

# SCHOOLS PROCUREMENT

*SCHOOL COUNCIL REQUEST FOR  
TENDER/QUOTATION  
NOVEMBER 2020*



# Tender for supply of Charter Bus Service – drop off and pick up.

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**Reference Number:** 2020-2

**Submission Details:** Closing Time: 11/11/2020 4.30pm EST  
Place of Lodgement: *dianne.swann@education.vic.gov.au*  
Receiving Staff Member: *Dianne Swann – Business Manager*  
Additional Details: *Tender to be attached to email in PDF form and returned via email*

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## CONDITIONS

### 1. RFT/RFQ Presentations

Bayside 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: *Dianne Swann*  
Title: *Business Manager*  
E-mail: *dianne.swann@education.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.

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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.

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## RFT/RFQ DETAILS

### 1. Background

Bayside P-12 College provides a Charter Service to families in the Point Cook area. The service costs approximately \$68,000.00 per year at a rate of \$7.50 per student per day. The College agrees to subsidise the cost if/when the family fees do not cover the procurement. Review each year.

### 2. Scope

Bayside P-12 College requires the supply:

- Bus: Provide a 53-57 seater bus charter service to and from each campus, for students travelling from Point Cook for a period of 36 months.
- Driver: assigned accredited driver/s for this service to be trained on the routes and requirements of Bayside P-12 College.
- Services will be delivered in line with child safe policy, code and conduct – DET including WWCC
- Student boarding: checklist/electronic monitoring system

### 3. Statement of Requirements

The successful supplier will need to supply the following:

- A bus is required to cater for school runs. Seat belts are a preference but Bayside P-12 College recognizes that this is not always possible.
- Drivers will be designated to this service and trained on the routes and requirements of Bayside P12 College.
- Child Safe Policy is available at <http://www.education.vic.gov.au>- Child Safe Standards. All drivers must have a current police check and Working With Children Card (WWCC).
- Checklist: Driver to do a checklist of students taking the bus each trip. The procedure is as follows:
  - The College will supply a manifest of students split into stops to the operator.
  - the driver will tick off names of students as they board
  - The operator will provide the checked list to the College each week.
- Services:
  - 1 53-57 seater bus
  - Weekdays (Monday to Friday) of each School Term
  - Timing - see attached bus stop information
    - Pick up commencing 7.20am from Point cook (12 stops) and drop off at all three Bayside P-12 College campuses
    - Drop off from all three Bayside P-12 College campuses with drop off in Point Cook (12 stops)

### 4. Important Dates

Tender closing date – COB Wednesday 11<sup>th</sup> November

Preferred supplier notified by 19<sup>th</sup> November

Commencement date, January 28<sup>th</sup> 2021

Completion date, December 20<sup>th</sup> 2023

Reviews: Yearly - by End of Term 3 (17<sup>th</sup> September 2021)  
by End of Term 3 (16<sup>th</sup> September 2022)

Renewal: If applicable - by End of Term 2 (23<sup>rd</sup> June 2023)

### 5. Relationship Management

Contract Manager: Dianne Swann – Business Manager [dianne.swann@education.vic.gov.au](mailto:dianne.swann@education.vic.gov.au)

## 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)

Detail the performance measures and benchmarks that will be monitored during the period of the contract.

### Goods

KPI	Performance Target	Comply YES/NO
Delivery on time	100% of Goods are provided on date/time required	
Delivery in full	100% of Goods are provided in correct volume/quantity	
Customer Service	100% of operational issues are resolved within 72 hours of notification	
Service Response	Service response times must be within 4 hours	
Software	Electronic monitoring system must be operation at all times or alternative tracking available	
Integration	System must be available to College authorised staff	

## 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. Pricing

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

Services				
Item	Description	Rate (excl. GST)	GST	Total
	53-57 Seater Bus for Charter Service			
	On board monitoring system ( Tap on – Tap off) using student college ID cards			

## 10. Submission

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

## 11. Selection Criteria

The selection criteria for this project are:

Criteria Category	Detailed Criteria	Weighting (out of 5)
Category 1: Compliance with specs	Proposed specifications as per details in this document.	5
Category 2: Compliance with Legislative Requirements	Proposed vehicles supplied for use satisfy government legislation and those of the college as listed (such as WWCC)	5
Category 3: Capability	Supplier has sufficient vehicles available to service the college	5
Category 4: Pricing and Value	Supplier will offer most competitive pricing.	5

## 12. Contract Documentation



School Council  
Short Form Goods C

# INVITEE RESPONSE

**Reference Number:**

**RFT/RFQ Title:**

## **Supplier Details**

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise:    Small:             Medium:             Large:

<p><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></p>
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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 Tender/Quote**

The Tender/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