



# Bar Operations and Liquor Supply Services

Invitation to Tender

Closing Date: 20 March 2023

Beef Australia Limited  
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Rockhampton Qld 4700  
[www.beefaustralia.com.au](http://www.beefaustralia.com.au)

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## TENDER DETAILS

Tender Number: BA005/24

Provision of Bar Operations and Liquor Supply Services

Closing at 5pm, Monday 20 March 2023

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Beef Australia Limited invites detailed and costed proposals from suitably experienced and qualified Proponents to provide Bar Operations and Liquor Supply services for the Beef Australia 2024 Exposition to be held at the Rockhampton Showgrounds and Victoria Park from Sunday, 5 May to Saturday 11 May 2024.

Proponents may, at their discretion, submit a Proposal for all, or part of the works, provided that Proponents clearly state which part they are tendering for and otherwise satisfy the requirements of this invitation.

Proponents must accept and comply with all the Tender Conditions or risk being disqualified or their Proposal being rejected.

Proposals must be lodged no later than 5pm, Monday 20 March 2023 to:

**Tash Bury**  
**Event Manager**  
**Beef Australia Ltd**  
**Tender # BA005/24**

Proposals can be emailed to [accounts@beefaustralia.com.au](mailto:accounts@beefaustralia.com.au) or lodged by your preferred electronic file sharing service.

Beef Australia Limited will not be held liable for any costs a Proponent incurs resulting from this tender process, including any costs associated with preparing, submitting, negotiating and/or executing a Proposal, a Proposed Contract, or an Executed Contract.

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# GENERAL BACKGROUND

## Organisational History

Beef Australia is a week-long exposition that engages all facets of the Australian beef Industry and is held triennially in Rockhampton, Queensland. In 2021 the event attracted a record attendance of 115,866 attendees with 26% visiting from the Rockhampton region, 46% from greater Queensland and 27% visiting from interstate.

Since the event began in 1988, the Expo has grown from its roots as a Bi-centennial celebration of the Queensland cattle industry to an internationally recognised event with major industry, trade and regional community outcomes, and is now regarded as one of the world's great beef cattle events.

Australia's beef cattle industry will again attract national and international attention when it goes on display at the thirteenth triennial beef exposition to be staged in Rockhampton, Queensland from 5 to 11 May 2024.

## Key Pillars

The event focuses on four key pillars:

### Showcasing the Beef Industry

Benchmarking national standards through the stud, carcase and commercial competitions and industry trade sites.

### Consumer & Community Awareness

Engaging the public and building consumer trust in beef as a product and the importance of the industry to the Australian economy.

### Facilitating Trade

Working closely with Government and key stakeholders to target increased international and domestic business delegates to enhance trade outcomes.

### Advancement, Education & Innovation

Advancing knowledge through education, training, innovation, and research programs supporting the success and sustainability of the beef industry.

## Toward Beef 2030

Our 10-year vision is to remain recognised as a world class organisation that advances the Australian Beef community and are a globally recognised, relevant and progressive brand with which the community connects. We are a sustainable organisation that works alongside the industry in achieving carbon neutrality and outcomes set out in Red Meat 2030. We deliver the best of beef; today and tomorrow.

## Key Statistics

- 11 elected directors
- 800 contractors and staff
- 150 volunteers
- 115,866 visitors through the gates
- 500 trade fair exhibitors
- 16 property and city tours attended by 921 people
- 78 ticketed events with a further 135 performances
- 5,000 cattle entrants featuring \$23 million stud cattle on site
- 11 acres of stud cattle housing
- 63 tonnes of beef consumed
- 34 industry seminars attended by 4,777 people
- 3,960 children participated in the school’s program
- \$94 million direct and incremental impact on the greater Rockhampton Region
- \$76 million value added economic impact for Queensland

## EVENT DETAILS

### Event Dates

Beef Australia 2024 will operate from 8.30am Monday, 6 May 2024 to 12.00am (midnight) Friday, 10 May 2024 at the main venue located at the Rockhampton Showgrounds with the Nose to Tail dinner being held on the evening of Sunday, 5 May 2024 from 6.30pm to 11.00pm and the Gala Ball being held on the evening of Saturday, 11 May 2024 from 6.00pm to 12.00am (midnight).

