

# Schools Procurement

School Council Request for Quotation/Tender  
(RFQ/RFT)

# Bayside P-12 College Bus

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**Reference Number:** *RFT 2024-02*

**Submission Details:** Closing Time: *4.00pm 23/08/2024*  
Place of Lodgement: *Jason.Rowan@education.vic.gov.au*  
Receiving Staff Member: *Jason Rowan*  
Additional Details: *Tender application & other relevant documents to be emailed to Jason Rowan*

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## CONDITIONS

### 1. 2024-02 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/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 Tender/Quote manager:

Name: *Jason Rowan*  
Title: *Facilities Manager*  
E-mail: *Jason.Rowan@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.

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## RFT/RFQ DETAILS

### 1. Background

*Bayside P-12 College is a large multi-campus co-educational college serving the community of the City of Hobsons Bay in Melbourne's western metropolitan area. The college consists of a Year P-9 Campus located in Altona North, a Year 7-9 campus located at Williamstown and a Year 10 - 12 campus in Newport. The college has a multi-cultural student population. The College provides a number of activities to promote the social, personal and community skills of its students.*

*GUIDING PRINCIPLES The college is committed to:*

- \* Providing a comprehensive curriculum that meets the needs of all students;*
- \* Providing a friendly, safe and disciplined environment in which students are able to value and enjoy learning;*
- \* Encouraging and celebrating student success and achievement;*
- \* Developing skills and knowledge that will enable students to live in a rapidly changing and increasingly technological society, to show leadership, to act co-operatively, to demonstrate self-discipline and to be socially aware;*
- \* Encouraging the participation of parents, students and staff in the full life of the college; and*
- \* Providing equal opportunities for all students.*

*The college is an integral part of the broader local community. School facilities are regularly used by community groups in the area, and this promotes awareness, support and cooperation. The college grounds are regularly maintained and upgraded to improve the school environment. Students are actively involved in this planning and development. The college utilises a wide range of local community resources such as athletic tracks, gymnasiums, swimming pools, sports complexes, Science Works, theatres, and the facilities made available by the local council and local industry. Bayside P-12 College will continue to provide educational leadership in the district through the further development of our college.*

### 2. Scope

*Bayside P-12 College requires to purchase a bus to transport up to students to and from excursions, sporting activities and between campuses. Students range from Prep – Year 12 will be accessing the bus. The bus must comply with:*

- standard specifications full warranty not less than 2 years or 200,00kms*
- have seat belts and flashing school bus lights and decals*
- dimensions cannot exceed 9,100mm X 2,480mm X 3,435mm (over A/C)*
- cost to include delivery to the College*
- associated costs to be included in RFT are GST, Vic Gov Stamp duty (if applicable) and 12months registration and On Road costs.*
- purchase dependant on DET regional approval*
- Body Type - Midi Coach*
- No. of Doors – 1 minimum*
- Seats - 39 x seat belted seats + 1 driver maximum*
- Dimensions cannot exceed 9,100mm x 2,480mm x 3,435mm (over A/C)*

### 3. Statement of Requirements

#### **Engine: As per below or equivalent**

Cummins ISBe - 250HP - Euro 5 (SCR)

Engine Power (Kw / RPM) – 184 / 2300

Engine Torque (Nm / RPM) – 1020 / 1200 – 1600

Speed Limited to – 100km/hr

WABCO ECAS Cruise Control

Remote fire extinguisher system fitted to engine bay and operated from driver's instrument panel dash (Dry Powder Spray)

#### **Transmission: As per below or equivalent**

ZF-EcoLife Transmission (ZF 6AP-1200) with integrated retarder

#### **Steering: As per below or equivalent**

ZF Power steering

**Axles: As per below or equivalent**

Jimben front axle & Dana rear axle  
Independent front end

**Brakes: As per below or equivalent**

Front & rear disk brakes + WABCO ABS

**Suspension: As per below or equivalent**

ECAS - Full airbag suspension with raise & lower functions

**Fuel Tank: As per below or equivalent**

280 Litres / 60L Ad-Blue

**Wheels: As per below or equivalent**

Alloy Rims 7.5 x 22.5  
Michelin X-Multi Radial 275/70 R22.5

**Chassis: As per below or equivalent**

1350mm (approx.) floor height – internal bin 870mm  
Full through bins, with two (2) doors per side  
Approx. 5 m<sup>3</sup> of luggage space  
Body Skids fitted to front and rear  
Additional insulation to engine bay and adjacent areas

**Body Exterior: As per below or equivalent**

Zinc coated side panels  
“Removable” and Lift-up aluminium skirt panels  
Rear of body completely fibre glassed (no window)

**Body Frame: As per below or equivalent**

Electrophoresis dipped steel frame

**Paint: As per below or equivalent**

Two pack polyurethane paint in White (incl. legal signwriting)

**Windows: As per below or equivalent**

Two-piece main windscreen  
Standard sliding glass to driver's window  
Bonded one-piece fixed saloon windows in 'privacy' glass (dark grey)  
Emergency hammers with 'hammer removed' light & buzzer to dash

**Door: As per below or equivalent**

780mm wide front 'Plug' door system including remote keyless entry

**Saloon: As per below or equivalent**

Centre of ceiling is vinyl covered and padded for 'soft-feel'  
PVC flat panel interior side wall panelling  
Overhead luggage racks incorporating individual reading lights & air-conditioning outlets  
Fluorescent lights to saloon  
One (1) 4-way roof hatch including LED emergency lighting  
Modesty panels to front of saloon

