds received from EGM's</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (specify or provide details if "Yes")
<p>Does your organisation have any agreed plans to cease its association with EGM's?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (specify or provide details if "Yes")

The Council reserves its right not to award the contract if this requirement is not met.

10. Weapons Industry Disclosure

<p>Council is committed to purchasing goods and services from suppliers not engaged in manufacturing, supplying, distribution, benefitting and/or associated with nuclear weapons, chemical weapons, biological weapons, landmines, cluster munitions and other weapons used in war and harm civilians.</p>	
<p>Is your organisation or parent company/subsidiary engaged in manufacturing, supplying (goods/services/works), distribution, benefitting and/or associated with nuclear weapons, chemical weapons, biological weapons, landmines, cluster munitions and other weapons used in war and harm civilians?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (Specify or provide details if "Yes")

The Council reserves its right not to award the contract if this requirement is not met.

11. Compliance with Council's Proposed Contract (refer to Section 3- Draft Contract)

If you have reviewed Council's proposed agreement and accept the sample terms and conditions in its entirety then select either Comply, Partially Comply or Does not Comply		<input type="checkbox"/> Comply <input type="checkbox"/> Partially Comply <input type="checkbox"/> Does Not Comply
List the specific items that your submission is non-compliance and provide comments		
Agreement Reference	Does not Comply' or 'Partially Complies'	Comments

12. Compliance with Council's Specifications

If you have reviewed Council's Specifications and accept it in entirety then select either Comply, Partially Comply or Does not Comply		<input type="checkbox"/> Comply <input type="checkbox"/> Partially Comply <input type="checkbox"/> Does Not Comply
List the specific items that your submission is non-compliance and provide comments		
Specification Reference	Does not Comply' or 'Partially Complies'	Comments

13. Financial Viability Compliance

Respondent is required to detail the following:	
Is your organisation financially viable and has not entered into any arrangement with creditors?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide details)
Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other) against the organisation, its parent or associated entities, have there been any such proceedings within the past 5 years and are you aware of any potential proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, provide details)

Has your organisation defaulted on any agreement, contract, order?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, provide details)
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14. Fraud and Corruption

Council is committed to the Merri-bek City Council Code of Conduct, for both employees and Councillors and it is the responsibility of all Council employees, partners and contractors to report all suspected cases of fraud or corruption. This Policy identifies the minimum requirements and responsibilities for the governance, prevention, deterrence, detection, and the response to suspected fraud and corruption within Merri-bek City Council.

The Fraud and Corruption Control Policy:

- ensures that our workforce acts legally, ethically and in the public interest;
- enables staff to understand their obligations and implement practices to stop fraud and corruption occurring in Council;
- supports implementation of the Fraud and Corruption Control Plan;
- aligns with the vision, purpose and values outlined in the Council Plan; and
- ensures Council meets its various legislative obligations under Sections of the Local Government Act 2020.

The Respondent acknowledges and agrees that it will comply with Merri-bek's Fraud and Corruption standards and Australian Standard (AS) 8001:2021 Fraud and Corruption Control.

<input type="checkbox"/> Agree <input type="checkbox"/> Not agree (provide explanation)
<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' provide details

Has there been adverse findings by integrity agencies and oversight bodies (eg IBAC, ICAC) against your organization, director (s) or employees?

15. Gifts and Hospitality Policy for Council Employees

To ensure transparency and the principles of good governance and accountability are practised by Council employees when receiving or purchasing gifts, benefits, bequests and/or hospitality in the course of their duties.

This policy applies to all full-time and part-time employees, contractors, temporary and casual staff, apprentices, volunteers, work experience students and graduate placements engaged by Council.

It is expected that all service delivery is founded on virtues of transparency, impartiality, accessibility, equity and accountability. On all occasions, the actions of Council employee shall be undertaken with the highest regard to ethical standards and probity.

Refer to: <https://www.merri-bek.vic.gov.au/my-council/strategies-policies-and-collected-data/policies-and-strategies/#G>

The Respondent acknowledges and agrees that it will comply with Merri-bek's Gifts and Hospitality Policy.

<input type="checkbox"/> Agree <input type="checkbox"/> Not agree (provide explanation)
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16. Complaints Policy

Merri-bek City Council is committed to service excellence and recognises a customer's right to make a complaint. Council will respond to complaints in a timely manner, and deal with them efficiently, impartially and courteously.