The Commercial Cattle competition component of the event will operate on Sunday, 5 and Monday, 6 May 2024 at the CQLX Saleyards located at Gracemere. This portion of the event does not require onsite ticketing services.

### Bump-in/Bump-out Dates

Beef Australia Ltd shall confirm final access dates and milestones closer to the event however, a preliminary schedule is shown below.

Activity	Day/Date
Event Bump-in	Tuesday 2 April to Sunday 5 May 2024
Exhibitor Bump-in	Monday 29 April to Sunday 5 May 2024
Event	Monday 6 May to Friday 10 May 2024
Gala Ball only	Saturday 11 May 2024 (6pm – 12am)
Exhibitor Bump-out	Saturday 11 May to Wednesday 15 May 2024
Event Bump-out	Saturday 11 May to Sunday 26 May 2024

# OVERVIEW AND SCOPE OF SERVICES

Beef Australia Ltd is seeking the services of one or more Suppliers to provide Bar Operations and Liquor Supply services including but not limited to:

## BAR MANAGEMENT

The Agreement includes management, service, and operation of the following:

- The Lawn
  - The Lawn Bar
  - Champagne Bar
- M'Eat Street Bar – food vendor area
- Cattleman's Bar – next to Grandstand
- Schwarten Pavilion – public bar and large functions (The Gala Ball and Hats n Heels)
- Centre Ring
  - Business Lounge Bar
- Other bar locations and opportunities
- The Stadium
- The Long Paddock
- Celebrity Chef Restaurant

## BAR OPERATIONS

### Contractor to:

- 1) Provide all bar infrastructure (including structures, bars, trestles, cold rooms, bar refrigeration, floor matting) for:
  - a. The Lawn
    - i. The Lawn Bar
    - ii. Champagne Bar
  - b. M'Eat Street (Food precinct)
  - c. Cattleman's Bar – existing permanent bar infrastructure
  - d. The Schwarten Pavilion
  - e. Centre Ring – Bar infrastructure will be built within the temporary build with guidance from operator
  - f. The Stadium
  - g. The Long Paddock
  - h. Celebrity Chef Restaurant
- 2) The required equipment to deliver supplies to the designated outlets prior to, during and after the event.
- 3) Provide a 'Services Order Form' and beverage selection and service fee to be presented to Beef Australia for approval and distribution by 3 months prior to event.
- 4) Manage resourcing of all bar staff for the service of alcohol.
- 5) Manage all resourcing of security requirements as per the requirements of the liquor licence.

- 6) Supply all staff uniforms.
- 7) Supply all bar serving equipment including register and POS for cash bar sales.
- 8) Public Liability Insurance for the designated beverage outlets and cash onsite and in transit insurance, work cover and other insurances required for staff and personnel.
- 9) Property Insurance for items supplied by Contractor.
- 10) Recruitment and training of all bar staff including and not limited to the purpose of the event, site inspection and familiarisation of the Rockhampton Showground's
- 11) Copies of all applicable Policies and Procedures for the management and operations of these services
- 12) Liquor Licence for agreed designated licensed area within BA2024 site
- 13) Display the Liquor Licence and the terms and conditions of trading and service to the visitors to BA2024
- 14) Use official sponsor and supplier products for Beef Australia including wine supplier, beer supplier, spirits supplier, ice supplier, soft drink and water supplier, all to be confirmed when supplier and partnership contracts finalised.
- 15) Disposable drink containers support Eco Free Environmental standards for all public bar areas.

