

# SCHOOLS PROCUREMENT

*SCHOOL COUNCIL REQUEST FOR QUOTATION*  
OCTOBER 2023



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

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**Reference Number:** 2023-14

**Submission Details:**

Closing Time:	4.30PM, Wednesday 11 <sup>th</sup> October 2023 AEST/AEDT
Place of Lodgement:	Via E-mail to Boris@thegrange.vic.edu.au
Receiving Staff Member:	Boris Grujic, IT Manager
Additional Details:	Quotation & other relevant documents to be within a ZIP file attached to e-mail. Name Format: "CompanyName_TGP12Tender.zip"

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## 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:	Boris Grujic
Title:	IT Manager
E-mail:	Boris@thegrange.vic.edu.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.

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## **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 Grange P-12 College utilizes technology every day to achieve the highest level of learning possible for our students; as part of this, staff & students require printing for a wide variety of tasks and in some circumstances we require specialized printing for booklets & information to be sent home.

### 2. Scope

The Grange P-12 College requires the supply and installation of 14 multifunction colour photocopiers. The supplier will also need to uninstall and dispose of the existing 14 photocopiers at their expense. It is strongly preferred that this work takes place during the school Holidays between the dates of 21<sup>st</sup> December 2023 and 12<sup>th</sup> January 2023 to minimize disruption to students and classes.

### 3. Statement of Requirements

*The Grange P-12 College is a multi-campus school located in the western suburbs of Melbourne. The Grange currently utilises a fleet of 14 photocopiers between both campuses. The photocopiers were previously under a 5 year lease which has expired in December 2023.*

*Based on current requirements which are suitable to the schools printing & copying needs; The Grange P-12 College estimates the total cost of this project to be about \$150,000. The supply and installation of the fourteen new photocopiers has been included in the school's annual budget.*

**The successful supplier will need to provide the following:**

- Supply and install fourteen multifunction photocopiers.
- Uninstall and dispose of fourteen existing photocopiers.

**The photocopiers will need to meet the following requirements:**

- The photocopiers must come with a product warranty for their proposed lifecycle
- The photocopiers must come with a support agreement with minimum next business day SLA or better

**Other requirements include:**

- All people involved in the onsite installation must hold and provide evidence of a working with children check.
- Suppliers are also asked to detail any ongoing maintenance or repairs for the photocopiers that may be included in the quote.

### 4. Important Dates

Date	Action
11/10/2023	Tender closing date
16/10/2023	Preferred supplier notified
21/12/2023 – 12/01/2024	Preferred dates for installation

### 5. Relationship Management

Contract Manager:

Boris Grujic, IT Manager, The Grange P-12 College

[Boris@thegrange.vic.edu.au](mailto:Boris@thegrange.vic.edu.au)

(03) 9974 5315

## 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. Key Performance Indicators (KPIs)

### Photocopiers

KPI	Performance Target	Comply Yes / No
Installation on time	Installation is completed during the aforementioned school holiday period.	
Installation in full	All 14 photocopiers are supplied and installed.	
Customer Service	99% of operational issues are resolved within 24 hours of notification	
Service help Desk	Supplier must have 24/7/365 manned customer help centre to support and service issues	
Software	All 14 photocopiers work with PaperCut NG	
Integration	Papercut must work seamlessly with both Mac and PC on photocopiers.	

## 8. 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	

## 9. Minimum Requirements for the 14 new Photocopiers

Units	Minimum Requirement – All must be colour devices	Comply Yes / No
1	80ppm, plus Fiery RIP, HCF, Booklet Finisher with minimum 30 sheets (120 pages) booklets + Square Fold and Trim	
2	80ppm, plus Fiery RIP, Booklet Finisher	
1	80ppm, Booklet Finisher	
1	70ppm, Booklet Finisher	
2	70ppm, Stapler Finisher	
3	45ppm, Stapler Finisher	
2	35ppm, Stapler Finisher	
2	35ppm, Stapler Finisher (stapler unit must be internal due to limited space)	

