

REQUEST FOR QUOTATION

RSL Memorial Building Mural

Artist Selection, Design Development and Delivery

Issued by	District Council of Elliston
Site	34 Beach Terrace, Elliston SA 5670
RFQ issue date	28 September 2026
Version	Revised - aligned with the Artist Brief dated 16 September 2026
Questions close	5.00 pm (ACDT), 16 October 2026
Closing time	12.00 noon (ACDT), 6 November 2026
Submission method	Email to Council, marked: RSL Memorial Building Mural RFQ

Funding condition

This procurement supports an application to the February 2027 CreateSA round. Council may identify a preferred artist before the grant outcome, but no commission is formed and no paid design or installation work is authorised unless Council executes a written agreement and issues a notice to proceed. The earliest published commencement date for funded activity is 7 May 2027.

1. Invitation

The District Council of Elliston invites quotations from professional practising South Australian artists or artist teams to develop and deliver a permanent mural across one or more external wall areas of the RSL Memorial Building at 34 Beach Terrace, Elliston. All external walls shown in the Artist Brief appendices are available for consideration.

The artwork must connect the building's RSL and memorial identity with its former use as a kindergarten, respond specifically to the selected wall area(s), recognise the building's importance to the local community and complement Elliston's established township murals. Each history must be meaningfully recognisable, although they do not need to occupy equal visual space. The revised Artist Brief dated 16 September 2026 forms part of this RFQ.

2. RFQ documents

- This Request for Quotation, including response and pricing schedules.
- RSL Memorial Building Mural - Artist Brief.
- Artist Brief Appendix A - Building Photos, showing the front, sides and back of the building.
- Artist Brief Appendix B - RSL Memorial Building Plans, including available dimensions.
- Any written addenda issued by Council before closing.

3. Scope of quotation

The respondent is to quote for the complete professional service and delivery pathway described below. The preliminary submission is an indicative site-specific response, not a fully resolved final design.

Stage	Scope
A. Preliminary response	Concept statement; one or two preliminary site-specific visuals; portfolio/CV; methodology; program; risk and maintenance response; itemised quote; eligibility and conditional availability confirmation.
B. Design development	Local research; agreed engagement; permissions and verification; developed concept with balanced treatment of the RSL and former-kindergarten histories; stakeholder review; revisions; accurate wall mock-up(s); final design package and approval.
C. Site and installation	Final site verification; agreed surface preparation; materials; access equipment; travel/freight; protection; safe installation; coating; clean-up; defects rectification.
D. Completion	Artist statement; professional-quality documentation; materials/colour record; maintenance and repair guide; warranties; attribution information; input to community acknowledgement.

4. Mandatory requirements

- Lead artist is a professional practising South Australian artist and meets applicable CreateSA eligibility requirements.
- Response relates to one or more external walls shown in Artist Brief Appendices A and B, identifies the selected wall area(s), and acknowledges that final measurements and wall condition must be verified before design completion.
- Concept meaningfully recognises both the building's RSL and memorial identity and its former use as a kindergarten, without trivialising remembrance, sentimentalising the kindergarten history or inappropriately associating children with warfare.
- Quotation is itemised, shows GST separately, includes assumptions and exclusions, and remains valid until 31 May 2027.
- Respondent has an ABN and can provide required public liability, workers compensation and other relevant insurance before contract.
- Respondent accepts that appointment is subject to Council approval, grant outcome, due diligence and written contract, and that no work may commence without written notice.
- Respondent agrees to comply with Council site, contractor, safety, conduct, copyright, privacy and cultural protocol requirements.

5. Submission requirements

Submissions should be concise and must include the following, preferably as one PDF in addition to the completed Word schedules:

1. Completed Respondent Details and Declaration.
2. Concept statement of up to 500 words and one or two preliminary visual responses explaining the treatment of the RSL and former-kindergarten histories, local connection, relationship to Elliston's existing township murals and response to the selected wall area(s).
3. Response to the selection criteria and delivery methodology.
4. Biography of up to 300 words or relevant CV; up to five relevant work examples; two referees.
5. Completed itemised Pricing Schedule and proposed program.
6. Preliminary risk, safety, materials, durability and maintenance response.
7. Confirmation of CreateSA eligibility, availability and consent for Council to use the submission in its grant application.
8. Current certificates of currency or confirmation they will be supplied before contract.

