



2022-2024 Book pack/list requirements

Reference Number:	2022 to 2024 Book pack/List Requirements		
Submission Details:	Closing Time:	4.00pm Monday 31 st May 2021 AEST/AEDT	
	Place of Lodgement:	via email: dianne.swann@education.vic.gov.au	
	Receiving Staff Member:	Dianne Swann	
	Additional Details:	Quotation/Tender application & other relevant documents to be emailed to Dianne Swann	

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.

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 2022 to 2024 Book pack requirements

1. Background

Bayside P-12 College is located in the Western Suburbs of Melbourne. We are sourcing a supplier to provide our families and school with requisites such as Stationery, Textbooks, Novels, Library Books, and staff requisites. It is important for us to keep costing as low as possible and have the flexibility to pass on any savings to our families eg. Commissions.

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, textbooks, teacher requisites and classroom resources.

2. Scope

Bayside P-12 College requires the successful candidate to supply Textbooks, Novels and Stationery packs for students ranging from Prep – Year 12 along with being able to provide the school with ongoing staff / teacher requisites and classroom resources and the ability to collect fees on the booklist as determined.

The successful tender would be in place for 3 years 2022 – 2024 Planning to begin in October of preceding year.

E.G Oct 2021 planning for 2022 book list

3. Statement of Requirements

Bayside P-12 College has over 1,000 students in total, across three campuses. Our Altona North P-9 Campus services approx. 180 students in P-6 and the approximately 190 students Years 7-9. Our Williamstown 7-9 Campus services approx. 350 students and our Paisley 10-12 Campus services approx. 400 students. Based on current Booklist and Stationery requirements, Bayside P-12 College estimates the total costings to be over \$150,000.00. The supply of all requirements has been included in the school's annual budget. The successful supplier will need to provide the following:

- Supply Book pack requirements for Primary Prep to Year 6
 - Bulk stationery list for Prep to Year 6
- Supply Textbooks, Novels and Stationery packs Years 7 to 12
 - Book list
- Supply and meet all staff / teacher requisites
- Class resources e.g. Art, Science, Maths resources

4. Important Dates

Date	Action
4.00pm Monday 31 st May 2021	Tenders closing date
Friday 4 th June 2021	Preferred supplier notified
Oct-2021- June 2024	Contract Dates
Date to be negotiated	Packs/Goods Delivered

5. Relationship Management

Contract Manager: Dianne Swann

Ph: 9393 5802

Email: 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)

KPI	Performance Target
Delivery on time	Bulk Primary Packs delivered in December (Date to be determined) LEAP Program and YR10 and 11 English requirements in November (Date to be determined) All other delivered: TBA
Customer Service	Supplier must assign a representative to the school to manage and assist with all queries relating to booklist requirements.
Commission	<i>Supplier should be able to incorporate commission earned by sales.</i>

8. Insurance

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

Insurance	Minimum Amount
Public Liability	\$20,000,000.00
Professional Indemnity	\$20,000,000.00
Product Liability	\$20,000,000.00

9. Pricing

Please note, you will be required to provide goods for all year levels. For purposes of quoting for tender see below:

Provide details of pricing for the specifications of attached lists

- Primary Grade 1-2 Bulk pack.



Grade 1-2 Resource List.pdf

- Book list 10-12



Year 10-12 Resource List.pdf

- Teacher and Library requisites to be determined

10. Submission

Date	Action
31 st May 2021	Tenders closing date
4 th June 2021	Preferred supplier notified
Oct 2021-June 2024	Contract Dates
To be negotiated	Packs/Goods Delivered

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
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 shown an excellent level of support and flexibility
Criteria 6 - Compliance with KPI	As detailed in point #7
Criteria 7 – Pricing & Value	Supplier will offer most competitive price possible

INVITEE RESPONSE

Reference Number: **October 2021 – June 2024 Book pack/list requirements**

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 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.

Contact Details

Contact Person:

Role:

Telephone:

Mobile:

Email:

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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

Supplier to accept the attached terms and conditions



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