

From: s 22(1)(a)(ii)
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) s 47E(d)
Subject: RE: URGENT - Seeking approval of expenditure - Florals NGV Leaders Dinner [SEC=OFFICIAL:Sensitive]
Date: Thursday, 8 February 2024 1:43:14 PM
Attachments: [image001.png](#)
[image003.jpg](#)
[image004.jpg](#)
[image009.png](#)
[image005.png](#)
[image007.jpg](#)
[image008.png](#)
[image011.jpg](#)

OFFICIAL: Sensitive

Approved

From: s 22(1)(a)(ii) @pmc.gov.au>
Sent: Thursday, 8 February 2024 1:41 PM
To: s 22(1)(a)(ii) @pmc.gov.au>
Cc: s 22(1)(a)(ii) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>;
 ASEAN 2024 Procurement s 47E(d) @pmc.gov.au>
Subject: FW: URGENT - Seeking approval of expenditure - Florals NGV Leaders Dinner
 [SEC=OFFICIAL:Sensitive]
Importance: High

OFFICIAL: Sensitive

Sorry should be "up to \$19723 incl GST"

Many thanks!

s 22(1)(a)(ii) | Manager, Official Hospitality
 Venues and Events – 2024 ASEAN-Australia Summit Taskforce
 Department of the Prime Minister and Cabinet

s 22(1)(a)(ii)
 Ngurrnawar Country, Ten National Circuit Barton ACT 2600
 s 22(1)(a)(ii)@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pmc.gov.au>
Sent: Thursday, 8 February 2024 1:35 PM
To: s 22(1)(a)(ii) @pmc.gov.au>
Cc: s 22(1)(a)(ii) @pmc.gov.au>; ASEAN 2024 Procurement
 s 47E(d) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>
Subject: URGENT - Seeking approval of expenditure - Florals NGV Leaders Dinner
 [SEC=OFFICIAL:Sensitive]
Importance: High

OFFICIAL: Sensitive

Good afternoon s 22(1)(a)(ii)

We would like to seek your offline section 23(3) approval to commit **up to \$197232 inc GST** to engage Flowers Vasette to provide the florals for the NGV.

Once you provide the section 23(3) approval by replying to this email, we will accept the Terms and Conditions of the supplier and send through the vendor form for them to complete.

Next week you will receive the P2P approval for this procurement activity for you to approve.

Please see supporting documentation attached which includes the quote, value for money assessment and risk assessment for your consideration.

Please let me know if you have any concerns.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii) | Manager, Official Hospitality
venues and Events – 2024 ASEAN-Australia Summit Taskforce
Department of the Prime Minister and Cabinet

s 22(1)(a)(ii)
Ngunnawal Country, Ten National Circuit, Barton, ACT 2600
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From: s 22(1)(a)(ii)
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: Publishing Value for CD012015 [SEC=OFFICIAL]
Date: Tuesday, 13 February 2024 8:09:11 AM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)

OFFICIAL

Hi 

The reason for the different numbers is because the costs changed once the paperwork was completed and submitted due to the removal of a requirement and the supplier reducing the costs. Please report the lower value which is the correct value.

From



s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pmc.gov.au>
Sent: Tuesday, 13 February 2024 7:53 AM
To: s 22(1)(a)(ii) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>
Subject: Publishing Value for CD012015 [SEC=OFFICIAL]

OFFICIAL

Morning Ladies

Reviewing CD012015 flowers for dinner at summit. I have noticed there is a few different values \$19723, Quotes is \$18513 both inclusive if GST, what is the value to publish? Wanting to make sure I have the value is correct so I don't have to go into Austender and change it after publishing.
 Thank you for your time

Centre of Procurement Excellence (CoPE) – a best practice approach to procuring products and services at the department.

Have a Wonderful Year

s 22(1)(a)(ii) | Reporting Advisor

Procurement and Contracts | Shared Services Branch

s 22(1)(a)(ii)

Procurement Helpdesk | s 47E(d) | [Service Portal](#)

TAX INVOICE

DEPARTMENT OF THE PRIME MINISTER AND CABINET
10 National Circuit
BARTON ACT 2600

Invoice Date
1 Mar 2024

Invoice Number
INV-53682

Reference
05.03.2024 10841

ABN
92 007 230 195

FLOWERS VASETTE
13 Central Boulevard
Port Melbourne 3207
Australia
Ph: (03) 9118 4300

Description	Quantity	Unit Price	GST	Amount AUD
Event date - Tuesday 5th March 2023 Quote Number: 10841				
Event details Dinner for the Department of the Prime Minister and Cabinet NGVI Great Hall 180 St Kilda Road Melbourne Conatct On Site : s 47F	1.00	0.00		0.00
Arrivals - Federation Court - Media Wall - Close to Design Store Option 1. Client supplied Media Wall to be in position at entrance to Federation Court. Media Wall dimensions 3m tall by 5m wide. Garden floral design to be placed on floor at base of wall behind participants in front of Media Wall. Dimensions to be 5m long by 70cm high. Flowers to match table centres. Inspirstion image below. Double click to enlarge.	1.00	2,750.00	10%	2,750.00
Arrival Florals - Federation Court - Close to Great Hall Entry Elegant front facing arrangement created in a clear glass cylinder vase to be placed on top of Flowers Vasette supplied gold plinth to be positioned at entrance to space. Dimensions of arrangement to be 1m tall by 60cm wide. Plinth is 1m tall by 30cm wide. Flowers to match table centres. Inspiration image below. Double click to enlarge.	2.00	550.00	10%	1,100.00
Plinth Hire Flowers vasette supplied gold metallic plinth. 1m tall by 30cm wide.	2.00	44.00	10%	88.00
Hi Bar Floral - Federation Court Smaller version of table centre. Dimensions to be 20cm round.	5.00	99.00	10%	495.00
Great Hall - Dinner Table Centre - 12m Rectangle Table (Dimensions to be confirmed). Elegant self contained contiuous arrangement to reach the total length of the table. Created with Australian Native flowers in an earthy toned	12.00	605.00	10%	7,260.00

