



**Request for Tender  
RFT 9100-003**

**SUPPLY OF  
TWO WAY RADIO  
COMMUNICATIONS SERVICES**

**Due Date:**

**April 07 2015**

**17:00 hours PNG time**

Bidders intent on submitting a tender must notify Elma Polum no later than March 27, 2015 by 17:00 Local PNG time to [elma.polum@portmoresby2015.com](mailto:elma.polum@portmoresby2015.com)



## **1 Introduction**

---

The 15<sup>th</sup> Pacific Games will be held in Port Moresby from 4<sup>th</sup> - 18<sup>th</sup> July, 2015. The Games will showcase the participation of more than 3000 athletes from 24 Pacific Nations in 28 sports and disciplines. 2015 will mark the 40th anniversary of Papua New Guinea's independence, and the Games are sure to feature strongly in Papua New Guinea's celebrations. This will also mark the third occasion on which Papua New Guinea have hosted the Pacific Games, following earlier events in 1969 and 1991.

The appointed service providers for the 2015 Pacific Games will play a vital role in planning, developing and delivering a world class sporting event, which will contribute to Papua New Guinea's reputation as one of the region's truly sporting nations.

The Opening and Closing Ceremonies will be the anchor points of the Games, and will ensure that the Games commence and finish in a way that celebrates the achievements of the Athletes and the country of Papua New Guinea

MAKODA Productions Ltd has been engaged by the Pacific Games Committee to deliver the Opening and Closing Ceremonies for the 15<sup>th</sup> PACIFIC GAMES in Port Moresby, Papua New Guinea. MAKODA is in need of Two Way Radio Communications Services and is accepting proposals in response to this Request for Tender in order to find a qualified source to provide for the 15<sup>th</sup> Pacific Games Opening Ceremony and Closing Ceremonies.

The Opening Ceremony will be held on July 4, 2015 at the newly redeveloped Sir John Guise Outdoor Stadium. The capacity of the stadium has been increased to 15,000 spectators and it is expected the Ceremony will involve a cast of 4000 plus 3,500 athletes.

The Closing Ceremony will be held on July 18, 2015 at the newly redeveloped Sir Hubert Murray Outdoor Stadium. The capacity of the stadium will be around 15,000 spectators and it is expected the Ceremony will involve a cast of 200 plus 3,500 athletes.

## **2 Objective**

---

The purpose of this Request for Tender (RFT) is to obtain suitable detailed proposals from interested and competent suppliers to be considered by PNG 2015 Pacific Games Limited ("PNG 2015") to select a supplier(s) that can provide the Opening Ceremony with Two Way Radio Communications Services, subject to the pricing, supplier and quality of the services accordingly to the scope outlined in this RFT.

Depending on the outcome of this RFT, PNG 2015 shall go straight to negotiations with one or more companies. PNG 2015, or its agents, reserves rights to contract with one or more companies for the supply of services, or reject any or all tenders.

It is the intention to appoint one or more suppliers on or before April 15, 2015 depending on the outcome of this RFT.



### 3 Terms & Conditions

---

#### 3.1 Purpose of the Request for Tender

The purpose of this Request for Tender is to obtain affordable and quality products and services from interested and competent companies to be considered by the PNG 2015 Pacific Games Limited ("PNG 2015") to supply these products and services for the Opening and Closing ceremonies for the Pacific Games.

#### 3.2 Definition and Administrative Requirements

##### 3.2.1 Definitions

Throughout this Request for Tender, the following definitions apply:

**"RFT"** means this Request for Tender

**"PNG 2015"** or **"Games"** means the *Port Moresby 2015 Pacific Games*.

**"Makoda"** means the *Makoda Productions Limited who are the company appointed by PNG 2015 to produce the Opening and Closing Ceremonies of the 2015 Pacific Games*.

**"Supplier"** means *an individual or company that submits, or intends to submit, an application in response to this RFT*.

**"Application"** or **"Response"** means *the written submission from an Applicant/Supplier*.

**"FOB Destination"** means *seller pays freight charges, bears freight charges, owns goods in transit and files claim (if any)*

**"Ex-Works"** – means *the seller to deliver goods at his or her own place of business. All other transportation costs and risks are assumed by the buyer*.

