

Request for proposals



Martin Place Christmas market, community market

The Council of the City of Sydney

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SYDNEY NSW 2000

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city of villages

**VOLUME 1
SECTION 1
INTRODUCTION AND PROCESS**

The Council of the City of Sydney ("Council") invites request for proposals for the carrying out of **a community Christmas market** on the site commonly known as **'Martin Place Section 2'**.

Market assessment criteria

The City is seeking a diversity of markets, both in size and goods offered, across the local government area. Preference will be given to a market operator who can demonstrate innovation and diversity in the type of market proposed. Council will look favourably on a market operator who can:

- provide a curated offering with preferably a point of difference to any existing market offering within the City of Sydney local government area
- demonstrate a willingness to work with the local community, including businesses and organisations to facilitate workshops and activities which provide ways for the local community to connect.
- complement the surrounding area and existing businesses
- demonstrate a clear commitment to zero waste to landfill, aligning with the goals of Sustainable Sydney 2030-2050 Continuing the Vision, including a ban on single use plastic bags, a commitment to use biodegradable containers including, but not limited to beverage, takeaway containers and cutlery within the market
- commitment to reducing food waste through utilising services food rescue organisations for unsold food or food waste collection for recycling.

The market operator must also be able to meet the following objectives:

- operate the market as an interesting and vibrant destination to celebrant the Christmas festival season.
- must operate the market the 25 and 26 November 2023 and every Thursday, Friday and Saturday in the month of December 2023 in the lead up to Christmas Eve (24 December 2023).
- Safely accommodate stallholders within the identified event space as per Appendix A
- operate a market that sells quality of goods/services representing value for money
- maintain high standards of presentation and customer success.
- ensure that the market's operation complements and adds value to the existing businesses in the area
- professionally organise and manage the market
- ensure compliance with all requirements of the temporary event approval as well as other applicable legislative or planning obligations

Each of the evaluation criteria listed above is considered to be critical to this request for proposal. They are not of equal weight for evaluation and are not listed in order of priority.

The City may undertake financial assessments of bidders to determine their financial capacity to undertake the proposal to be under the temporary event approval. This may be undertaken by a third party appointed by the City.

Applicants must complete all parts of the Request for Proposal forms. Council may reject any submission which does not provide all the required information.

Temporary Event Approval

The successful operator will be required to enter into a temporary event approval with the City for the approval of market proposal on community land. The temporary event approval will include venue hire charges to be paid to the Council calculated under the terms of fees and charges for outdoor events and in-line with the City's adopted [revenues policy](#).

Request for Proposal Application Process

The application process is split into two (2) stages. The first stage is the submission of the required forms as detailed below and the proposal for the market. Submissions must be received prior to closing time and date as specified to the markets@cityofsydney.nsw.gov.au email address. After the closing date of the proposal submissions, shortlisted applicants will be invited to prepare and deliver a presentation to a City of Sydney assessment panel to review proposals in further detail.

Applicant presentations should include further details on the proposals including information regarding specific logistical considerations regarding things such as, but not limited to, safety and security, Traffic Management, Waste Management etc.

Details on things to consider and include in your proposal can be found in the [Martin Place Event Guidelines](#) available on the [Holding small gatherings and events in parks and public spaces webpage](#).

1. Initial application

Applicants must complete the necessary forms and details within this Request for Proposal document for submissions. This includes;

- Form 1 - Applicant details for the registration of interest;
- Form 2 - Company/Operator profile to detail relevant experience and key personnel (1-page maximum);
- Form 3 - A maximum 2-page proposal outlining a vision for the market proposal, how it will assist Council to meet the goals within [Sustainable Sydney 20230-2050 Continuing the Vision](#) and give consideration on the logistical details to running a market on the identified site;
- The completed Request for Proposal document should be submitted electronically to markets@cityofsydney.nsw.gov.au by the time and date specified

2. Interview

- Shortlisted applicants will be asked to prepare and deliver a presentation to a City assessment panel consisting of City of Sydney assessment staff
- Applicants will be asked a series of questions relating to the assessment criteria and the proposed operational management of a market;
- Applications and presentation will be scored according to the assessment criteria, and other applicable considerations deemed reasonable by the City of Sydney

Temporary event applications and proposals will be assessed against criteria based on the principles set out in this Request for Proposal document, the Martin Place Event Guidelines,

and any other relevant assessment criteria applicable to determining the feasibility and suitability of a market on the market site location. The City will not proceed with Market Proposals that do not meet assessment criteria, and the needs of the community identified by the City.

Temporary event approval

On completion of the assessment panel presentations and review and assessment of all proposals, the City may identify a successful proposal and operator to be invited to submit a temporary event application.

