

SCHOOLS PROCUREMENT

SCHOOL COUNCIL REQUEST FOR QUOTATION
AUGUST 2018



Tender for supply and installation of 14 photocopiers at The Grange P-12 College

Reference Number: 2019-Requisites

Submission Details:

Closing Time:	4.30PM, Monday 17 September 2018 AEST/AEDT
Place of Lodgement:	Via E-mail to seddon.heather.m@edumail.vic.gov.au
Receiving Staff Member:	Heather Seddon
Additional Details:	Quotation & other relevant documents to be within a ZIP file attached to e-mail. Name Format: "CompanyName_TGP12RequisitesTender.zip"

CONDITIONS

1. RFT/RFQ Presentations

The Grange P-12 College ("the School") does not warrant the accuracy of the content of the RFT/RFQ. The School will not be liable for any omission from the RFT/RFQ.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this RFT/RFQ (or information relevant to this RFT/RFQ) to execute a deed of confidentiality in a form required by, or satisfactory to, the School before or after access is granted.

Whether or not execution of a deed of confidentiality is required by the School, all persons obtaining or receiving this RFT/RFQ and any other information in connection with the RFT/RFQ must keep the contents of the RFT/RFQ and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this RFT/RFQ.

3. Tender/Tender/Quotation Documents

All responses to the RFT/RFQ and any accompanying documents will, upon submission, become the property of the School. The School will not return any of these documents.

By submitting a response to this RFT/RFQ, an Invitee licenses the School to reproduce the whole or any portion of the documents which it has submitted for the purposes of, or in connection with, its evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in those documents.

4. Enquiries

Enquiries concerning the RFT/RFQ must be made to the following person:

Name:	Heather Seddon
Title:	Business Manager
E-mail:	Seddon.heather.m@edumail.vic.gov.au

All enquiries concerning the RFT/RFQ must be in writing and can only be made up to **three (3) days** prior to the Closing Time.

The School will respond to enquiries correctly lodged in accordance with the above conditions in writing and the response from the School will be provided to all potential Invitees to the RFT/RFQ.

5. Late Tenders/Quotations

If a Tender/Quotation is lodged after the Closing Time, it may be disqualified from the RFT/RFQ process and may be ineligible for consideration unless:

- The invitee can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the Tender/Quotation to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the market approach.

The determination of the School as to the actual time that the Invitee's response is lodged is final. All Tenders/Quotations lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender/Quotation was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete Tenders/Quotations

If a Tender/Quotation does not include all the information in the format required by the RFT/RFQ or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

7. Validity of Tender/Quotation

A tender/quotation will be valid for acceptance by the School for a period of 90 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

8. Unauthorised Communication and Improper Assistance

Invitees are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. Invitees are required to meet or exceed the government's supplier code of conduct - <http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>. Unauthorised communication and/or seeking to obtain assistance of employees, agents or contractors of the School in preparation of their proposal may, in the absolute discretion of the School, lead to disqualification of a RFT/RFQ submission.

9. Reservation

The School reserves the right to, in its absolute discretion, refuse to consider or accept any Tender/Quotation or all Tenders/Quotations. The School will not necessarily accept the lowest priced tender nor any other tender. The School further reserves the right to:

- a) reject all Tenders/Quotations without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender/Quotation at the price or prices quoted unless the Tender/Quotation states specifically to the contrary.
- c) negotiate with one or more Invitee's and allow any Invitee to vary its Tender/Quotation

10. Preferred Supplier

Selection as a preferred supplier does not give rise to a contract (express or implied) between the preferred supplier and the School for the supply of Goods and/or Services. No legal relationship will exist between the School and the preferred supplier until such time as a binding contract is executed by both parties.

Tender DETAILS

1. Background

The GrangeP-12 College is a Multi Campus school located in the Western Suburbs of Melbourne. We are sourcing a supplier to provide our families and school with requisites such as Stationery, Textbooks and Novels. Many of our families are disadvantaged, it is therefore important for us to keep costing as low as possible and have the flexibility to pass on any savings to our families eg. Commissions.