**"Production Lead Time"** –  
*manufacturing time between the design of a product and its production*

**"Order Lead Time"** - means *the time from the placing of an order to the delivery of the goods*

**"Manpower"** - means *the people required for labour work for installation and dissembling*.

##### 3.2.2 Terms and Conditions

The following terms and conditions will apply to this RFT. Submission of an application to this RFT indicates acceptance of all the terms that follow and that are included in any addenda issued by the PNG 2015.

##### 3.2.3 Late Applications

Late applications will **not** be accepted.



### **3.2.4 Eligibility**

Applications will not be evaluated if the applicant's current or past corporate or other interests may, in the PNG 2015's opinion, give rise to a conflict of interest in connection with the project described in this RFT.

### **3.2.5 Evaluation**

Evaluation of applications will be by a Committee formed by the PNG 2015 including Makoda Productions and may include employees and suppliers of the PNG 2015.

### **3.2.6 Changes to Applicant's Response**

By submission of a clear and detailed written notice, the Applicant may amend or withdraw its application to this RFT prior to the closing date and time. The applicant may not change the wording of its application after closing and no words or comments will be added to their response unless required by the PNG 2015 for clarification.

### **3.2.7 Applicant's Expenses**

Applicants are solely responsible for their own expenses in preparing their responses and for subsequent proposals, negotiations etc., with the PNG 2015, if any. If the PNG 2015 elects to reject all responses, the PNG 2015 will not be liable to any Applicant for any claims, whether for costs or damages incurred by the Applicant in preparing their response, loss of anticipated profit in connection with any future Contract, or any other matter whatsoever.

### **3.2.8 Tender Validity**

Applications must be open for acceptance for 30 days after the closing date.

### **3.2.9 Sub-Contracting**

Using a sub-supplier (who must be clearly identified in the application) is acceptable. This includes a joint submission by two Applicants having no formal corporate links. However, in this case, one of these Applicants must be prepared to take overall responsibility and this should be clearly defined in the application.

Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the PNG 2015's opinion, give rise to a conflict of interest in connection with the project or program described in this RFT will not be permitted.

Where applicable, the names of approved sub-suppliers listed in the application will be included in any subsequent Contract. No additional sub-suppliers will be added, or any other changes made, to this list in the Contract without the written consent of the PNG 2015.

### **3.2.10 Liability for Errors**

While the PNG 2015 has used considerable efforts to ensure information in this RFT is accurate, the information contained in this RFT is supplied solely as a guideline for Applicants. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive.



Nothing in this RFT is intended to relieve Applicants from forming their own opinions and conclusions with the respect to the matters addressed in this RFT.

### **3.2.11 Modification of Terms**

The PNG 2015 reserves the right to modify the terms of this RFT at any time, including the right to cancel this RFT at any time prior to the closing date and time.

### **3.2.12 Ownership of Applications**

All applications submitted to the PNG 2015 become the property of the PNG 2015.

### **3.2.13 Use of Request for Tender (RFT)**

Any portion of this document, or any information supplied by the PNG 2015 in relation to this RFT may not be used or disclosed, for any purpose other than for the submission of an application.

### **3.2.14 Disclaimer**

- The lodgement of an RFT shall not be treated as a contractual obligation between PNG 2015 Pacific Games Ltd and any company and no agreement will be established or assumed until a formal written contract is signed and executed between PNG 2015 Pacific Games Ltd and the nominated service provider.
- PNG 2015 Pacific Games Limited reserves the right to appoint any suppliers it deems required and appropriate for the services required for this work.
- PNG 2015 Pacific Games Limited reserves the right to reject any and all tenders submitted.
- The use of the 2015 Pacific Games logo is not permitted on documents submitted by interested parties, or in any other way, shape or form without the express written permission of the PNG 2015 Pacific Games Limited.

## **4 Project Tender Submissions**

---

Proponents must follow this format in the submissions of their tenders. All interested suppliers are required to register your company name and contact details before hand, should you wish to submit your tender upon receiving the RFT – 9100-003 to [elma.polum@portmoresby2015.com](mailto:elma.polum@portmoresby2015.com) prior to March 27 at 17:00 hours PNG time.

### **4.1 Overview of Company**

Registered Legal entity, Place of Incorporation and Description of Overall Business.



