

ATTACHMENT 1 – SERVICE REQUIREMENTS

1. INTRODUCTION

- 1.1 The purpose of this Attachment is to outline, to the Contractor, DFAT's requirements and standards for work to be carried out under the Contract.

2. BACKGROUND

- 2.1 The Contractor will act as the primary coordinator and event organiser, working in collaboration with DFAT. Its responsibilities include, but are not limited to, event planning, advising on event requirements, sourcing and designing materials, and ensuring smooth execution on the day of the event.
- 2.2 All Services must be delivered to the satisfaction of DFAT, aligned with agreed timelines and the agreed budget.

3. DELIVERABLES

- 3.1 DFAT requires the Services of the Contractor to coordinate, organise and deliver an event to mark Australia's National Day on 24 January 2025 at the Official Residence of the Ambassador (Sierra Negra 125, Lomas de Chapultepec, Miguel Hidalgo, 11000 Ciudad de México, CDMX), to be attended by 200 to 250 people ('the Services'). In doing so, the Contractor will organise and deliver the following, in collaboration with DFAT, and within the agreed budget:
- (a) Audio-Visual equipment, set-up and support: Including equipment and materials necessary for event presentations, speeches, and musical performances.
 - (b) Stage equipment, setup and support: Including for formalities and speeches, with design and structure subject to DFAT's approval.
 - (c) Logistical support and materials: Including seating, tables, and staffing (e.g., wait staff) to ensure smooth operation of the event.
 - (d) Any other mutually agreed services, stalls, exhibits or experiences that align with the event's objectives.

4. PHASES FOR SERVICE REQUIREMENTS

- 4.1 The Contractor must undertake and deliver the Services in the following phases by the following dates:
- (a) Phase 1: Planning and Design, by 24 December 2024;
 - (b) Phase 2: Preparations and Delivery, by 20 January 2025;
 - (c) Phase 3: Event Execution, by 24 January 2025.
- 4.2 Phase 1: Planning and Design, by 24 December 2024. The Contractor must:
- (a) collaborate with DFAT to develop and finalise event details, designs, and layouts for stalls, exhibits, and other event deliverables; and
 - (b) submit proposed designs and details for DFAT's approval.
- 4.3 Phase 2: Preparations and Delivery, by 20 January 2025. The Contractor must:
- (a) procure all agreed items and services, ensuring alignment with approved designs; and
 - (b) provide a schedule and checklist for event execution, covering setup, staff roles, and contingency measures.
- 4.4 Phase 3: Event Execution, by 24 January 2025. The Contractor must:

- (a) must coordinate on-site setup;
- (b) manage logistics, audio-visual materials, and event flow in collaboration with DFAT.

5. FLEXIBILITY AND ADJUSTMENTS TO DELIVERABLES AND PHASES FOR SERVICE REQUIREMENTS

5.1 The parties acknowledge that adjustments to the Services and Phases for Service Requirements may be required. Any significant proposed adjustments must:

- (a) be communicated promptly in writing; and
- (b) be agreed upon by both parties before implementation.

5.2 Adjustments may include, but are not limited to:

- (a) modifications to the design or scope of Services
- (b) substitutions of materials or equipment due to availability issues; and
- (c) inclusion of additional elements to meet emerging event requirements.

6. PERFORMANCE STANDARDS

6.1 The Contractor must:

- (a) deliver Services in a professional, efficient, and timely manner;
- (b) adhere to the agreed timeline and budget, with any significant adjustments requiring prior written consent from DFAT;
- (c) ensure all materials and equipment are of high quality and appropriate for the event; and
- (d) respond promptly to DFAT's queries and provide regular updates on progress.

7. REPORTS

7.1 The Contractor must provide DFAT with the reports set out in table below by the due date, in the format and number of copies indicated:

Report Type	Indicative Content	Format	Due Date	Quantity
Post-Event Report	A detailed overview of all components and deliverables used for the event, accompanied by photographic evidence.	Written and emailed to DFAT	31 January 2025	1

7.2 All reports must:

- (a) be accurate and not misleading in any respect;
- (b) be prepared in accordance with directions provided by DFAT;
- (c) incorporate sufficient information to allow DFAT to monitor and assess the success of the Services in achieving DFAT's objectives;

- (d) be provided in Microsoft Word format (or Microsoft Excel format for spread sheets), unless otherwise approved or requested by DFAT;
- (e) not incorporate either DFAT or the Contractor's logo; and
- (f) be provided at the time specified in the table above.