Description	Quantity	Unit Price	GST	Amount AUD
<p>colour palette with accents of green and red flowers.</p> <p>Dimensions of arrangement to be 12m long by 22cm high, not to obscure guests's vision across the table, by 22cm wide. The tables are narrow. Cost per meter is \$550.</p> <p>Suggested flowers, Banksia, Pin Wheels, Kangaroo Paw, Everlasting Daisy, Eucalyptus or similar depending on availability.</p> <p>Inspiration image below. Double click to enlarge.</p>				
<p>Table Centre (12 pax rectangle table) - Gallery Kitchen Similar to main table florals, slightly smaller.</p> <p>Elegant self contained arrangement created with Australian Native flowers in an earthy toned colour palette with accents of green and red flowers.</p> <p>Dimensions of arrangement to be 40cm long by 20cm high by 22cm wide. The tables are narrow.</p> <p>Suggested flowers, Banksia, Pin Wheels, Flowering Gum, Kangaroo Paw, Everlasting Daisy, Eucalyptus or similar depending on availability.</p>	1.00	308.00	10%	308.00
<p>Great Hall - Column Florals - Partially create on site. Self contained floral and foliage design to sit on the floor at the base of the column and reach upwards to a height to 1.8m, some floral and foliages to curl around the column. Lower half to be predominately foliages with upper half to be flowers intertwined amongst the foliages.</p> <p>Flowers to match the table centres with extra cascading elements.</p> <p>Suggested flowers, Banksia, Pin Wheels, Flowering Gum, Kangaroo Paw, Everlasting Daisy, Eucalyptus, large Bizmarkia leaves, trailing ferns.</p> <p>Inspiration images below are examples of styling. Double click to enlarge.</p>	4.00	1,210.00	10%	4,840.00
<p>Time on site for Induction Florists to attend Induction meeting at NGV.</p>	10.00	44.00	10%	440.00
<p>Delivery & installation Dinner for the Department of the Prime Minister and Cabinet</p> <p>NGVI Great Hall 180 St Kilda Road Melbourne</p> <p>Time On Site : 12noon - Loading Dock.</p> <p>1pm - 3pm - Great Hall, event commences at 7pm. Place table centres, create column florals. Complete media wall florals.</p> <p>5pm - Federation Court, event commences at 6pm. Place high bar florals and media wall florals. Conatct On Site : s 47F</p>	10.00	88.00	10%	880.00
<p>Collection Collection of hired items during business hours.</p> <p>Collection of glass vases, gold metallic plinths and Column arrangements at 6.30am to 8am from Great Hall.</p> <p>NGV staff to dispose of floral table centres at conclusion of event.</p> <p>Additional charges apply if collection is required outside our trading hours of 7am - 6pm.</p>	4.00	88.00	10%	352.00
			INCLUDES GST 10%	1,683.00
			TOTAL AUD	18,513.00

Due Date: 15 Mar 2024

Payment is due prior to delivery of all florals.

FOI/2024/288

s 47G(1)(a)

Please note credit card payments will incur a fee.

Remittances to s 47G(1)(a)



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VASETTE

TAX INVOICE

DEPARTMENT OF THE PRIME MINISTER AND CABINET
10 National Circuit
BARTON ACT 2600

Invoice Date
4 Mar 2024

Invoice Number
INV-54148

Reference
06.03.2024 11504

ABN
92 007 230 195

FLOWERS VASETTE
13 Central Boulevard
Port Melbourne 3207
Australia
Ph: (03) 9118 4300

Description	Quantity	Unit Price	GST	Amount AUD
Event date - Wednesday 6th March 2023 Quote Number: 11504				
Event details Partner/Spouse Programme Luncheon	1.00	0.00		0.00
Vue de monde Estuary Room 55 Rialto Towers 525 Collins St Melbourne				
Contact On Site s 47F				
Re Location of Table Centres from dinner at NGV on Tuesday 5th March Collect table centres from Great Hall - NGV.	2.00	88.00	10%	176.00
Quality check flowers and place 3 to 4 table centres on table at Vue de monde.				
Delivery & installation Partner/Spouse Programme Luncheon	1.00	0.00		0.00
Vue de monde Estuary Room 55 Rialto Towers 525 Collins St Melbourne				
Time On Site : 10am to 11am. Off site by 11am. Contact On Site : s 47F				
Collection Collection of hired items during business hours.	1.00	0.00		0.00
No Collection required.				
Vue de monde staff to dispose of florals at conclusion of event. 6pm.				
			INCLUDES GST 10%	16.00
			TOTAL AUD	176.00

Due Date: 11 Mar 2024

Payment is due prior to delivery of all florals.

Payment Details

s 47G(1)(a)

s 47G(1)(a)

FOI/2024/288

Please note credit card payments will incur a fee.

Remittances to: s 47G(1)(a)



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