#### **4.1.1 Requirements**

- Note only qualified firms with prior experience providing two way radio systems for world class events for stadium audiences shall be given consideration and be considered as conforming to this Request for Tender.
- Provide 3 relevant project scopes and references for similar work undertaken. Previous experience in Papua New Guinea or similar environments with similar projects should be highlighted.
- A technical proposal must be provided. This technical proposal must provide an overview of the proposed product selection, methods of operation, local requirements, data distribution systems as well as resumes of all key personnel performing the work.
- Tenders must be signed by a representative that is authorized to commit the bidder's company.

#### **4.1.2 Pricing**

A price proposal must indicate the overall fixed price for the project. Prices must be submitted exclusive of GST, but inclusive of Duty and priced Ex Works (loaded into supplied 40' containers). PNG 2015 will provide containers, freight and customs clearance services door to door. Suppliers will be required to complete the necessary descriptions of goods and other required freight documentation.

If reductions can be made to the hire by airfreighting the equipment at a later date, suppliers are encouraged to compare the hire cost versus the airfreight cost and advise accordingly.

Currency must be clearly stated in the tender. The Bank of South Pacific currency exchange rates on the date of closing will be used to compare pricing in equivalent Kina.

#### **4.1.3 Insurance**

The successful company will be required to provide a minimum of PGK 10 million 3<sup>rd</sup> party liability insurance and must be able to name PNG 2015 as co-insured on such policy.