One of our core values is 'Customers and Community First' and we welcome any feedback or complaint as an opportunity to learn and improve our service delivery and performance.

All Council staff, including new third party contractors have an obligation to respond to complaints in accordance with Council Policies, Procedures and Guidelines. Refer to: <https://www.merri-bek.vic.gov.au/my-council/strategies-policies-and-collected-data/policies-and-strategies/#C>

Please refer to: [Complaints \(Merri-bek.vic.gov.au\)/](https://www.merri-bek.vic.gov.au/my-council/strategies-policies-and-collected-data/policies-and-strategies/#C)

The Respondent acknowledges and agrees that it will comply with Merri-bek's Complaint handling standards.

<input type="checkbox"/> Agree <input type="checkbox"/> Not agree (provide explanation)
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17. Modern Slavery Compliance

Merri-bek City Council is committed to combating Modern Slavery in its operations and supply chain.

Modern Slavery describes situations where offenders use coercion, threats or deception to exploit victims and undermine their freedom.

Practices that constitute Modern Slavery can include:

- *human trafficking*
- *slavery*
- *servitude*
- *forced labour*
- *debt bondage*
- *forced marriage*
- *the worst forms of child labour.*

The Respondent acknowledges and agrees that it, its subcontractors and suppliers are not engaged in Modern Slavery in their operations and/or supply chains.

<input type="checkbox"/> Agree <input type="checkbox"/> Not agree (provide explanation)
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The Respondent acknowledges and agrees if Modern Slavery is identified within it's supply chain, it will notify Merri-bek City Council immediately.

<input type="checkbox"/> Agree <input type="checkbox"/> Not agree (provide explanation)
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SCHEDULE 4 - SCORED EVALUATION CRITERIA RESPONSE

Capability of the Respondent to provide the Goods and/or Services and/or Works, demonstrated by Past Performance and Current Work	
Respondent to provide your vision for the Brunswick Music Festival Word Limit [500] words	
details of your relevant skills and experience, including experience in engaging international artists.	
a description of the proposed methodology to be used to achieve the project.	
a schedule of costs with details of anticipated number of hours.	
hourly rates for any additional work that may be requested to be undertaken outside the scope of this initial brief.	
an acknowledgement of compliance with the terms of engagement.	
if applicable, a statement addressing how you identify with the groups recognised in the Merri-Bek Human Rights Policy (see below).	

Provide two relevant referees that the Council could contact regarding your ability to provide Goods and/or Services required under the Specification.	1) Client and contract details: Description of service: Period: 2) Client and contract details: Description of service: Period:
Capability - proven technical ability and qualifications to provide the service (key personnel)	
Identify key personnel who will be assigned to this Contract, their roles and responsibilities, qualifications and other professional experience relevant to this Contract.	

Capacity of the Respondent to provide the goods and/or services and/or works	
Respondent to detail the capacity and current commitments of key personnel	
Proposal for the project program, implementation	

Social, Environmental and Economic Sustainability

Merri-bek City Council recognises that we have a role in the economic development of the community and are committed to assisting local businesses.

The Council is committed to developing an inclusive city by buying locally and supporting the business community and encouraging it's involvement in procurement processes by ensuring the buying practices, procedures and specifications do not disadvantage local suppliers and ensure transparency in all procurement practices; a "buy local" philosophy, where it is competitive, represents value for money and fulfils policy objectives of the Council and ensuring the community's interests are Council's highest priority.

Council encourages social elements of procurement including Fair payment to workers i.e. minimum wage as per the Fair Work Act 2009, social enterprise and supporting a marginalised community.

Supporting Council's Environmental/Sustainability strategies by using recyclable / reusable packaging, environmentally sound waste minimisation and disposal and water saving

strategies.

a) Social Sustainability

Do you have a social procurement policy and can be provided on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under Development Please provide detail
Can you propose any social procurement initiative for this contract? Eg creating jobs for disadvantaged groups, social equity, partnerships with the community, human rights, gender, disability, local charities etc	Please provide detail
Provide any diversity/inclusive achievements/processes of the organisation/ support disadvantage groups	Please provide detail
Are you an Indigenous business, ie; one that is at least 50% owned by an Aboriginal or Torres Strait Islands person(s) as per Supply Nation's definition? If yes, provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No Please provide details
Equal Employment Opportunity (EEO)	
Do you have an Equal Employment Opportunity policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under Development