6. Evaluation

Council is not bound to accept the lowest-priced or any quotation. Compliant submissions will be assessed on overall merit and value using the following weighted criteria:

Criterion	Weight
Artistic merit and response to the wall area(s), building and township setting	30%
Understanding of the RSL, former-kindergarten, community and Elliston mural context	20%
Relevant public art/mural experience and capacity	15%
Methodology, collaboration and community engagement	10%
Durability, maintenance, risk and safety approach	10%
Price and value for money	15%

Council may also consider compliance, conflicts of interest, insurances, licences, references, financial capacity, availability, past performance and any risk arising from the submission. Council may seek clarification or negotiate with one or more respondents, provided the integrity and fairness of the process are maintained.

7. Procurement conditions

- Respondents bear their own costs of preparing and lodging a quotation. Council deliberately limits preliminary visual requirements so that respondents are not asked to produce a final design without a commission.
- A quotation is an offer capable of acceptance only through a written agreement signed by Council's authorised representative. Advice of preferred status is not acceptance.
- Council may amend, suspend or cancel the RFQ, vary the timetable, seek additional information, reject non-conforming responses or decide not to proceed.
- Respondents must identify actual, potential or perceived conflicts of interest and must not canvass elected members or evaluation panel members.
- Submission material will be treated as confidential subject to Council's legal obligations, including freedom of information, audit, probity and grant assessment requirements.
- Copyright in the respondent's original concept remains with the respondent. The respondent grants Council a limited licence to copy and disclose the submission for evaluation and the CreateSA application, with attribution and no right to implement the concept unless separately contracted.
- Any proposed use of third-party material must be disclosed. The selected artist will be required to secure and document all necessary permissions, licences, releases and cultural authority.
- Council may retain submitted material as an official record. Unsuccessful concepts will not be publicly reproduced without permission, except where required by law.
- Prices must include all costs necessary to perform the stated scope unless clearly identified as a Council responsibility or exclusion.
- Any contract will include agreed milestones, payment stages, approvals, insurance, WHS, intellectual property, moral rights, variation, defects, termination and dispute provisions.

8. Enquiries and submission

Item	Requirement
Project contact	Chief Executive Officer or nominated project officer, District Council of Elliston
Enquiries	Submit through Council's published contact channel with the subject: RSL Memorial Building Mural RFQ.
Site access	No mandatory meeting is scheduled. If reasonably required, Council may arrange an optional site inspection before questions close. Any material information arising will be issued to all respondents by written addendum.
Questions close	5.00 pm (ACDT), 16 October 2026.
Quotation closes	12.00 noon (ACDT), 6 November 2026.
Lodgement	Email the complete response to Council's published email address, marked: RSL Memorial Building Mural RFQ.
Late quotations	May be excluded unless Council determines there are exceptional circumstances and accepting the response will not compromise probity.

Schedule 1 - Respondent details and declaration

Artist / team name	
Lead artist	
Trading name	
ABN	
South Australian address	
Telephone	
Email	
Website / portfolio	

CreateSA eligibility confirmation

Confirmation	Yes / No	Comment
The lead artist is a professional practising artist or arts/cultural worker.	Yes / No	
The lead artist is an Australian citizen or permanent resident.	Yes / No	
The lead artist lives in South Australia for at least six months of the year.	Yes / No	
The artist/team is available for funded activity from 7 May 2027, subject to contract.	Yes / No	
There is no overdue CreateSA grant acquittal relevant to the artist/team.	Yes / No	

Declaration

I declare that the information in this quotation is true and complete; I am authorised to submit it; all conflicts and third-party material have been disclosed; the quotation remains valid until 31 May 2027; and I accept the RFQ conditions, including the conditional nature of the proposed commission.

Name	
Position / role	
Signature	
Date	

Schedule 2 - Concept and methodology response

A. Concept statement

Provide up to 500 words explaining the proposed narrative, visual approach, treatment of the building's RSL and former-kindergarten histories, local connection, relationship to Elliston's existing township murals and response to the selected wall area(s). State whether the base proposal uses one wall or a coordinated multi-wall treatment. Attach one or two preliminary visuals.

Response:

B. Research, consultation and design development

Explain how service and kindergarten histories will be researched and verified, how relevant historical representatives and former kindergarten pupils, families, educators or other contributors will be engaged, how feedback will be resolved and how the final design will be documented.

Response:

C. Materials, delivery, durability and maintenance

Describe the proposed surface preparation, mural system, coastal durability, protective coating, access method, installation approach, expected life and maintenance needs.

D. Risk and safety

Identify the main artistic, historical, cultural, site, schedule, cost and WHS risks and the proposed controls.

Schedule 3 - Experience and capacity

Attach a biography of up to 300 words or relevant CV and up to five examples of relevant work. Provide two referees below.

Referee	Organisation / relationship	Telephone	Email
1.			
2.			