**Beef Australia to:**

- 1) Provide waste management including recycle and garbage bins, removal of waste material and bin pick up service
- 2) Power and water
- 3) Dedicated areas within the site for the use of contractor to fulfil the services within the contract
- 4) Public Liability Insurance for the Event
- 5) Property Insurance for items supplied by Beef Australia
- 6) Marketing of the outlets in the BA2024 program and other official publications
- 7) Signage in and around the outlets
- 8) Use of the Beverage Sponsor stock donation, visual awareness fund and infrastructure fund as per their sponsorship agreement
- 9) Provide tables and chairs, dry bars and stools for the comfort of patrons.

**Functions and Catering – Non-Beef Australia Official Functions**

The Contractor is able to provide beverage service prospective for Beef Australia to provide to onsite traders and partners to host catering services in their own trade spaces. This is to be managed directly by the Contractor.

## Inclusions

Proponents must ensure that their Proposals are inclusive of and consider the performance of the services including but not limited to:

- all consumables including but not limited to insert consumables if applicable and equipment;

- daily on-site attendance of a Project Manager/Supervisor during the event;
- public holiday surcharges;
- the attendance of a nominated Project Manager in Rockhampton for the duration of Bump In/Bump Out;
- any and all staff accommodation/travel costs;
- GST itemised separately;
- other associated costs not identified above but likely to arise.

To the extent that Proponents have not allowed for or taken into account in their Proposal the performance of a part, or parts of the services, Proponents must set out in detail the part, or parts of the services that they have not allowed for or taken into account.

The rates quoted in the Proposal shall remain fixed for the duration of the agreement commencing from the date of acceptance of the successful Proponent.

## Proponent Requirements

### Confidentiality

All information supplied by Beef Australia Ltd in connection with this invitation to tender shall be treated as confidential by the Proponent, except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the Proposal.

### Licensing

The Proponent and the Proponent's Sub-Contractor(s) shall be fully qualified, experienced and be suitably licensed by the relevant governing body for the nominated works. The Proponent shall also comply with all Local Government and Statutory Authorities' and Regulatory Bodies' requirements and pay any appropriate fees.

### Insurance

The Proponent shall effect and maintain insurance necessary to cover their liabilities under the Scope of Services. The Proponent shall provide Certificates of Currency for Workers Compensation and Public Liability Insurance and indemnify Beef Australia Ltd, its employees and agents from all claims, demands, losses, damages, actions, costs and expenses resulting from the use of the Proponents structures, consumables and equipment.

### Site Conditions

The Proponent shall visit the site to familiarise themselves with all aspects of the works. Should the Proponent choose not to visit the site, it is the responsibility of the Proponent to obtain for themselves at their own expense any additional information necessary for the preparation of their Tender Offer.

## Supplied by the Proponent

### Public Liability

The Proponent shall hold a current public liability policy of insurance on terms acceptable to Beef Australia Limited and with an insurer acceptable to Beef Australia Limited. The public liability policy



of insurance shall be for a minimum amount of \$20,000,000 for any one occurrence, and in the aggregate for products liability from an insurer(s) acceptable to Beef Australia Limited.

### Product Liability

The Proponent shall hold a current product liability policy of insurance on terms acceptable to Beef Australia Limited and with an insurer acceptable to Beef Australia Limited. The product liability policy of insurance shall be for a minimum amount of \$20,000,000 in the aggregate.

### Workers Compensation

The Proponent shall hold a current workers compensation policy, or equivalent, to the satisfaction, for all staff and workers including all voluntary workers.

### Other Insurance

The Proponent shall provide certificates of currency for public liability, products liability and workers compensation insurance, issued by the insurer (not the Broker), with any offer submitted to Beef Australia Limited. The certificate for public liability must include a 'business description' which includes all the activities of the Proponent and also must disclose the policy deductible or excess.

### Included Services

All items, resources, equipment, personnel, consumables etc. as listed under Inclusions.

