

Request For Tender Summary



Unique RFT Number:

T08/0003

RFT Title: **Cancer Research Awards
2009-2010**

Cancer Institute NSW
Level 1, Biomedical Building
Australian Technology Park
Eveleigh NSW 2015

PO Box 41, Alexandria NSW 1435

T 02 8374 5600

F 02 8374 5700

www.cancerinstitute.org.au

ABN 48 538 442 594

Closing Time and Date:

4pm on 29th August 2008

Short Description of the RFT:

Cancer Institute NSW requires a single event management supplier to organize the development and execution of the 2009 and 2010 *Premier's Awards for Outstanding Cancer Research*. The vendor will be responsible to coordinate all aspects of the events.

Long Description of the RFT:

The Cancer Institute NSW hosts an annual Premier's Awards for Outstanding Cancer Research. This formal, black-tie event draws together over 300 of NSW's clinical opinion leaders, cancer researchers, key cancer control stakeholders, prominent government officials, leaders in biomedical & clinical research, the pharmaceutical industry, the broader business community and media.

The purpose of the event is to acknowledge the exceptional contributions the State's grant recipients make to cancer research each year.

Cancer Institute NSW requires a single event management supplier to organize the development and execution of the 2009 and 2010 *Premier's Awards for Outstanding Cancer Research*. The vendor will be responsible to develop and execute all elements of the two events, including:

1. Project Management
2. Sponsorship Management
3. Guest Management
4. Venue Selection & Preparation
5. Entertainment
6. Awards
7. Production Elements
8. Staging
9. Post-event follow-up and closure.

Other Instructions/User Information for the RFT:

Organisations wishing to respond to this RFT, must submit one (1) electronic version in PDF file format, one (1) loose bound original and six (6) loose bound copies of the submission marked **“Strictly Private and Confidential”** in sealed envelopes or packages marked “Request for Tender for the Provision of Cancer Research Awards 2009/10” to

Adrian Grundy
Manager, Cancer Communications
Cancer Institute NSW
Australian Technology Park
Level 1, Biomedical Building
1 Central Avenue
EVELEIGH NSW 2015

OR

PO Box 41
Alexandria NSW 1435

On or before 4 pm on 29th August 2008 (“the Closing Time”).