



INVITATION TO TENDER

Introduction:

Suva City Council is excited to announce the upcoming Miss Hibiscus Festival 2024 and invites experienced and qualified service providers to submit their expressions of interest for various requirements essential to the success of this event.

SCOPE OF SERVICES:

Amusement Rides Area:

Provision and operation of amusement rides;

Carousels

Go Carts

Ensure all safety measures are met and maintained throughout the festival.

Operator to submit their public liability cover

For further information on this, please contact Mr Alekisada Taletawa on mobile 8054583 or email on secretariathibiscus@gmail.com

Stall Vendors

Invitation for stall vendors to email us expressions of interest in providing food stalls at the Hibiscus festival especially youth/church/community groups that are fundraising.

Registration fee of \$2,000 will apply for the duration of the festival that is from 31st August 2024 to 7th September 2024.

For further information on this, please contact Mr Alekisada Taletawa on mobile 8054583 or email on secretariathibiscus@gmail.com

Stall Allocation:

Food:

- BBQ (includes hot dogs, burgers & sub sandwiches) – 4
- Indian - 6
- Fijian - 6
- Chinese - 6
- Korean - 1
- Filipina - 1
- Snack Bars - 2
- Pastries & Desserts-4

Amusement & Exhibition

- Handicraft - 4
- Amusement - 4

Scaffolding:

- Supply and installation of scaffolding for various stalls and platforms. Suggestion for stall sizes are 6m x 3m, given extra quotations for flooring.

- This will also apply to the Entertainment Stage.

- Must adhere to safety standards and provide sturdy and secure installations.

- Vendor to submit their public liability cover

- For further information on this, please contact Mr Alekisada Taletawa on mobile 8054583 or email on secretariathibiscus@gmail.com

Electricity Provision:

- Comprehensive electrical services for the entire festival area.

- Includes setup, maintenance and emergency services to ensure continuous power supply.

- Vendor to submit their public liability cover

Lights, Sound System and Screen (full Audio and Visual for the duration of the event):

- Provision of high-quality sound systems and lights suitable for outdoor events.

- Includes setup, operation and technical support during the festival.

CCTV & Communications

- Supply and installation of temp CCTV around the venue, covering all major points.

- Supply of RTS and other equipment for the duration of the event with the area range of Flea Market to Albert Pavilion, and Tanoa Plaza to Suva Harbour (width wise).

- Back-up services for Rts

- Portable repeaters

- Wireless connectivity

- Connectivity for remote viewing of live footage

Production

- Create and curate various daily events, TV broadcast of the festival

- Create Graphics and video for the production of the festival

- Assist with sponsorship branding placement around the festival venue.

- Manage stage layout and stage production

Security Services

- Security Personnel: Experienced security staff including security guards, supervisors, and emergency response teams.

- Specialized Teams allocated for Floats, Queens and Stage.

- Crowd Control: Manage large crowds and prevent stampedes.

- Access Control: Manage entry and exit points to ensure only authorized individuals enter restricted areas.

- Patrol Units: Conduct regular patrols to detect and deter suspicious activities.

Submission Requirements:

- Company profile outlining previous experience and qualification.

- Detailed proposal including scope of services, pricing and compliance with safety standards.

- Proof of licensing and insurance (Public Liability cover).

- References from previous events or contracts.

- FNPF, FRCA, FNU compliant. Certificate of Registration – for companies only

- Service providers for Items 1 and 3 MUST provide OHS certification.

- Services provider for Item 4 MUST provide EFL compliance

Evaluation Criteria:

- Quality and comprehensive proposal.

- Experience in handling similar events.

- Competitive pricing.

- Quality of references

Tender in sealed envelopes are to be deposited in the Tender Box placed at 2nd Floor, Civic Administration Building, 196 Victoria Parade, Suva.

Tender shall close on Thursday 20th of June, 2024 at 3.00pm.

Contact Information

For further enquiries, please contact the Hibiscus Secretariat on mobile number 9924517 or email address hibiscus.secretariat@scc.org.fj