The Proponent must also indicate the employment award or other industrial instrument that it uses to remunerate its staff.

Please note that Beef Australia looks favourably on organisations that uphold an environmentally friendly and sustainability policy.

### Health and Safety Requirements

The Proponent, if appointed, must at all times, identify, comply with and exercise all necessary, duties and precautions for the health and safety of all persons including the Proponent's employees, subcontractors, subcontractor's employees, employees of the Beef Australia Ltd and other persons who may be affected by the delivery of Beef Australia's requirements.

In this regard, the Proponent must always be aware of and discharge its obligations under the Work Health and Safety Act 2011 (Qld) and any other applicable legislation.

### Local Employment

Beef Australia 2024 is a regional event that encourages opportunities for local industry and residents of Central Queensland. The successful Proponent will be encouraged to use local partners, sub-contractors, local residents and community groups for temporary and permanent labor opportunities.

### Supplied by Beef Australia Ltd

1. Two-way radio for on-site supervisor to liaise with Beef Australia Site Manager;
2. Public Liability Insurance for the event;
3. Property Insurance for items supplied by them.
4. Office/storage area for contractor;

## Disqualification

Any Proponent may be disqualified from the Tender process who:

- a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national laws and regulations;
- b) is the subject of proceeding for a declaration of bankruptcy, for an order of compulsory winding-up or administration by the court or for an arrangement with creditors or is the subject of any other similar proceedings under national laws or regulations;
- c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify.

## Required Format of Tender Responses

### Corporate Information

Proposals must be received by the date and time, and to the address specified in this tender document.

Every Proponent shall state in the Proposal:

- a) in the case of an individual, full or given names, surname and address;
- b) in the case of a business, the name and address of all proprietors, the address of the registered place of business and registered business number;
- c) in the case of a company, the full name of the company, the address of the registered office of the company and its Australian Company Number (ACN), and the name of the company title of the person signing the offer on behalf of the company;
- d) in the case of a trust, the full names and addresses of each trustee of the trust;
- e) in the case of joint Proposals, the information detailed above for each joint Proponent; and
- f) in all cases, the Australian Business Number (ABN) of the Proponent.

## Proposal Information

Proposals for the provision of outlined services should include the following information:

- An outline of the organisation;
- Summary of similar assignments or projects that the organisation has completed in the past;
- Detailed outline of the methodology and processes proposed for the delivery of the required services;
- Resources allocated to the provision of services;
- Referees;
- Fee structure;

- Any applicable discounts, rebates and credits and bases on which discounts, rebates and credits will be provided; and
- Mood boards, images, renders, floor plans etc. of proposed items;
- Any sponsorship or additional value that could be provided to Beef Australia.

## Performance Expectations

The successful tenderer must adhere to the following performance expectations:

- Only courteous, conscientious and experienced personnel should be employed for Bar Operations and Liquor Supply services at Beef Australia 2024;
- All services should be executed discreetly and with total courtesy to patrons and others at all times;
- All personnel must deliver a high level of customer service and demonstrate superior communication skills;
- Contractor management and staff understand and agree to any Beef Australia Ltd confidentiality agreements;
- Staff respond positively and promptly to requests made by Beef Australia Ltd for provision of services;
- All personnel are to be adequately supervised at all times;
- All personnel are to be dressed in the appropriate uniform when on duty to establish their presence and project a tidy and professional image;
- Any special instructions or duties canvassed by participants of Beef Australia 2024 (Trade Fair exhibitors, campers, caterers etc.) are to be reported to the Beef Australia Operations Manager immediately and must not be charged to Beef Australia Ltd. Beef Australia Ltd shall not be liable for any services rendered outside the scope of services or not previously arranged by a duly authorised manager of Beef Australia Ltd.

