

Commercial-in-Confidence

This is a controlled document and is not to be distributed to 3rd parties except as authorised by TEG Head of Procurement

TEG Procurement Instruction 01/2024

Using TEG Preferred Suppliers

TEG has established Preferred Supplier Agreements (PSA) with the suppliers listed at Attachment 1. The purpose of this instruction is to provide guidance on the use of the Preferred Suppliers.

This document may be shared with contracted Production Managers.

Internal Process

It is important to appreciate that this is TEG's internal process and should not involve artists reps unless it is producing outcomes which require their approval/input (which should be discussed with the TEG Manager in the first instance).

Roles and Responsibilities

The TEG Manager¹ is ultimately responsible for the financial and operational performance of an event or tour. This includes procurement planning and production delivery, usually supported by a Production Manager.

Where a Production Manager or Production Management Company is used, they will source quotes from TEG's Preferred Suppliers and make recommendations as to which supplier to appoint. They will manage and oversee successful delivery of production services.

The TEG Manager will select the successful Preferred Supplier based on the quotes received via a Request for Quote (RFQ) process run by the Production Manager.

Procurement Plans

Each tour or live event should have a simple Procurement Plan, which will summarise the opportunity to use Preferred Suppliers in the context of the type of tour or event. TEG's intent is to maximise competitive tender opportunities for Preferred Suppliers.

Attachment 1 lists TEG's Preferred Suppliers against the service categories that they can supply. As a default position, and adopting a common-sense approach, all Preferred Suppliers listed in each category should be given the opportunity to quote on each tour. The onus is on the supplier to indicate if they do not have the capacity or capability to meet the scope requirements.

¹ E.g. the TEG Project Manager or equivalent

The decision on which Preferred Suppliers to include in the tender process must consider any constraints related to the commercial deal with the artist. For example, if the artist has indicated a clear preference for a supplier, then there is no requirement to run an RFQ for that category².

One of the purposes of developing a procurement plan for each tour is to document this type of situation including any non-negotiables. The procurement plan should be developed as a joint effort between the TEG Manager and Production Manager.

The Procurement Plan should list the suppliers that will be considered for each service category and a short justification for not including a Preferred Supplier in an RFQ.

Production Plans are completed using the form template at Attachment 2.

Production Plans are also to be completed even where there is no opportunity for Preferred Suppliers e.g. full in-house production.

Sourcing

TEG will seek quotes from Preferred Suppliers in accordance with the approved Procurement Plan.

The Production Manager will issue a template RFQ email including the scope of work (e.g. the rider or equivalent) and referencing the PSA terms and conditions. An email template for the RFQ is included as Attachment 3.

Estimates vs Quotes

To help develop tour budgets TEG may approach suppliers to provide estimates well in advanced of detailed production planning. When this occurs, the supplier should be informed that the estimate is not a formal quote, and that TEG will be run an RFQ closer to the tour dates (unless it is a single sourcing situation).

Award

The Production Manager will make an award recommendation to the TEG Manager with a brief explanation to support the recommendation. Key selection factors include price, alignment with scope, and past performance as Preferred Supplier.

The award recommendation shall include a list of all responses that meet the technical requirements including the company name and quote amount.

The TEG Manager will review all RFQ responses and either support the award recommendation or seek further information from the Production Manager.

² Copies of estimates or quotes obtained without running a RFQ process should still be checked for reasonableness and a copy provided to TEG procurement for checking against reference rates.

An RFQ award notice will be sent by the Production Manager using the email template included as Attachment 4.

An RFQ non-award notice will be sent by the Production Manager using the email template included as Attachment 5.

Negotiations

If suppliers are being asked to significantly reduce quotes as part of award negotiations, they are likely to propose that the PSA rebate mechanism will not apply. If this occurs, *TEG Head of Procurement approval is required* prior to the award decision.

Variations

Any variations to the Award Price after award must be approved in writing by the TEG Manager.

Attachments

1. TEG Preferred Supplier List
2. Procurement Plan Standard Form Template
3. RFQ email template
4. RFQ Award email template
5. RFQ Non-Award email template