**Seating: As per below or equivalent**

39 X Fixed School seats with lap/sash seat belts  
Trimmed in cloth

**Flooring & Ramps: As per below or equivalent**

Heavy duty vinyl flooring, yellow step edge, blue LED strip lighting

**Drivers' area: As per below or equivalent**

ISRI 6860 Lap/ sash seat belted driver's seat  
Full instrument dashboard  
Two (2) x ½ windscreen (to driver's side and passenger side) front windscreen sun visor blinds. Electrically operated.  
Additional ½ sun visor blind to driver's OS side window  
Electrically adjustable and heated twin exterior mirrors to NS and OS  
Heavy duty driver's heater demister  
12v accessory plug to side box  
One (1) of Fire Extinguisher mounted behind driver's seat

Radio, CD and PA system  
Microphone with flexible arm for passenger PA  
Reversing radar sensors  
Reversing camera with inbuilt monitor to dash

**Air-Conditioning: As per below or equivalent**

Heavy-duty heat / cool AC package

**4. Important Dates**

Date	Action
23/08/2024	Request for Tender/Quotation closing date
30/08/2024	<ul style="list-style-type: none"><li>• Completion of initial response evaluation and recommendation of short list</li><li>• Scheduling and completion of interviews and reference checks</li></ul>
18/09/2024	School Council approval of preferred supplier
20/09/2024	Preferred supplier notified
10/10/2024	Intended execution of Proposed Contract(s)
25/10/2024	Intended delivery of goods

**5. Relationship Management**

Contract Manager:            Name:            *Jason Rowan*  
                                         Title:            *Facilities Manager*  
                                         E-mail:        *Jason.Rowan@education.vic.gov.au*

**6. Reporting requirements**

*The supplier shall provide stock information, vehicle status reports including estimated delivery dates to the contract manager weekly until handover.*

*The Supplier shall provide Contract Manager with brief reports on progress at the end of each stage*

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)**

*[For Goods only]*

KPI	Performance Target
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

**8. Insurance**

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

Insurance	Minimum Amount
Public Liability	<i>Public liability insurance: \$AUD 20 million in respect of any one occurrence and for an unlimited number of claims.</i>
Product Liability	<i>As above</i>
Materials	<i>Materials supplied by supplier are covered up to the date of delivery to college site. The college must have comprehensive insurance prior to taking ownership of vehicle</i>

## 9. Pricing

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

Goods					
Item no.	Description	Qty.	Rate (excl. GST)	GST	Total
1	Midi Coach 39 seater as per specifications above	1			
2	Flashing School Bus lights and Decals (front and rear of bus)	2			
3	On board 5 X camera CCTV	1			
4	Rear engine bus heavy duty towbar	1			

Other expenses, including disbursement and reimbursements				
Item	Description of expense	Rate (excl. GST)	GST	Total
5	Stamp duty (if applicable)			
6	12 Months Registration and On Road Costs			

## 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

Criteria Category	Detailed Criteria	Weighting (out of 5)	Suggested guidelines
Criteria 1 – Compliance with specifications	Proposed specifications as per details in this document.	5	<i>Meets Victorian Regulation 251 of the Road Safety (Vehicles) Regulations</i>

			<i>2021. Vehicle Stds Information 26</i>
Criteria 2 – Compliance with legislative requirements	Proposed vehicle will satisfy to requirements of the college	5	The bus must come with a product warranty for 2years or 200,000kms  Support agreement in place supplied by
	Vehicle to comply with Australian standard specifications	5	
Criteria 3 – Positive reputational practices	Reliability, ethical standards	5	Request evidence of supplier's quality processes and positive feedback from customers
	Crisis management	5	
Criteria 4 – Capability/ Resourcing	Capability to deliver value	5	Capability to deliver the required bus on time and budget with service support where necessary where late or early delivery may reduce value for money
	After sales service	4	
	Supplier expertise, experience, capacity, supply chain, commercial viability, and lawful and ethical behaviour.	4	
Criteria 5 – Past Performance	References from other schools (both government and non-government entities)	4	Request details of past work performed with similar specifications  Customer satisfaction declarations
	Performance report	4	
Criteria 6 – Support/ Value Add	<u>Demonstrate fitness for purpose</u>	5	Evidence that supplier will support the school or add value beyond the specifications of this engagement
	Enables college to achieve economic, social, environmental and ethical objectives through purchase		
	Guaranteed buyback offer	3	
Criteria 7 - Pricing	Supplier will offer most competitive pricing and value.	5	The supplier must compare to competitors with price, value and confidence in the product and service a consideration.
	Expressly include total costs of ownership	5	

## 12. Contract Documentation

### *Bayside P-12 College Bus*

*See attached.*

Bidders are required to indicate they fully understand and comply with the attached agreement's terms and conditions, otherwise bidders may include a list of contractual departures that they wish to negotiate with the school.



**BIDDER RESPONSE**  
**(Complete and Submit to the School)**

**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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## **Instruction to the bidders on how to submit your proposal**

The Quote/Tender 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, local job and sustainability initiative (if applicable)
- e) Responses to the selection criteria
- f) Pricing Schedule using the table provided in the RFQ/RFT details.
- g) Include a statement that indicate that you fully accept the proposed terms and condition. If not, include a list of proposed departure(s) from contract terms and conditions for the school's consideration.
- 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 public, product and professional insurances held
- k) Any other relevant information