ART CONNECTORS

ACO190624NTA
 ESCONDIDA 47
 BARRIO DE SANTA CATARINA
 COYOACAN CIUDAD DE MEXICO 04010

Régimen Fiscal: 601 - General de Ley Personas Morales

RECEPTOR	
EMBAJADA DE AUSTRALIA	s 22(1)(a)(ii)
Régimen Fiscal: 603 - Personas Morales con Fines no Lucrativos	
Ruben Dario 55	
Polanco	
Miguel Hidalgo CIUDAD DE MEXICO 11560	

FACTURA (Ingreso) 22
Lugar y fecha de emisión
04010 a 16/12/2024 12:34:09 p. m.
Folio Fiscal
s 47G(1)(a)
No. Certificado Digital
s 47G(1)(a)
No. Certificado SAT
s 47G(1)(a)
Fecha y hora de certificación
2024-12-16T12:34:09
Exportación
01

Cantidad	Unidad	Clave	Clave ProdServ	ClaveUnidad	Descripción	Obj. Imp.	Descuento	Valor Unitario	Importe
1	N/A	016	80141607	E48	Coordinadora ejecutiva	02		\$21,551.72	\$21,551.72
2	N/A	017	80141607	E48	Apoyo Logístico	02		\$8,000.00	\$16,000.00
1	N/A	018	80141607	E48	Servicios de planeación, producción y operación del evento "Día Nacional de Australia"	02		\$75,000.00	\$75,000.00
1	N/A	019	80141607	E48	Diseño de materiales de exhibición	02		\$15,517.24	\$15,517.24

Importe con Letra	Ciento cuarenta y ocho mil quinientos sesenta pesos con 00/100 MN
Forma de Pago	03 - Transferencia electrónica de fondos
Condiciones de Pago	
Método de Pago	PUE - Pago en una sola exhibición
Moneda	MXN
No. Cta. Pago	
Días de crédito	
Uso del CFDI:	G03 Gastos en general

Importe	
Subtotal:	\$128,068.96
Descuento:	\$0.00
IVA Traslado al 16%	\$20,491.04
Total:	\$148,560.00

s 47G(1)(a)

ART CONNECTORS

ACO190624NTA
 ESCONDIDA 47
 BARRIO DE SANTA CATARINA
 COYOACAN CIUDAD DE MEXICO 04010

Régimen Fiscal: 601 - General de Ley Personas Morales

RECEPTOR	
EMBAJADA DE AUSTRALIA	s 22(1)(a)(ii)
Régimen Fiscal: 603 - Personas Morales con Fines no Lucrativos	
Ruben Dario 55	
Polanco	
Miguel Hidalgo CIUDAD DE MEXICO 11560	

FACTURA (Ingreso) 27
Lugar y fecha de emisión
04010 a 09/01/2025 04:21:58 p. m.
Folio Fiscal
s 47G(1)(a)
No. Certificado Digital
s 47G(1)(a)
No. Certificado SAT
s 47G(1)(a)
Fecha y hora de certificación
2025-01-09T16:21:58
Exportación
01

Cantidad	Unidad	Clave	Clave ProdServ	ClaveUnidad	Descripción	Obj. Imp.	Descuento	Valor Unitario	Importe
1	N/A	022	80141607	E48	Sonorización del evento : Renta de equipo de audio. Traslado y montaje del equipo de audio. Personal técnico de montaje y operación del equipo de sonido	02		\$86,206.90	\$86,206.90

Importe con Letra	Cien mil pesos con 00/100 MN
Forma de Pago	03 - Transferencia electrónica de fondos
Condiciones de Pago	
Método de Pago	PUE - Pago en una sola exhibición
Moneda	MXN
No. Cta. Pago	
Días de crédito	
Uso del CFDI:	G03 Gastos en general