If a proposal is accepted as being supported and permissible by the City, an applicant will be asked to provide the necessary associated documentation to support the initial application, as detailed below.

Approval process

- A successful applicant will be required to submit the following documentation:
 - public liability insurance
 - risk management plans
 - traffic and/or pedestrian management plans (where deemed necessary)
 - waste management plan
 - site plan
 - temporary food event number approval
 - any additional licenses required to operate a market.

Once these additional documents and details have been received and accepted by the City, a temporary event approval will be prepared and executed for the successful applicant.

Respondents must submit a Request for Proposal in the manner required by this document.

**VOLUME 1
SECTION 2
KEY CONDITIONS OF REQUEST FOR PROPOSAL**

Name of Request for Proposal	Community Christmas Market Proposal – Martin Place Christmas Market, Martin Place Section 2 (between Pitt and Castlereagh Streets)
Closing Date	Monday 28 August 2023
Closing Time	11:00am
Contact Person	For enquiries about the application process or temporary event approval for the proposed market contact Jessica Murphy, Outdoor Events, Markets and Busking Coordinator – Venue Management on 9246 7637 or jmurphy1@cityofsydney.nsw.gov.au
Lodging an RFP	Completed submissions should be lodged electronically to markets@cityofsydney.nsw.gov.au by the closing time on the closing date nominated. Applicants must ensure any submissions are in line with the requirements and details outlined in this document. Respondents will receive confirmation of submission by the City if proposals are received by the closing time and date nominated.
Request for Proposal Documents	The documents that comprise this Request for Proposal include: <ul style="list-style-type: none"> Request for Proposal Conditions & Forms
General Conditions of the temporary event approval	Standard terms and conditions of a temporary event approval can be found within the Event Guidelines Document from page 9.
Conditions of Request for Proposal	<p>1. Request for proposals</p> <p>By submitting an RFP, the respondent acknowledges that:</p> <ul style="list-style-type: none"> Council at its absolute discretion reserves the right to accept or reject any RFP, to decide the short list regardless of any RFP and to issue or not issue an invitation to proceed to the next stage. Council at its absolute discretion reserves the right to reject the offer of any applicant who has any unresolved disputes with the City. Any costs incurred by respondents in any way associated with the preparation and submission of this RFP, will be entirely born by the respondent. No legal or other obligations will arise between a respondent and Council unless or until formal documentation has been signed. <p>2. Bidder not to solicit Council employees</p> <p>Bidders (or any representative of a bidder) must not at any time before Council makes a final decision to accept an application,</p>

	<p>contact or interview or attempt to interview or to discuss or to attempt to discuss with Council members, employees, authorised representatives other than Council's Assessment Specialists in accordance with the Request for Proposal, any matter about the Request for Proposal or any other Request for Proposal submitted in response to an expression of interest. Council reserves the right to reject any proposal submitted by an applicant which contravenes this condition.</p> <ul style="list-style-type: none"> • For clarity, a representative of an applicant, for the purpose of this condition, includes a person or other legal entity who acts at the request of an applicant or their agent. Also, this condition does not prevent ordinary business or other contact arising from or pertaining to Council functions (so long as that contact is not used to interview or attempt to interview or to discuss or to attempt discussion on any matter relating the Request for Proposal).
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**VOLUME 1
SECTION 3
REQUEST FOR PROPOSAL FORMS**

The following forms **must be completed** as part of this Request for Proposal:

Form 1	Registration of Interest
Form 2	Company Profile, Key personnel & Relevant experience
Form 3	Proposal

**FORM 1
REGISTRATION OF INTEREST**

I/We having read, understood and fully informed myself/ourselves of the contents, requirements and obligations of the expression of interest, submit this request for proposal for the performance by myself/ourselves for the operation of a community market at Martin Place, Section 2, Sydney under temporary event approval from the Council of the City of Sydney.

<i>Name of Respondent</i>	
<i>Subsidiary Company (if applicable)</i>	
<i>Address of Respondent</i>	
<i>Postal Address</i>	
<i>Refer enquiries to: (name and email address)</i>	
<i>Phone Number</i>	<i>Mobile Number</i>
<i>Legal Entity</i>	<i>ABN</i>
<i>Signature and Date</i>	<i>Official Position Held</i>
<i>Signature of Witness</i>	<i>Address of Witness</i>

FORM 2
COMPANY/OPERATOR PROFILE

Respondents must provide the following information:

- Details on your organisation, Key personnel and relevant experience.
- Maximum 1-page of details to be provided

**FORM 3
PROPOSAL**

Maximum 3-pages outlining the vision for the market and how it will assist Council to meet the goals within Sustainable Sydney 2030 - 2050 Continuing the Vision

APPENDIX A