## 5.0 SCOPE OF SERVICES

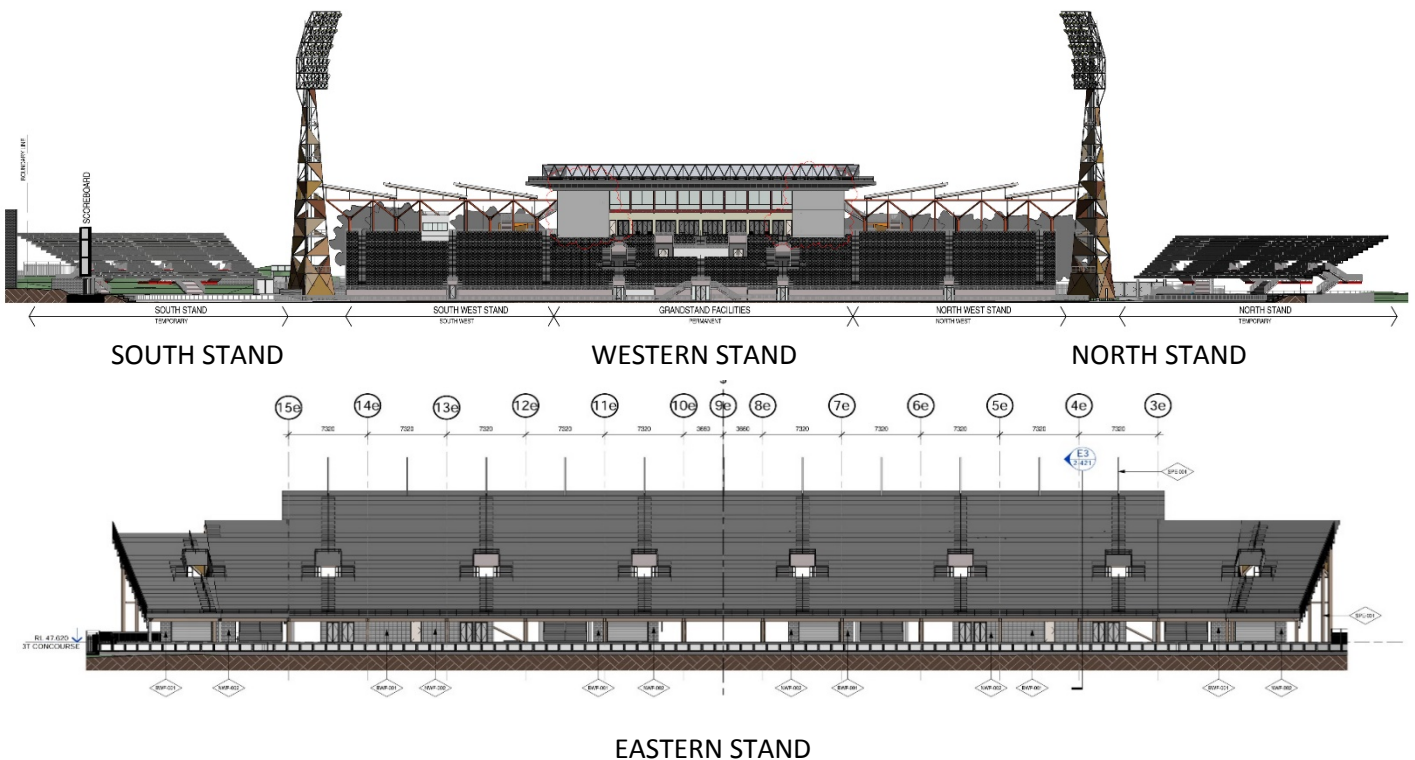
### 5.1 The Venues

The Sir John Guise Stadium will become the premier venue for the 15<sup>th</sup> Pacific Games. This venue consists of lower bowl seating only, with a covered audience area on the Western Stand.

The Sir Hubert Murray Stadium is a rugby field with open concrete grandstands on three sides. The Closing Ceremony will be performed on a temporary stage on the fourth side.



SIR JOHN GUISE STADIUM





## **5.2 Project Scope**

The scope of the project entails:

- The provision of equipment as specified (or similar) including all associated control systems, cabling, hardware and accessories
- Technically qualified staff (as agreed), for all associated services for the planning, management, documentation, installation, operation, maintenance and removal of the two way radio system as specified.
- Provision of a suitable quantity of spare equipment etc., to ensure acceptable levels of redundancy. The Supplier shall note the location of the Opening Ceremony and plan their spares accordingly.
- Provision of PPE for touring technical staff
- Ensure compliance with all statutory and regulatory OH&S requirements
- Supply of Safe Working Method Statements, along with a Material Safety Data sheets as required
- Provision of a detailed safety plan and Hazard and Risk Assessment for the pyrotechnics components of the ceremonies in association with the Ceremonies and PNG 2015 Safety Officers and personnel.
- Maintain necessary insurances for the equipment and personnel deployed by them, including full service health and travel insurances including evacuation provisions
- Accept responsibility for the moral and ethical performance of their staff during the time that they are working on the project





### **5.3 Equipment List**

The successful bidder will be responsible for providing at minimum the following (or functionally similar) equipment:

(NB. Please note that these totals **DO NOT** include spares)

<b>Two way radio handsets</b>	
May 25 – June 14, 2015	10
June 15 – June 27, 2015	80
June 28 – July 7, 2015	170
July 8 – July 12, 2015	10
July 13 – July 20, 2015	80
<b>Accessories</b>	
Handheld microphones	80% of totals
Earpieces with in-line mics	50% of totals
Noise cancelling headphones	30% of totals
'Clearcom' style headsets at fixed locations	20 (for show/rehearsals)
Belt clips	100% of totals
Spare batteries	75% of totals
Battery chargers	To suit all spare batteries
'Clearcom' Wired Key Panels	12
Systems control, networks, computer programming equipment, aerials, repeaters etc	As required for the above numbers of devices
<b>Channels (minimums)</b>	
May 25 – June 14, 2015	3
June 15 – June 27, 2015	10
June 28 – July 7, 2015	12
July 8 – July 12, 2015	3
July 13 – July 20, 2015	12

### **5.4 System Overview**

It is proposed that a full duplex system be employed where parties on each “channel” can speak collectively without having to sign on and off.

For budgetary purposes, if helpful, some channels could be simplex, which can be negotiated with the respondent. If this is proposed the numbers of duplex and simplex channels provided in the quote must be indicated.

A comms room will be provided close to the stadium for the management of all systems and the collection and retrieval of all equipment

The supplier must provide a minimum level of experienced and qualified staff to manage the overall systems and the signing in and out procedures. Local relatively unskilled staff can be made available to assist in certain areas, but the numbers of staff included in the quote and the numbers of additional unskilled staff requested by the supplier must be detailed in the response.



### **5.5 Power Supply**

Power supply to all areas will be supplied by others. This will be fed from multiple generator farms external to the stadium or be from PNG mains (depending on the location). PNG mains is unreliable and all critical equipment should be supported with UPS or independent generators. These requirements must be included in the response.