Importe	
Subtotal:	\$86,206.90
Descuento:	\$0.00
IVA Traslado al 16%	\$13,793.10
Total:	\$100,000.00

s 47G(1)(a)

ART CONNECTORS

ACO190624NTA
 ESCONDIDA 47
 BARRIO DE SANTA CATARINA
 COYOACAN CIUDAD DE MEXICO 04010

Régimen Fiscal: 601 - General de Ley Personas Morales

RECEPTOR	
EMBAJADA DE AUSTRALIA	s 22(1)(a)(ii)
Régimen Fiscal: 603 - Personas Morales con Fines no Lucrativos	
Ruben Dario 55	
Polanco	
Miguel Hidalgo CIUDAD DE MEXICO 11560	

FACTURA (Ingreso) 26
Lugar y fecha de emisión
04010 a 09/01/2025 04:18:16 p. m.
Folio Fiscal
s 47G(1)(a)
No. Certificado Digital
s 47G(1)(a)
No. Certificado SAT
s 47G(1)(a)
Fecha y hora de certificación
2025-01-09T16:18:16
Exportación
01

Cantidad	Unidad	Clave	Clave ProdServ	ClaveUnidad	Descripción	Obj. Imp.	Descuento	Valor Unitario	Importe
1	N/A	020	80141607	E48	Producción de materiales de decoración e información para evento	02		\$77,310.34	\$77,310.34
1	N/A	021	80141607	E48	Renta de mobiliario para evento	02		\$52,000.01	\$52,000.01

Importe con Letra	Ciento cincuenta mil pesos con 00/100 MN
Forma de Pago	03 - Transferencia electrónica de fondos
Condiciones de Pago	
Método de Pago	PUE - Pago en una sola exhibición
Moneda	MXN
No. Cta. Pago	
Días de crédito	
Uso del CFDI:	G03 Gastos en general

Importe	
Subtotal:	\$129,310.35
Descuento:	\$0.00
IVA Traslado al 16%	\$20,689.65
Total:	\$150,000.00

s 47G(1)(a)

ART CONNECTORS
 ACO190624NTA
 ESCONDIDA 47
 BARRIO DE SANTA CATARINA
 COYOACAN CIUDAD DE MEXICO 04010

Régimen Fiscal: 601 - General de Ley Personas Morales

RECEPTOR	
EMBAJADA DE AUSTRALIA	s 22(1)(a)(ii)
Régimen Fiscal: 603 - Personas Morales con Fines no Lucrativos	
Ruben Dario 55	
Polanco	
Miguel Hidalgo CIUDAD DE MEXICO 11560	

FACTURA (Ingreso) 29	
Lugar y fecha de emisión	
04010 a 22/01/2025 08:02:47 a. m.	
Folio Fiscal	
s 47G(1)(a)	
No. Certificado Digital	
s 47G(1)(a)	
No. Certificado SAT	
s 47G(1)(a)	
Fecha y hora de certificación	
2025-01-22T08:02:47	
Exportación	
01	

Cantidad	Unidad	Clave	Clave ProdServ	ClaveUnidad	Descripción	Obj. Imp.	Descuento	Valor Unitario	Importe
1	N/A	023	80141607	E48	Materiales para embalaje, montaje y desmontaje de materiales y muebles para el evento, Pago a personal de apoyo, coordinación logística y montaje, Renta de plata de luz, Pago de seguro de responsabilidad civil, Pago de servicios de fletes y transportación de personal, Renta de vajilla, cristalería, mesas, Pagos a personal y Gastos Administrativos.	02		\$186,463.03	\$186,463.03

Importe con Letra	Doscientos dieciseis mil doscientos noventa y siete pesos con 11/100 MN
Forma de Pago	03 - Transferencia electrónica de fondos
Condiciones de Pago	
Método de Pago	PUE - Pago en una sola exhibición
Moneda	MXN
No. Cta. Pago	
Días de crédito	
Uso del CFDI:	G03 Gastos en general

Importe	
Subtotal:	\$186,463.03
Descuento:	\$0.00
IVA Traslado al 16%	\$29,834.08
Total:	\$216,297.11

s 47G(1)(a)