



**Request for Tender Proposals**  
**For**  
**Travel Services**

**Tender Return Date:**

**24<sup>th</sup> July, 2009**

**Tender Return To:**

*Rowing Australia Ltd,  
PO Box 245  
Belconnen ACT  
2616 Australia  
Mr Matt Treglown  
Tel: +61 2 6256 5999  
Fax: +61 2 6256 5955  
Email: [mtreglown@rowingaustralia.com.au](mailto:mtreglown@rowingaustralia.com.au)*

**All Queries To:**

*Matt Treglown  
Tel: + 61 2 6256 5906  
Fax: + 61 2 6256 5955  
Email: [mtreglown@rowingaustralia.com.au](mailto:mtreglown@rowingaustralia.com.au)*

## INVITATION TO TENDER

The following invitation to tender is for the provision of travel services on a national basis to Rowing Australia Ltd and its member State and Territory Associations and affiliates. These services will be delivered primarily through a commercial relationship with Rowing Australia but will also encompass the provision of travel services as specified in Section D below to consenting rowing affiliates. Pending a successful relationship with Rowing Australia and its member affiliates an additional opportunity may exist for the successful tenderer to provide travel services to individual members of the rowing community consistent with the services offered under the broader arrangement.

### SECTION A

#### INTRODUCTION

Rowing Australia (RA) is the national governing body for the sport of rowing. Formed in 1925, it is the only organisation recognised by the Federation Internationale des Societies d'Aviron (FISA), the Australian Sports Commission (ASC), the Australian Olympic Committee (AOC) and the Australian Paralympic Committee (APC) to conduct rowing activities in and on behalf of rowing in Australia.

Rowing Australia and its member Associations cater for approximately 40,000 participants ranging from young rowers at school level through to those who access rowing programs through universities and clubs at the junior, senior and masters level. Rowing Australia member associations operate in seven States and Territories with over 246 schools and 185 clubs offering rowing programs.

### SECTION B

#### BACKGROUND

Rowing Australia is an experienced domestic and international travel consumer and has enjoyed a number of profitable and rewarding relationships with travel providers over many years. With the completion of its most recent arrangement, RA is seeking to achieve a similar future partnership with the successful tenderer.

### SECTION C

#### GENERAL INSTRUCTIONS TO TENDERERS

1. Completed tenders shall be returned in a sealed envelope in time to reach the address on the invitation, ***to arrive no later than 5:00pm AEST on 24<sup>th</sup> July 2009.***

Envelopes shall be clearly marked 'Travel Services Tender'

**Late applications will not be accepted**

2. **Tenderers should read this document carefully and respond using the alphanumeric order provided, i.e. please indicate the corresponding section, paragraph and number to which your response relates.**
3. Rowing Australia shall not be liable in respect of any costs incurred by the tenderer in the preparation of the tender proposal or any associated work effort, including the supply of presentation material,

brochures, specifications or manuals for evaluation and the return of such items to the tenderer, following such evaluation.

4. Rowing Australia shall not be bound to accept the lowest or any tender proposal, and reserves the power to accept any part of any tender proposal, unless the bidder expressly stipulates to the contrary at the time of tendering.
5. Rowing Australia will consider category specific responses in addition to the provision of a service which encompasses all of rowing's travel requirements.
6. All tenders shall be submitted in Australian dollars only and exclusive of GST.
7. Tenderers shall respond to each of the points provided in alphanumeric order in Sections D, E and F, including specifying where the tenderer is unable to provide such services.
8. Tenderers shall fully disclose all commissions and fees applicable to the provision of services specified in this tender.
9. EVALUATION OF TENDERS

Tenderers shall be shortlisted for evaluation according to the responses provided to Sections D, E and F using the following criteria:

- Completeness of the tender proposals submitted in English, in the format specified above in response to Sections D, E and F
- A minimum of One (1) printed copy of the tender proposal must be submitted, together with an electronic copy of the full tender proposal in Microsoft Word format returned via email to [mtreglown@rowingaustralia.com.au](mailto:mtreglown@rowingaustralia.com.au)
- Copy of audited financial accounts for the previous two (2) years.
- Rowing Australia reserves the right to conduct a due diligence assessment of the prospective partner's financial viability
- Tenderers may be invited to present their proposals in person.