Attachment 1 to TEG Procurement Instruction 01/2024

TEG Preferred Suppliers

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TEG Preferred Suppliers		As at	29/08/2024											
Supplier	Sound	Video	Lighting	Stage	Ground Cover	Touring Freight	Point to Point	Freight Forward	Storage	Logistics	Contact	Email	Website	
Production														
Clifton Productions				Y							Matt Riches	matt.riches@cliftonproductions.com.au	Clifton Productions The Rigging, Lighting and Staging Specialist	
Stageset				Y							Chris Beehan	chris@stageset.com.au	Home - Stageset	
Hydro Ground Support Systems (HGSS)				Y							Laura Love	hgssaus@gmail.com	Home - Hydro Ground Support Systems (hgss.com.au)	
EPS					Y						Dean Andreula	dean.andreula@eps.net	Drivable Event Flooring For Construction Sites & Events eps.net	
No Fuss / Mojo					Y						Bec Stoller	bec@nofusseventhire.com.au	Event Marquees, Grandstands & Flooring : No Fuss Event Hire	
Big Picture (NEP)		Y									Brett Hawkins	brett.hawkins@bigpicture.com	Big Picture - Innovating Video Production for Over 30 Years	
Woohah Productions		Y									Kylie Blake	touring@woohah.com.au	https://www.woohah.com.au/	
TDC		Y									Michael Hassett	michael@tdc.com.au	Homepage - TDCVideo Equipment Solutions : TDCVideo Equipment Solution	
PRG*			Y								Durham Ritchie	dritchier@prg.com	au.prg.com	
MPH			Y								Matt Hansen	matt@mphaus.com	MPH Australia - Lighting hire and technical production services	
Phaseshift			Y								Dave Rees	dave.r@phaseshiftproductions.com	Contact - Lighting solutions company (phaseshiftproductions.com)	
JPJ Audio	Y										Jim Straw	jims@jpjaudio.com.au	JPJ Audio Home	
NW Group	Y	Y	Y	Y							Matt Jones	matt.jones@nwgroupp.co.nz	NW Group Exceptional audio, lighting & visual event solutions	
El Productions	Y	Y	Y								Neal Mace	neale@elproductions.com.au	Home El Productions	
Resolution X	Y		Y								Rohan Holt	rohan.holt@resolutionx.com.au	Home - Resolution X	
Freight														
Entertainment Logistic						Y	Y	Y	Y	Y	Sasha Sherman	sasha.sherman@elogx.com.au	Home - Entertainment Logistix	
John Kline AAA Touring						Y	Y	Y	Y	Y	John Kline	john.kline@johnklineaaatouring.com.au	John Kline AAA Touring Event Logistics	
Showtrans Concert Touring						Y	Y		Y		James Leydan	showtrans@caliph.net.au	ShowTrans Transport Concert Touring Australia Wide Pantec Dry Freight	
Live Event Logistics						Y	Y	Y	Y	Y	Melanie Kennedy	mel@liveevent.com.au	Home Page - Live Event Logistics	
Gibson Freight Aust in partnership with Rock-It Global							Y	Y	Y	Y	Alex Gibson	alex.gibson@gibsonfreight.com.au	Gibson Freight	

Attachment 2 to TEG Procurement Instruction 01/2024

Production Plan – Standard Form Template

As part of the implementation of production and transport preferred suppliers TEG requests that basic procurement plans are developed for each event or tour. These will provide data to support program and supplier management. The MS Forms doc at the following links (see below) should be used to complete plans. The form is easy to complete and should take approximately 5-10 minutes per tour.

Some completion guidelines:

- A form should be completed for each ANZ event / tour even if there is no opportunity for preferred suppliers (see question 8 in the form).
- The plan is a point in time assessment that will feed into a consolidated TEG program view that I will be able to share with management.
- Plans should be completed once there is a reasonable level of confidence about the tender approach. If details change there is no requirement to re-submit the plan.
- The form asks for tour dates and RFQ dates. These can be estimated and for the RFQ, related to the date when the first tender will be run i.e. different dates may apply to different categories (lighting, video, sound, ground cover, stage, transport).

TEG Procurement Plan Template

1. Scan the following URL for mobile phone access



2. Or use the following link for computer access

<https://forms.office.com/r/UrA7gGN1Zh>

Attachment 3 to TEG Procurement Instruction 01/2024

RFQ – Standard Email Example

To		Bc
Cc		
[TOUR NAME] - Request for Quote		Draft saved at 12:23 PM

Dear [Insert Supplier Name]

As TEG's duly appointed representative, I am inviting you to please provide a quote for [Insert Tour Name] for the services as per the attached scope document and / or as listed below.

Quotes are to be submitted by [Insert Date]

The terms of the TEG Preferred Supplier Panel agreement apply.

Please contact me if you have any questions.

Scope Requirements: [List requirements below and / or attach a copy of the rider]

- a
- b
- c

Distribution:

From: Production Manager

To: RFQ participant. See Attachment 1 for TEG Preferred Supplier contacts and email addresses

Copies to: TEG Manager, TEG Head of Procurement (procurement@teg.com.au)

Attachment 4 to TEG Procurement Instruction 01/2024

RFQ Award – Standard Email Example

To

Cc

[TOUR NAME]: Request for Quote - Award

Dear [Insert Supplier Name]

As TEG's duly appointed representative, I am pleased to advise that your RFQ response for [Insert Tour Name] has been successful.

I will contact you separately regarding coordination details.

The terms of the TEG Preferred Supplier Panel agreement apply.

Please contact me if you have any questions.

Distribution:

From: Production Manager

To: Successful RFQ participant. See Attachment 1 for TEG Preferred Supplier contacts and email addresses

Copies to: TEG Manager, TEG Head of Procurement (procurement@teg.com.au)

Attachment 5 to TEG Procurement Instruction 01/2024

RFQ Non-Award – Standard Email Example

To	
Cc	

[TOUR NAME]: Request for Quote - Non Award Draft saved at 12:00

Dear [Insert Supplier Name]

Thank you for your response to the RFQ for [Insert Tour Name]. As TEG's duly appointed representative I can advise that on this occasion TEG has selected another supplier.

Please contact me if you have any questions.

Distribution:

From: Production Manager

To: Unsuccessful RFQ participant. See Attachment 1 for TEG Preferred Supplier contacts and email addresses

Copies to: TEG Manager, TEG Head of Procurement (procurement@teg.com.au)