EXPRESSION OF INTEREST

Lodgement of Offers:	Offers can be lodged the following ways: BY EMAIL: president@shoalhavenbusiness.com.au BY HAND: CONFIDENTIAL The President of the SBC 5/21 Kinghorne Street Nowra NSW 2541 BY POST P.O. Box 361 Nowra NSW 2541
Closing Date:	Monday 28 January 2019 BY 2:30 P.M.
Contact	Shoalhaven Business Chamber Tel: 02 44 23 3582 Email: admin@shoalhavenbusiness.com.au NB: these contact details are not to be used to lodge Offers.

1. Disclaimer

This Expression of Interest (EOI) has been prepared by Shoalhaven Business Chamber (SBC) and is provided to solicit experienced and qualified Event Management Professionals to manage and stage the 2019 Shoalhaven Business Awards (the Awards).

SBC does not accept any liability to any person in relation to the distribution or possession of this document. To the maximum extent permitted by law, SBC disclaims and excludes all liability for any loss or damage (whether or not foreseeable) suffered or incurred by any person acting on any information provided in, or omitted from this EOI or any other written or oral opinions, advice or information provided by any person in connection with the EOI.

This document is not an offer or invitation for the entry into a binding contractual relationship and does not grant the Respondent any exclusivity. Neither the information contained in this document nor any further information made available in connection with the EOI will form the basis of any contract.

This document is not intended to constitute a recommendation or to form the basis of any decision to proceed with the EOI and enter into binding contract for provision of the goods and/or services as

described in this EOI. Each Respondent must make its own investigation and assessment of the EOI and rely on its own judgment, review and analysis in evaluating the EOI as the basis of any decision to enter into a binding contract to give effect to the EOI.

2. Introduction

The Awards are the major event on the SBC event calendar and provides SBC with an opportunity to celebrate local business growth and success. The Awards place the SBC in the media spotlight which will be located on a platform where it can appreciated. Allowing this media attention ensures an opportunity for membership growth and highlights the chambers success in providing support for local businesses.

3. Expression of Interest

The SBC is requesting expressions of interest from experienced and qualified Event Management specialists to be recognised and stage the Shoalhaven Business Awards for 2019.

The Awards consist of approximately seventeen categories and the winners of a number of these award categories will advance to the finals in the Illawarra Business Awards. Therefore the event organiser will also be expected to liaise with Illawarra Chamber event organiser.

4. The Offer Process

(a) Submitted Offers will be reviewed and assessed by SBC.
(b) SBC reserves the right to appoint advisors to assist with the review process where appropriate.
(c) SBC reserves the right to withdraw from the process at any time prior to a formal Contract being awarded.
(d) SBC is not obliged to consider any Offer that was not submitted in accordance with the submission requirements contained in the EOI.
(e) SBC is not bound to accept the highest Offer.
(f) Respondents should be aware that they are responsible for all costs incurred by them during the Offer process.
(g) SBC will notify unsuccessful Respondents.
(h) The successful Respondent will be notified within 21 days after the closing date of the EOI.
(i) The successful Respondent and the SBC will enter into a Consultancy Agreement on the terms contained in the draft attached to this EOI and marked “A”.
(j) In the event that the successful Respondent is a member of the SBC Executive and/or a subcommittee of the SBC the Respondent must stand down from any such committee for the duration of the EOI process and the term of the Consultancy Agreement.

5. Requirements of the EOI

Your EOI must include and address the following:

(a) A signed statement that you have accepted the EOI procedures and other matters as set out in this EOI must be included in the Offer in the form contained in Annexure 1.
(b) A summary of Previous Event Management experience including at least two (2) examples which detail your event management roles and achievements (two (2) page maximum).
(c) Name and contact details of two (2) referees with personal experience of your event management skills.
(d) Your fee including GST.
(e) Details of your Event Management or other relevant qualifications and experience.
(f) Requests for special terms for the Consultancy Agreement.
(g) Your ABN

6. Offer Evaluation

(a) Following the closing time for the lodgement of the Offer, an evaluation process will take place. The Offer evaluation process may, at the absolute discretion of the SBC involve discussions/presentations with some or all Respondents and requests to some or all Respondents to provide written clarification of various aspects of their Offers.
(b) The SBC unconditionally reserves the right to accept or reject any Offer regardless of compliance or non-compliance with this EOI and to suspend or cease to proceed with the Offer process.

7. Other Requirements

(a) This EOI and associated documentation is, and shall remain, the property of the SBC. It may only be used for the purpose of preparing a response.
(b) The SBC does not warrant the accuracy of the EOI content nor shall it be liable for any omissions.
(c) Failure to comply with the Closing Date may lead to the Offer not being considered by the SBC.
(d) The Closing Date will not be extended under any circumstances for individual Respondents.
(e) Offers are to be lodged according to the lodgement directions specified on page 1 of this document. Offers may be delivered by hand or posted. Respondents are responsible for ensuring the actual delivery of their Offer prior to the closing date / time.
(f) If the Offer is being posted, enough time should be allowed to ensure the Offer reaches the specified address by the closing date. Oral Offers will not be accepted. Email Offers will only be accepted with the prior written consent of the President of the SBC.
(g) If an Offer does not include all the information required by the EOI, or is incomplete in any way, it may be rejected.
(h) Without limiting its rights at law or otherwise, the SBC reserves the right in its absolute discretion at any time to:
    (i) cease to proceed with the submission process outlined in this EOI;
    (ii) change the structure and timing of the EOI process;
    (iii) vary or extend any time or date in this EOI for all or any Respondent or other third party at any time and for such period as the SBC, in its absolute discretion, considers appropriate;
    (iv) suspend or vary the EOI process or any part of it;
    (v) terminate further participation in the EOI process by any Respondent for any reason (either prior to or following the EOI closing time), regardless of whether a submitted Offer conforms with the requirements of this EOI;
    (vi) terminate any negotiations being conducted at any time with any Respondent for any reason;
    (vii) require additional information or clarification from any Respondent, or anyone else, or provide additional information or clarification;
    (viii) negotiate with any one or more Respondents and allow any Respondent to change its Offer;
    (ix) call for new Offers;
    (x) negotiate with any person who is not a Respondent and consider any Offer from that person on such terms as the SBC in its absolute discretion accepts without prior notice to any other Respondent; and
    (xi) not accept the EOI that results in the best overall net financial outcome to the SBC.
(i) The laws of New South Wales applies to this EOI and the process of seeking Offers. Each Respondent must comply with all relevant laws in preparing and lodging its Offer and taking part in the EOI process.

Attachment A – Consultancy Agreement

Appendix 1: EOI Offer Declaration

TO: SBC

I confirm that:

1. I am duly authorised to sign documents for and on behalf of the Respondent, identified as:

Company Name:	

ABN: | | | | | | | | | | | |

(Australian Business No if applicable)

2. The information provided in this Offer (including attachments) is complete and correct and together it constitutes an offer to SBC on the terms set out in the EOI;

2. The Respondent has read and understood and agrees to the terms in the EOI; and

3. The Respondent will treat all communication with SBC in relation to the EOI as confidential and will not disclose the contents of the EOI without the SBC's written consent.

Signed this ……..…… day of ……..……., 2019

Signature: .....

Printed Name: .....

Official Position Held: ……..……..…….....

(i.e. Director, Manager, Secretary, etc.)

Address of Respondent:

Address:	

Respondent Contact Details:

Contact Person:	
Telephone No.:	
Email Address:	