***Note: Tender proposals not meeting the above qualifying criteria may not be considered for inclusion in the evaluation process.***

Please send your tender response to:

Mr Matt Treglown  
Corporate Operations Manager  
Rowing Australia  
PO Box 245  
Belconnen ACT  
2616 Australia  
Tel: +61 2 6256 5906  
Fax: +61 2 6256 5955  
Email: [mtreglown@rowingaustralia.com.au](mailto:mtreglown@rowingaustralia.com.au)

**SECTION D****TRAVEL SERVICE REQUIREMENTS****1. Domestic Travel**

Annually Rowing Australia and its State and Territory Associations spend approximately \$1,015,358.91 on domestic travel and associated corporate activities. This indicative spend incorporates:

- 1a. Airfares ranging from corporate business to team group travel
  - i. Rowing Australia - \$201,119.71
  - ii. State and Territory Associations - \$274,141.01
- 1b. Accommodation ranging from corporate business to team group accommodation
  - i. Rowing Australia - \$141,969.97
  - ii. State and Territory Associations - \$250,436.98
- 1c. Vehicle hire
  - i. Rowing Australia - \$35,313.27
  - ii. State and Territory Associations - \$29,445.52
- 1d. Conferencing
  - i. Rowing Australia - \$22,854.45
  - ii. Biennial Coaches Conference - \$60,078.00

**2. International Travel**

Annually Rowing Australia and its State and Territory Associations spend approximately \$1,885,806 on international travel. This indicative spend incorporates:

- 2a. Airfares ranging from corporate business to team group travel
  - i. Rowing Australia - \$741,654.56
- 2b. Accommodation ranging from corporate business to team group accommodation
  - i. Rowing Australia - \$979,727.90
- 2c. Vehicle hire
  - i. Rowing Australia - \$140,375.33
- 2d. Freight of containers
  - i. Rowing Australia - \$15,699.37
- 2e. Excess baggage
  - i. Rowing Australia - \$8,348.76
- 2f. Additionally, Rowing Australia conducted a Supporters Tour during the Beijing Olympics which generated approximately \$640,000 in travel and accommodation expenditure. Rowing Australia is interested in organising annual supporters tours to the various World Championship destinations.

Please provide detail of the costs structure and management services you are able to offer in relation to all or part of the above lists of requirements.

Please note that the provision of these services by the successful tenderer shall be non-exclusive and available to Rowing Australia and its member associations as appropriate.

## SECTION E

### SPONSORSHIP AND IN-KIND BENEFITS

Rowing Australia anticipates that the successful tenderer will provide attractive additional benefits which may include corporate travel allowances and cash sponsorships. Rowing Australia will take in to account offers of sponsorship or value in-kind benefits from a travel provider of either an overarching or industry-specific nature which could include the following:

- 3a. Cash sponsorship
- 3b. Facilitation of a third party sponsorship
- 3c. Favourable fare rates, negotiated at a beneficial rate whether seasonal or flat
- 3d. Favourable accommodation rates including conferencing rates
- 3e. Favourable vehicle hire rates
- 3f. Corporate travel allowances including generous and flexible upgrade facility
- 3g. Generous group travel benefits including FOC allocations based on volume
- 3h. Priority seating arrangements
- 3i. Generous group excess baggage allowances
- 3j. Generous freight allowances
- 3k. Meal preferences for travellers
- 3l. The availability of frequent flyer and other award programs
- 3m. Flexibility in the application of itinerary changes and associated fees

## SECTION F

### Provision of Services

The tenderer is required to detail the manner in which they would service the rowing travel account, for example; the personnel assigned to the account, the location of personnel and the priority status of the account. In order to satisfactorily service the rowing travel account the tenderer will be required to provide access to 24 hour service during the international regatta season running from May to August.

Additionally, the tenderer is required to provide information concerning and evidence of; the quality and suitability of the services provided, the reputation of suppliers and the anticipated turnaround and implementation time for the provision of services.

## SECTION G

### References

Please provide details of a minimum of two companies/organisations to whom you have previously provided similar services. Contact details should be provided as Rowing Australia may wish to obtain a reference from the company or organisation concerned.