Power and data cable access to the FOP will be via cable guards supplied by others. All cable pathways throughout the Stadium will be used by many ceremonies suppliers including broadcasters and sports management. It is essential that care be taken during installation and removal of cabling to avoid damage to equipment.

### **5.6 Hardware and Tools**

The Supplier shall supply all hardware necessary to install, maintain and remove all fixtures and components. Sufficient spare hardware shall be included and will be located on site.

The Supplier shall supply all necessary tools to install, adjust, operate, maintain and remove all components. Sufficient spare tools shall be included and will be located on site.

The Ceremonies compound located just outside the Stadium will house storage and a workshop area as well as limited office space.

### **5.7 Touring Crew**

The supplier will be responsible for all flights, airport transfers, accommodation and per diems for all international staff and the costs for these should be worked into the final quote. Note that accommodation in Port Moresby is very expensive. If required Makoda can arrange basic hotel rooms through local contacts at the rate of \$A200 per room per night.

### **5.8 Local Labour**

MAKODA will supply local labour. It will be the responsibility of the supplier to manage, run and be responsible for the allocated local crew supplied to them by MAKODA

### **5.9 Freight**

A series of shipping containers of lighting, sound and miscellaneous equipment will be leaving Australia in mid May 2015 and returning in late July. Makoda can provide space in these containers if necessary, however consideration should be given to the option to fly the relevant equipment if the reduction in time reduces the rate to less than the cost of airfreight. The supplier should make independent enquiries to determine the cost of flying the required equipment.



## **6. RFT & Project Timelines**

Request for Tender Issuance March 24, 2015

Selection of Top Suppliers / Notification to Unsuccessful Suppliers April 7, 2015

Contract Award / Notification to Unsuccessful Suppliers April 15, 2015

Opening Ceremony July 4, 2015

Closing Ceremony July 18, 2015

ITEM	MILESTONE	DATE
1	Freight Departing Australia (40' Containers)	Week Beg May 18
2	Set Construction Period	Week Beg May25
3	Freight Delivery SJG Stadium Precinct	Week Beg June 15
4	Installation	June 22 – June25
5	Plotting	June 25 – June 30
6	Rehearsals	June 30 – July 3
7	OPENING CEREMONY	July 4
8	Dismantle of all associated Equipment	July 4 – July 6
9	CLOSING CEREMONY	July 18
10	Freight Depart Papua New Guinea	Week Beg July 13
11	Expected Freight Return Australia	Week Beg August 10

## **7. Important Notes**

- *While the work will be managed and overseen by Makoda productions, the actual contract will be with the 2015 Pacific Games Organizing Committee in their standard form of contract. PNG 2015 is a statutory body established to plan and execute the 2015 Pacific Games and is not a government body.*
- *It is important for suppliers to understand the conditions both physical and administrative that they may encounter when working in PNG. This includes but is not limited to the cost of visas and the tax regime. It is imperative that respondents seek advice on these matters prior to providing a final quoted price.*

## **8. Evaluation Factors**

MAKODA will rate tenders based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Tender
2. Relevant past performance/experience
3. Samples of work
4. Cost
5. Technical expertise/experience of bidder and bidder's staff
6. PNG 2015 reserves the right to award to the bidder that presents the best value to PNG 2015 as determined solely by MAKODA/PNG 2015 in its absolute discretion.



## 9. Submissions

---

***ALL TENDERS MUST BE SUBMITTED BY April 07 2015 at 17:00 hours local PNG time***

***All electronic versions to be in PDF format, Email to [elma.polum@portmoresby2015.com](mailto:elma.polum@portmoresby2015.com) and clearly marked RFT 9100-003***

***PNG 2015 takes NO responsibility for submissions not received due to transmission errors.***



**Pro forma cost details required to be included in submissions:**

Provision of equipment	\$
Provision of touring labour	\$
Provision of flights for touring labour	\$
Provision of accommodation for touring labour	\$
Provision of travel expenses for touring labour	\$
Other labour (preparation, loading, unloading)	\$
Packing	\$
Freight related expenses	\$
Consumables	\$
Administration expenses	\$
Other	\$
<b>TOTAL</b>	<b>\$</b>