Being a multi campus school, we require a wide range of requisites and would like the successful candidate to be able to meet a broad product range to enable the school to consolidate supplies of key categories for a broad range of requirements ranging from stationery items, text books and teacher requisites.

2. Scope

The Grange P-12 College requires the successful candidate to supply Textbooks, Novels and Stationery packs for students ranging from Foundation - 10 along with being able to provide the school with ongoing staff / teacher requisites.

We also require the successful applicant to be able to provide an online ordering system to meet textbook, Novel and Stationery requirements for our Year 11-12 students. We would like the online ordering system to be available for families to process orders by 1 November 2018. This will give our families time to order for free delivery.

The successful tender would be in place for 3 years 2019 – 2021.

3. Statement of Requirements

The Grange P-12 College is a multi-campus school located in the Western Suburbs of Melbourne. Our Primary Campus services approx. 900 student F-6 and the Secondary Campus services approx 830 students from Year 7-12.

Based on current Booklist and Stationery requirements, The Grange P-12 College estimates the total costings to be about \$150. The supply of all requirements has been included in the school's annual budget.

The successful supplier will need to provide the following:

- Supply Textbooks, Novels and Stationery packs Year F-10
- Provide online ordering system to provide Year 11-12 with all Textbook, English Literature Novels and Stationery items
- Supply and meet all staff / teacher requisites

The Stationery packs Year F – 10 will need to meet the following requirements:

- See attached lists

The Text Books Year 7 – 10 will need to meet the following requirements:

- See attached lists

The Novels Year 7 – 12 will need to meet the following requirements:

- See attached lists

The Online ordering System will need to meet the following requirements:

- See attached lists

The Staff and Teacher requisites will need to meet the following requirements:

- Top 100 List

Other requirements include:

- Suppliers must outline their ability to meet the schools need to assist disadvantaged students eg. Standing Orders
- Suppliers must outline their ability to reduce costings to families by using the school commission

4. Important Dates

Date	Action
25/09/2018	Tender closing date
01/10/2018	Preferred supplier notified
01/2019 – 12/2021	Contract Dates
01/11/2018	Online Ordering Available
19/01/2019	Packs / Goods delivered to school

5. Relationship Management

Contract Manager:

Heather Seddon, Business Manager, The Grange P-12 College

Seddon.heather.m@edumail.vic.gov.au

(03) 9748 9166

6. Reporting requirements

Any matters which arise that may be deemed to materially affect the development of the project should be communicated to the School Project Manager within twenty-four (24) hours of the matter being known to the Contractor.

7. Insurance

Pursuant to the attached terms and conditions, insurance provisions shall include:

Insurance	Minimum Amount	Comply Yes / No
Public Liability	\$10,000,000	
Professional Indemnity	\$10,000,000	
Product Liability	\$10,000,000	

8. Key Performance Indicators (KPIs)

Photocopiers

KPI	Performance Target	Comply Yes / No
Supply Date	All packs/items delivered to the school no later than 19 January 2019	
Customer service	Supplier must assign a representative to the school to manage and assist with all queries relating to booklist requirements	

Returns	Supplier must allow uncollected textbook and stationery packs be returned by the end of March 2019 for refund.	
Commission	Supplier should be able to incorporate commission earned by sales	
Special Delivery	Year 9 – 12 Novels to be delivered to the school 1 December 2018.	
Help Desk	Families are able to access a help desk for order complications	

9. Pricing

Provide details of your pricing for the specifications, using the format set out in the tables below.

