

SCHOOLS PROCUREMENT

SCHOOL COUNCIL REQUEST FOR UNIFORM TENDER
JUNE 2022



Tender for Hallam Senior College Uniforms

Reference Number: *[HAL-RFT01-2022]*

Submission Details: Closing Time: 22/07/2022 (5pm deadline)
Place of Lodgement: *Jason.patten@education.vic.gov.au*
Receiving Staff Member: *Jason Patten Business Manager*
Additional Details: *This tender application will form the bases of College Council acceptance of companies to present at the August College Council Meeting.*

CONDITIONS

1. RFT/RFQ Presentations

Hallam Senior Secondary College (“the School”) does not warrant the accuracy of the content of the Response for Tender (RFT). The School will not be liable for any omission from the RFT.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this RFT (or information relevant to this RFT) 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 and any other information in connection with the RFT must keep the contents of the RFT 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.

3. Tender/Tender/Quotation Documents

All responses to the RFT 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, 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 must be made to the following person:

Name: *Jason Patten*
Title: *Business Manager*
E-mail: *Jason.patten@education.vic.gov.au*

All enquiries concerning the RFT 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.

5. Late Tenders/Quotations

If a Tender is lodged after the Closing Time, it may be disqualified from the RFT 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 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 lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete Tenders/Quotations

If a Tender does not include all the information in the format required by the RFT 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 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 submission.

9. Reservation

The School reserves the right to, in its absolute discretion, refuse to consider or accept any Tender/Quotation or all Tenders. 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 without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender at the price or prices quoted unless the Tender states specifically to the contrary.
- c) negotiate with one or more Invitee's and allow any Invitee to vary its Tender

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.

RFT DETAILS

1. Background

College Council at Hallam Senior Secondary College is seeking to enter into an agreement with a preferred uniform supplier to provide the College Student Uniforms and uniforms for the sports academy. This will form a School Council Agreement for the Purchase of School Uniforms

2. Scope

Companies seeking to tender for the right to provide the uniform to Hallam Senior Secondary College are requested to provide an overview of the uniform parts including – diagram showing the design of each item, the colour schemes for each item including patone colours, sizes available, material types and any special features. The price of each item needs to be included as per sales for 2022/2023.

3. Statement of Requirements

Standard Student Uniform may include:

- Polo shirt – short and long sleeve
- V neck jumper
- Soft shell jacket
- Tailored trousers
- Tailored shorts
- Summer dress
- Winter skirt
- Blouse/Shirt - Short and long sleeve shirt

All items to be embroidered

Sports Academy*/ Sports Uniforms may include:

(boys and girls)

- Sports Polo are embroidered with the sports academy logo
- Training short
- Training Tshirt
- Track pants
- Rugby top
- Sports bag (back pack)

***While not essential the winning tenderer may be asked to provide competition uniforms e.g. shorts and socks, football jerseys, netball dresses, basketball singlets etc if they manufacture suitable quality products.**

4. Important Dates

Tender documents must be submitted by 5pm 22/07/2022 (5pm deadline)

Tenderers must present a sample of the garments (Mid August) at Hallam Senior College, School Council Meeting (subject to COVID restrictions).

- *The final decision will be made by College Council (end of August)*
- *The contract(s) will be finalized by (16/09/2022)*
- *Hallam will submit a bulk uniform order (for 2023 intake) students by (16/12/2022) and ongoing*
- *Orders need to be filled by (20/01/2023) or ongoing within 5 weeks of the original order date*

5. Relationship Management

Contract Manager: [Jason Patten Jason.patten@education.vic.gov.au](mailto:Jason.patten@education.vic.gov.au) , M: 0412 190541

6. Reporting requirements

The supplier must provide the contract manager with an update on the progress of any orders regularly. Prior to an order the supplier must provide a quotation to the contract manager, then if Hallam proceeds with the order a purchase order will be generated.

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.

The supplier will provide College Council with a semesterly report which lists the current inventory levels.

7. Key Performance Indicators (KPIs)

The following performance measures and benchmarks must be monitored and maintained throughout the contract period.

[Goods]

KPI	Performance Target
Delivery on time	All goods must be available for the students within five weeks of the order date.
Delivery in full	All orders are filled correctly (quantities ordered versus delivered are correct)
Customer Service	Operational issues are resolved within 48 hours of notification (2 working days)
Quality	<i>The quality of all products is very high and durable</i>
Suppliers	<i>The origin of supply is indicated in the tender and the College is notified and agrees to any change.</i>

[Services]

KPI	Performance Target
Customer Service	<p><i>Quotes are provided within 72 hours (3 working days)</i></p> <p><i>Designs/Layouts/Mockups are provided within 72 hours (3 working days)</i></p> <p><i>Any operational issues are resolved within 48 hours of notification (2 working days)</i></p>

8. Insurance

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

Insurance	Minimum Amount
Public Liability	\$20 million
Professional Indemnity	\$5 million

9. Pricing

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

Note: not all products may be purchased, this will be subject to supply and demand.

Uniform (boys and girls)

Item	Colour	Size Range(s)	Price per unit	Minimum order number	Bulk order discount(s) (insert number and discount %)
Standard Student Uniform <u>may</u> include:					
• Jacket					
• Polo shirt – short and long sleeve					
• Tie					
• Blouse/Shirt					
• Rugby Top					
• Sport Shorts					
• Track pants					
• Tailored trousers					
• Summer dress					
• Winter skirt					
• V neck jumper					
• School cap					
• Puffer jacket					
Sports Academy* Uniforms <u>may</u> include: (boys and girls)					
• Sports Polo are embroidered with the sports academy logo					
• Training short					
• Training Tshirt					
• Track pants					
• Rugby top					
• Spray jacket					
• Sports bag (back pack)					

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:

1. *Correct completion of the tender document – meeting criteria as per tender document*
2. *Presentation to College council – storyboard and displaying garment samples of at least 6 items*
3. *Competitive pricing and quality of garments*
4. *Ongoing ability to meet supply and demand needs in a timely manner*

12. Contract Documentation

College Council will approve an agreement for the successful school uniform supplier.

INVITEE RESPONSE

Reference Number:

RFT/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 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:

I/We offer to supply the goods and/or services specified in this RFT; 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 must 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 and any discounts for bulk purchases
- g) A minimum of three references from current customers
- h) Any proposed departure(s) from contract terms and conditions
- i) Declaration of any conflict of interest (potential or real) and how this may be managed
- j) Detail your financial capability to deliver the goods or services
- k) Details of your professional insurances held
- l) Any other relevant information