## 10. Minimum Specifications for the 14 new Photocopiers

Minimum Specification for the 4 main 80ppm Photocopiers:

Feature	Minimum Specifications	Comply Yes / No
Print resolution	True 2400 x 2400dpi	
Colour Management	For the 3 x RIP's – Licensed Pantone matching and Forgra certification	
"Office" drivers	The 3 x RIP printers must also have separate PCL and Postscript print drivers	
Postscript	True Adobe Postscript	
Standard Paper trays and capacity	Minimum 5 trays (including bypass tray), Paper capacity 3,300+ sheets	
Paper sizes and weight	A6 to SRA3 + 1200mm banner capability, weights up to 350gsm	
Duplex automatic document scanner	250 sheets, up to 200gsm, up to 270ipm	
Booklet Finisher	100 sheet stapling, 2/4 hole punch, Booklets up to 30 sheets (120 pages)	
Square Fold Trim	Square fold booklets up to 30 sheets, handle 300gsm, and trim lead edge	
Embedded Papercut	Must have embedded Papercut support	

Minimum Specification for the other 10 Photocopiers:

Feature	Minimum Specifications	Comply Yes / No
Print resolution	True 2400 x 1200dpi	
Colour Management	For the 3 x RIP's – Licensed Pantone matching and Forgra certification	
Print drivers	Must have separate PCL and Postscript print drivers	
Postscript	True Adobe Postscript	
Standard Paper trays and capacity	Minimum 5 trays (including bypass tray), Paper capacity 3,100+ sheets	
Paper sizes and weight	A6 to SRA3, weights up to 300gsm	
Duplex automatic document scanner	250 sheets, up to 200gsm, up to 270ipm	
Booklet Finisher	50 sheet stapling, 2/4 hole punch, Booklets up to 20 sheets (80 pages)	
Stapler Finisher	50 sheet stapling	
Embedded Papercut	Must have embedded Papercut support	

## 11. Vendors Proposed Equipment

Detail your proposed models including model numbers and finishing.

Units	Minimum Requirement – All must be colour devices
1	
2	
1	
1	
2	
3	
2	
2	

## 12. 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
	Outright purchase price for entire solution			
	Monthly finance option for entire solution			
	Any additional costs or charges			

Service				
Item no.	Description	Rate (excl. GST)	GST	Total
	Service cost per impression including all toner parts and labour			
	Colour impressions			
	Mono impressions			
	Any additional service costs or charges			

Other expenses, including disbursement and reimbursements				
Item	Description of expense	Rate (excl. GST)	GST	Total

## 13. Submission

The submission process and timelines are set out in the 'Submission Details' section on the first page of this document.



#### 14. Selection Criteria

The selection criteria for this project are:

	Criteria Category	Detailed Criteria
1	Compliance with all device specifications	As detailed in point 9 & 10
2	Compliance with all RFT/RFQ conditions	Solution aligns with required school standards
3	Compliance with all KPI's	As detailed in point 7
4	Vendor capability and resourcing	Installation can be completed in the school holiday period
5	Demonstrated account management capability	Tenure and experience
6	Victorian Government/DET approved supplier	Is vendor on the panels
7	Positive reputation in Victorian Government Schools	References provided
8	Pricing and Value of solution	Supplier to offer competitive pricing

#### 15. Contract Documentation

Provide sample of proposed contract as an attachment

## INVITEE RESPONSE

**Reference Number:**

**RFT/RFQ Title:**

### **Supplier Details**

Trading Name:

Registered Name:

ABN:

ACN:

Address:

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

<i>Note: Small to Medium Enterprises (SMEs) are defined as firms with less than 200 full time equivalent employees. Under 20 full time equivalent employees is defined as Small, 20-199 full time equivalent employees is defined as Medium and 200 plus full time equivalent employees is defined as Large.</i>
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### **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:

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### **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