Team and subcontractors

Name	Role	Relevant qualification / licence	Employee or subcontractor

Insurance

Insurance	Insurer / policy	Limit	Expiry	Attached
Public liability				
Workers compensation (if applicable)				
Professional indemnity (if held)				
Other relevant insurance				

Schedule 4 - Pricing

Enter all prices in Australian dollars. State whether individual items include or exclude GST and complete the totals below. Attach additional detail where necessary.

Item	Basis / inclusions	Amount ex GST
Artist research and design development fee	Research, consultation, concept refinement, revisions, final artwork layout and approvals.	\$
Artist installation fee	On-site artistic labour and supervision.	\$
Additional personnel / subcontractors	Assistants, specialist contractors and on-costs.	\$
Surface preparation	Cleaning, repairs, sealing, priming and labour within respondent's scope.	\$
Paints and mural materials	Professional exterior mural system, consumables and colour record.	\$
Protective coating	Compatible clear/anti-graffiti system and application.	\$
Access and site safety	EWP/scaffold, barriers, signage, PPE and site protection.	\$
Travel and accommodation	All travel, accommodation, meals/per diems and vehicle costs.	\$
Freight and equipment	Freight, hire and other logistics.	\$
Documentation and close-out	Photography, artist statement, maintenance guide, warranties and records.	\$
Community acknowledgement / launch	Artist attendance or agreed contribution, if applicable.	\$
Optional additional wall component(s)	Price each optional additional wall area separately and identify the related design, materials, access and installation inclusions.	\$
Contingency	State percentage and permitted use.	\$
Other	Describe.	\$

Price summary	Amount
Total excluding GST	\$
GST	\$
Total including GST	\$

Assumptions, exclusions and proposed Council contribution

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Quotation validity	Confirmation
This quotation remains valid until 31 May 2027.	Yes / No
All necessary costs are included except for clearly stated exclusions.	Yes / No

Schedule 5 - Proposed program

The Artist Brief identifies August-December 2027 as the target installation period, subject to weather and approvals. Respondents should propose a realistic program within that window or clearly explain any alternative.

Stage	Proposed dates / duration	People involved	Outcome
Contract and project start			
Research and stakeholder engagement			
Developed concept			
Review and revision			
Final design and approvals			
Site preparation			
Installation			
Protective coating / curing			
Documentation and completion			

Program assumptions and weather contingency:

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Schedule 6 - Grant application consent and conditional confirmation

If identified as the preferred respondent, the artist confirms the following for the District Council of Elliston's CreateSA application:

- Council may identify the artist/team and include the submitted biography/CV, relevant work images, preliminary concept response, quotation and program in its grant application and confidential assessment material.
- The artist/team is available in principle to undertake the commission from 7 May 2027 within the quoted price and proposed program, subject to final scope, grant outcome and contract.
- The artist understands that this confirmation is not a notice to proceed, does not guarantee funding or appointment and does not authorise any work or expenditure.
- Copyright remains with the artist, subject to the limited evaluation and grant application licence stated in the RFQ.

Artist / authorised person	
Signature	
Date	

Schedule 7 - Submission checklist

Document / information	Included
Respondent details, eligibility confirmations and signed declaration	Yes / No
Concept statement and one or two preliminary site-specific visuals	Yes / No
Methodology, engagement, durability, maintenance and risk response	Yes / No
Biography/CV, work examples and two referees	Yes / No
Team, licences and insurance information	Yes / No
Completed pricing schedule, assumptions and exclusions	Yes / No
Proposed program and weather contingency	Yes / No
Grant application consent and conditional confirmation	Yes / No
Any declared conflicts and third-party material	Yes / No / N/A

Appendix A - Short invitation for publication or direct email

Subject: Invitation to quote - RSL Memorial Building mural, Elliston

The District Council of Elliston invites professional practising South Australian artists and artist teams to submit a quotation for a permanent, site-specific mural across one or more external walls of the RSL Memorial Building at 34 Beach Terrace, Elliston. All external walls shown in the Artist Brief are available for consideration.

The mural must connect the building's RSL and memorial identity with its former use as a kindergarten, recognise its community importance and complement Elliston's established murals. Council seeks a concise preliminary concept, portfolio, methodology, program and itemised quotation. Artists may propose one wall or a coordinated multi-wall treatment; optional components must be priced separately. A final design is not required at this stage.

The preferred artist will support Council's February 2027 CreateSA application. Appointment remains subject to funding, Council approval, contract and written notice to proceed. Grant-funded activity cannot commence before 7 May 2027.

The revised Artist Brief includes building photographs and plans with dimensions. No mandatory meeting is scheduled; an optional site inspection may be requested. Questions close at 5.00 pm (ACDT) on 16 October 2026 and quotations close at 12.00 noon (ACDT) on 6 November 2026.