Goods				
Item no.	Description	Rate (excl. GST)	GST	Total
	Stationery Packs Foundation			
	Stationery Pack Year 1			
	Stationery Pack Year 2			
	Stationery Pack Year 3			
	Stationery Pack Year 4			
	Stationery Pack Year 5			
	Stationery Pack Year 6			
	Stationery Pack Year 7			
	Stationery Pack Year 8			
	Stationery Pack Year 9			
	Stationery Pack Year 10			
	Stationery Pack VCAL			
	Novels Year 9			
	- The Boy in the Striped Pyjamas			
	- The Simple Gift			
	- The Arrival			
	Novels Year 10			
	- The Fault in Our Stars			
	- Romeo & Juliet			
	Novels Year 11			
	- The Things we Didn't See Coming			
	- Macbeth – No Fear			
	- Twelve Angry Men			
	Study Guide			
	- The Things we Didn't See Coming			

<ul style="list-style-type: none"> - Macbeth – No Fear - Twelve Angry Men 			
Novels Year 12 <ul style="list-style-type: none"> - Like a House on Fire - Station Eleven - Tracks Study Guides <ul style="list-style-type: none"> - Station Eleven - Into the Wild/Tracks - Like a House on Fire 			
Text Books Year 7 <ul style="list-style-type: none"> - Cambridge Essential Maths Gold Yr 7 - Oxford Big Ideas Humanities 7 			
Text Books Year 8 <ul style="list-style-type: none"> - Cambridge Essential Maths Gold Yr 8 - Oxford Big Ideas Humanities 8 			
Text Books Year 9 <ul style="list-style-type: none"> - Cambridge Essential Maths Gold Yr 9 - Oxford Big Ideas Humanities 9 			
Text Books Year 10 <ul style="list-style-type: none"> - Cambridge Essential Maths Gold Yr107 - Oxford Big Ideas Humanities 10 			
Various Year 12 Text Books available for on-line ordering - as per attached list			
Staff / Teacher Requisites (100 most used list available on request)			

10. Submission

Date	Action
31/08/2018	Tender closing date
07/09/2018	Preferred supplier notified
01/2019 – 12/2021	Contract Dates
01/11/2018	Online Ordering Available
19/01/2019	Packs / Goods delivered to school

11. Selection Criteria

The selection criteria for this project are:

Criteria Category	Detailed Criteria	Weighting (out of 5)
Criteria 1 – Compliance with specifications	Supplier is able to provide and meet requirements	
Criteria 2 – Positive reputational practices	References are provided	
Criteria 3 - Capability/Resourcing	Demonstrated ability to meet requirements and delivery & return dates	
Criteria 4 – Past Performance	Supplier has a proven history of delivering good service	
Criteria 5 – Support/Value Add	Supplier has show an excellent level of support and flexibility	
Criteria 6 - Compliance with KPI	As detailed in point #8	
Criteria 7 – Pricing & Value	Supplier will offer most competitive price possible	

INVITEE RESPONSE

Reference Number:

RFT/RFQ Title:

Supplier Details

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise: Small: ☐ Medium: ☐ Large: ☐

Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 999 full time equivalent employees. Under 200 full time equivalent employees is defined as Small, 200-999 full time equivalent employees is defined as Medium and 1,000 plus full time equivalent employees is defined as Large.

Contact Details

Contact Person:

Role:

Telephone:

Mobile:

Email:

I/We offer to supply the goods and/or services specified in this RFT/RFQ; at the fees/charges specified; within the agreed period; under the terms and conditions included and any special conditions as may be specified.

Signature:

Name:

Date:

Invitee Response to Request for Quote

The Quote should include:

- a) An overview of how you will meet the specification requirements
- b) Details of your knowledge and previous experience relevant to the required procurement
- c) Detail of your business's resources and systems to support the delivery of the required procurement. Include names and qualifications of staff; be specific about their role in the delivery of the procurement
- d) Details of any value adding factors, such as innovation
- e) Responses to the selection criteria
- f) Pricing Schedule
- g) Any proposed departure(s) from contract terms and conditions
- h) Declaration of any conflict of interest (potential or real) and how this may be managed
- i) Detail your financial capability to deliver the goods or services
- j) Details of your professional insurances held
- k) Any other relevant information