## Code of Conduct

The successful tenderer and their staff must adhere to the following code of conduct implemented by Beef Australia Ltd at all times:

- Enter and leave venues through required access points only;
- Keep work areas clean and tidy at all times;
- Wear all necessary personal protective equipment (PPE) as required by Occupational Health and Safety regulations;
- Be aware that the site is an operating facility at all hours and use appropriate language and behavior at all times;
- Do not smoke in public areas whilst on duty or in uniform;
- Contractor staff must not seek out, speak to (unless spoken to) or ask for autographs/photos of artists, celebrities, identities or high-profile guests at any time;
- Allow access to any person to the venue or special event/function who does not hold valid accreditation, ticket or without the approval of a Beef Australia authorised manager;

- Do not use or bring into the venues any alcohol or prohibited drugs;
- Do not use offensive language or aggressive behavior;
- Do not make unnecessary noise other than that emanating from essential work tools or equipment; and
- All personal items found by a contractor staff within the Beef Australia site and venues must be turned over to Beef Australia Ltd management.

## EVALUATION OF TENDERS

### Selection Criteria

Beef Australia Limited will evaluate each Proposal using the selection criteria as summarised below:

- **Expertise** – Proponents should demonstrate proven expertise that is relevant to the provision of the Bar Operations and Liquor Supply services. Proponents should clearly outline corporate and (where relevant) individual staff expertise and capability in relation to the provision of services.
- **Methodology** – Proponents must specify an appropriate professional and contemporary best practice methodology to be utilised in the provision of services.
- **Resourcing** – Proponents are to provide an overview of their management expertise (including an organisational structure to deliver services sought), labour, equipment and resources that will be deployed to enable the required services to be provided in an efficient and effective manner and be reported against performance. Proponents must identify the primary and secondary contacts in relation to these goods and services.
- **Cost** – Beef Australia Limited is seeking to ensure that value for money is provided in the delivery of the goods and services. Proponents are to provide the full details of their offered prices including the pricing methodology that forms the basis of their offered prices.

Beef Australia Limited at its sole discretion may also take into account other criteria in evaluation Proposals.

### Right to Negotiate

During the evaluation process, Beef Australia Ltd may negotiate with Proponents to vary their Proposals either on the grounds of technical capability, cost, effectiveness or matters relating to the combination of one part of the Tender with another part of the Tender.

Beef Australia Ltd, at its absolute discretion, may:

- Use any relevant information obtained in relation to a Proposal (through this invitation or by independent inquiry) in the evaluation of Proposals;
- Enter into negotiations or discussions with any one or more Proponents and/or seek clarification or additional information from any Proponent;
- Separate one or more required services into separate job lots.

If Beef Australia Ltd enters into negotiations or discussions or seeks clarification or additional information from any Proponent, Beef Australia Ltd may award the contract to that Proponent even

though it has not entered into negotiations or discussions or sought clarification or additional information from any or all of the other Proponents.

Beef Australia Ltd may shortlist Proponents at any time during the evaluation process. If it does so, Proponents will be advised if they have been shortlisted, and may be invited to provide further information on their Proposal to Beef Australia Ltd or to participate in any further process.

Beef Australia Ltd does not warrant any minimum volume of work for the selected tenderer.

## Formation of a Contract

The successful Proponent will be required to sign a formal agreement containing the terms and conditions of the supply of goods and services as per the Tender Offer supplemented by the addition or relevant information, requirements, or variations:

- a) contained in the successful Tender;
- b) arising from the final stages of event planning;
- c) arising during the Tender evaluation; and
- d) arising out of negotiations during and/or after the Tender evaluation.

## CONTACTS

All questions and queries related to this tender document can be directed to:

**Tash Bury**  
**Event Manager**  
**Beef Australia**  
**Phone: 07 4922 2989**  
**Email: [natasha@beefaustralia.com.au](mailto:natasha@beefaustralia.com.au)**

## ATTACHMENTS

Appendix A – Tender#BA005/24 – Draft Bar and Functions Schedule  
Appendix B – Beef Australia 2024 Venue Map