Provide any further information in relation to social sustainability:

Provide details:

b) Environmental sustainability

Does your organisation have environmental management policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organisation have an OHS Management System certified by a recognised independent authority (eg: OHSAS 18001, SafetyMAP, AS/NZS 4801)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES provide details
Does an environmental management system (EMS) or policy exists and is certified and audited by an external authority and the organisation is carbon neutral or approaching carbon neutral	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress (provide evidence)
How will environmental sustainability be considered as part of the project/deliverable eg achievement of Zero Carbon Merri-bek, Integrated Water Management Strategy, Sustainable Council Buildings Policy, Waste and Litter Strategy and Plastic Wise Policy?	Provide details
Provide examples of environmental sustainability initiatives/processes within by your organisation	Provide details

If EMS Assurance certified externally or internally respondent must attach copies of either EMS Manual (internal) or the EMS external certificate

Provide any further information in relation to environmental sustainability:

Provide details:

c) Economic Sustainability

Council is committed to generating and supporting Local Business through inclusion wherever practicable. A Local Business is a commercial business with an operational premises that is physically located within the municipal borders of the 7 Northern Regional Councils, namely; Northern Councils Alliance (NCA) - www.northerncouncils.org.au. Being the Cities of Banyule, Darebin, Hume, Merri-bek and Whittlesea, and Mitchell and Nillumbik Shire Councils.

Questions	Response		Comments
	Yes	No	
1. Has your business established/is a local base in Merri-bek or NCA? If you answered "yes" then state location and specify (office/depot)	<input type="checkbox"/>	<input type="checkbox"/>	
2. If you answered "no" will your business establish a local office base in Merri-bek area/NCA?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is your business employing local residents in the Merri-bek area/NCA?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is your business using sub-contractors/suppliers local to the Merri-bek areas/NCA? If you answered "yes", please state and list 3 suppliers and addresses	<input type="checkbox"/>	<input type="checkbox"/>	1. 2. 3.

The Respondent to provide a response:

How will economic sustainability be considered as part of this project/deliverable? For example support of local businesses, using local sub-contractors, opportunities to generate employment among disadvantaged local residents/communities, social enterprises, supporting charities, Indigenous businesses, buy local, providing apprenticeships for local students, Indigenous employment or programs to employ Indigenous people or minority groups.

Provide details:

SCHEDULE 5 - RESPONDENT'S DECLARATION

By Submitting this RFQ Response, the Respondent Makes this declaration

I, [Insert Full name, of address], make the following declaration, that: –

- (a) I hold the position of [Insert Position held] within Respondent Organisation and I am duly authorised by [Insert Respondent Organisation Name] (the Contractor) to make this declaration on its behalf.
- (b) I submit this RFQ including all attached submission forms in good faith and in the genuine belief that they are accurate and complete.
- (c) there has been no engagement in any practices that have contravened the *Competition and Consumer Act 2010 in relation to the preparation or submission of the Tender Response*;
- (d) Neither the Contractor nor any of its employee or agents has any accurate knowledge of the price or approximate price ranges of any other Respondent prior to submitting its RFQ nor has the Contractor or, any of its servants or agents disclosed to any rival Respondent, the Contractor's price prior to the closing of RFQ.
- (e) Neither the Contractor nor any of its employees or agents has entered into any Contract, arrangement or understanding that, in the event that it is successful in its RFQ, it will pay to or provide any unsuccessful Respondent any moneys or benefits or fulfil any undertakings which is a consequence of any collusive tendering circumstance in respect of or in relation to the RFQ or any Contract resulting therefrom.
- (f) other than any disclosure made in RFQ response, there are no areas of non-conformity in respect of the RFQ Response; and
- (g) should the Merri-bek City Council agree to consider this submission, we are bound by, and will comply with, this RFQ and its associated Schedules, all in accordance with the conditions contained within the RFQ Documents.

Authorisation

I authorise Merri-bek City Council to obtain such information as it reasonably requires in relation to the RFQ Submission from third parties including, without limitation:

- any referees or contacts whether provided by the Respondent in its RFQ Submission or not.
- Conducting financial viability/credit checks

I declare that the contents of this RFQ are true and correct.

