

Request for Quotation

Request for Quotation:	Catalogue, value and conserve the Shire of Broome's art collection
Deadline:	12pm midday Monday 13 February
Address for Delivery:	Submissions to be made to shire@broome.wa.gov.au
Contact Person:	<i>Michaela Nutt</i> 08 9191 8793 Michaela.nutt@broome.wa.gov.au



Figure 1: 2022 Shinju Matsuri Acquisitive Art Prize Winner: Yikartu Bumba - "Juppur and Yittirr"

1 Conditions of Responding

The Shire of Broome (The Principal) will not be liable for payment to the Respondent for any cost, losses or expenses incurred by the Respondent in preparing their Response to this Request for Quotation, regardless of the outcome.

The Respondent shall have satisfied themselves as to the correctness and sufficiency of their Response, including prices which will be deemed to cover the cost of complying with all the Conditions of Responding and of all matters and things necessary for the due and proper performance and completion of the work described in this Request for Quotation.

Respondents submitting a quotation for this contract may be afforded a price preference in accordance with the Buying Local section of Council's [Purchasing Policy](#) if they qualify as a Regional Respondent.

2 Specification

2.1 Introduction

The Shire of Broome holds a collection of approximately 70 items of visual art, primarily 2D artworks, with some small sculptural works. The collection has been acquired through the Shinju Matsuri Acquisitive Art Prize and is governed by the Shinju Matsuri Acquisitive Art Prize Policy. A limited selection of the collection is exhibited across the Shire's public buildings (Administration Building, Library, Civic Centre and BRAC) with the bulk of the works temporarily stored within a temperature-controlled room.

The Shire is committed to improving the conservation of, and public access to, the collection in order to:

1. Reduce the risk to our investment through depreciation due to damage
2. Increase appreciation of the collection through improved understanding of the economic, cultural, historical and artistic value of the collection
3. Increase civic pride by improving knowledge of the collection, leading to appreciation between cultures and community cohesion
4. Attract appreciation from visitors and improve our business case for cultural tourism investment opportunities e.g. exhibition facilities within the library redevelopment and the Kimberley Centre for Arts, Culture and Story.

2.2 Scope of Work

The Shire is seeking suitably qualified consultants to provide the following services:

- Catalogue and photograph the collection, including identifying where each piece is currently exhibited or stored along with the correct title, artist, cultural heritage and year of acquisition
- Provide digital copies of the catalogue suitable for public circulation, including photos and artwork details
- Assess each artwork's conservation needs and make recommendations regarding storage and/or conservation requirements, including an assessment of the suitability of current storage facilities
- Recommend and implement short-term conservation initiatives such as wrapping or temporary storage improvements
- Indicatively value the collection, identifying any pieces that would benefit from full fair market value appraisal. This should include any necessary recommendations regarding insurance and asset management

- Make recommendations regarding the long-term storage requirements of the collection and provide the basis for a business case for the implementation of the recommendations (e.g. a purpose-built climate controlled storage facility)
- Develop the basis for an exhibition policy, loan policy and rotation policy
- Undertake engagement with internal and external stakeholders to inform all of the above. Stakeholders will include:
 - Shire of Broome Community Engagement and Projects team
 - Shire of Broome Library team
 - Civic Centre
 - Broome Visitors Centre
 - Nyamba Buru Yawuru
 - Shinju Matsuri festival team and/or board
 - Local arts and cultural organisations

2.3 Timeframes

The timeframes below are to be used as a guide for submissions and are subject to change. It is important to note that this project is time sensitive with some elements unmoveable. Consultants should use their experience and expertise to alter the timeframes as required.

RFQ Advertised		23 January – 10 February 2023
Award RFQ		17 February 2023
Phase 1: Project inception	Online or in-person meeting with Shire officers	w/c Monday 20 February
Phase 2: Assessment	On-site assessment, cataloguing and conservation activity	March/April 2023 (Estimated minimum 10 business days of continuous on-site activity required)
Phase 3: Draft deliverables	Online discussions with Shire officers, preparation and delivery of draft deliverables	April/May 2023
Phase 4: Delivery	Delivery and finalisation	June 2023

3 Selection Criteria

3.1 Compliance Criteria

Compliance with the Specification contained in the Request.	Yes/No
Compliance with the Quality Assurance requirement for this Request.	Yes/No
Compliance with Shire’s Statement of Business Ethics https://www.broome.wa.gov.au/Council/Procurement/Statement-of-Business-Ethics .	Yes/No
Compliance with the Delivery Date.	Yes/No

3.2 Qualitative Criteria

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

Please prepare a document, entitled ‘**Additional Information**’ which contains how you meet the following criteria:

Criteria	Weighting %
<p>Relevant Experience and qualifications</p> <p><i>Demonstrated relevant experience and qualifications in art conservation and cataloguing</i></p>	40%
<p>Key Personnel and resources</p> <p><i>Provide details of key personnel, including their project role and relevant experience</i></p>	30%
<p>Demonstrated Understanding</p> <p><i>Knowledge of the Shinju Matsuri Acquisitive Art Prize and its historical winners and knowledge of Kimberley artists and Kimberley cultural heritage</i></p>	30%

4 Respondent's Offer

4.1 Offer Form

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Request for Quotation (RFQ): *Catalogue, value and conserve the Shire's Arts Collection.*

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

Part 4 COMPLETE AND RETURN THIS PART

5 Price Information

No	Item	Total hours	Price (ex GST)	GST	Price (inc GST)
1	Desk-based work				
2	On-site activity				
3	Disbursements including flights, car hire, meals, accommodation etc. Please clearly state number of site visits allowed for.				
5	Total				