

School Council
Expression of Interest (EOI)
Uniform Supply service at Montrose Primary School

Submission Details:

Closing Time: 4pm, 31st May 2019
Place of Lodgement: Montrose Primary School. 17-21 Leith Road, Montrose Vic 3765
Receiving Staff Member: Linda Campbell
Additional Details: All EOI submissions must be hard copy, in a sealed envelope, clearly marked "Montrose Primary School Uniform EOI SUBMISSION"
Please provide three hard copies of your EOI submission and delivered to the administration office of the School.
The submission must also be provided via email. EOI submissions must be received at the following email address before the Closing Time:
montrose.ps@edumail.vic.gov.au

Submissions must follow the format attached, including the completion of all Forms, plus supporting documentation and any additional requested information.

CONDITIONS

1. EOI Presentations

Montrose Primary School ("the School") does not warrant the accuracy of the content of the EOI. The School will not be liable for any omission from the EOI document.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this EOI (or information relevant to this EOI) 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 EOI and any other information in connection with the EOI must keep the contents of the EOI and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this EOI.

3. EOI Documents

All responses to the EOI 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 EOI, the service provider 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 EOI must be made to the following Contact Person:

Name: Linda Campbell
Title: Business Manager
E-mail: campbell.linda.c@edumail.vic.gov.au

All enquiries concerning the EOI 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 parties that have requested a copy of the EOI document.

Should a service provider contact any person other than the Contact Person nominated above (including but not limited to: any parents and School Council member or office bearer, employee, school employee, departmental officer or an employee of the current provider) in regards to this EOI, it may be disqualified from the EOI process and may be ineligible for consideration.

5. Late EOI

If an EOI is lodged after the Closing Time, it may be disqualified from the EOI process and may be ineligible for consideration unless:

- The service provider can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the EOI to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the process.

The determination of the School as to the actual time that the service provider's response is lodged is final. All EOIs lodged after the Closing Time will be recorded by the School. The School will inform service providers whose EOI was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete EOIs

If an EOI does not include all the information in the format required by the EOI or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

7. Validity of EOIs

An EOI 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

Service providers are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. 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 an EOI submission.

9. Reservation

The School reserves the right to, in its absolute discretion, refuse to consider or accept any EOI or all EOIs. The School will not necessarily accept the lowest priced EOI nor any other EOI. The School further reserves the right to:

- a) Reject all EOIs without giving reason for the rejection; and
- b) Accept a portion or the whole of any EOI at the price or prices quoted unless the EOI states specifically to the contrary.
- c) Negotiate with one or more service providers and allow any service provider to vary its EOI.

10. Preferred service provider

Selection as a preferred service provider does not give rise to a contract (express or implied) between the preferred supplier and the School Council for the supply of Services. No legal relationship will exist between the School and the preferred supplier until such time as a binding agreement is executed by both parties.

11. Conflict of Interest

When submitting its submission, the service provider must declare any actual or potential conflicts of interest which may arise between the service provider and the School or the School and any subcontractor which the service provider proposes to engage in respect of the supply of Services.

EOI DETAILS

1. Background

Montrose Primary School (The School) (Years 0-6) is situated 35 kilometres from Melbourne, nestled into the foothills of the Dandenong Ranges. The school was established in 1880 and continues to enjoy a strong community involvement. Our school presently has an enrolment of 630 students, with predictions to remain steady beyond this time.

Currently two volunteer parents sell uniform items purchased by the school from Uniforms by Design, PSW and Spartan. The School reserves the right to ask the shortlisted supplier to provide samples of the offered items (free of charge) as part of the evaluation process.

Sample of the current uniform items are available for view of the interested bidder. To organise a visit to the School; bidders are required to send their interest within 3 days from the date of the advertisement of this EOI to email address: montrose.ps@edumail.vic.gov.au; No visit is to be accepted 5 days before the EOI closing date.

2. Contract term and Prices basis

The contract period will initially be for two (2) years commencing from the Date specified in letter of acceptance. The Contract has two (2) extension options, each option having a one (1) year duration, exercisable at the absolute discretion of the School. The continuity of the contract will be subject to the contractor providing the stated services in a manner and price acceptable to the School"

The School's preference is to receive offers in which the prices / rates will remain fixed for the term (2 Years) of the Contract; however bidder may offer rates that remain fixed for 12 months and then subject to review.

Successful contractor is required to pay a commission to the School for every item sold under the Contract, the offer needs to specify the amount of the commission.

Applications must be submitted in writing to the School for approval each time revised rates are to be applied to the Contract and accompanied by substantive documentation in support of the claim. Twenty-one (21) days prior notice is required for a Price Variation request; late applications will not be considered under any circumstance.

The Contractor IS NOT TO MAKE ANY ADJUSTMENT to the Contract Rates until written authorisation has been received from the School.

3. Important Dates

- Advertisement date of the EOI: 15th May 2019
- School site visit date(s): by appointment (3 days after advertisement but No visit to occur 5 days before closing day)
- EOI Closing date: 31st May 2019
- EOI proposals shortlisted by: 7th June 2019
- Shortlisted service providers invited to present to a School Council committee: 12th June 2019
- Decision made regarding preferred service provider: 14th June 2019
- Preferred service provider informed of decision: 14th June 2019
- Commencement of service to the School: 15th July 2019

4. Selection Criteria

The selection criteria for rating responses received from service providers are as follows:

1. Quality and Value:

- Demonstrated experience as an approved provider of quality uniform items.
- Demonstrated ability to make uniform items consistently available to the School Community.
- Demonstrated ability to provide uniform items that are affordable, while maintaining high quality
- Quality and origin of the offered items

2. Financial viability:

- The provider must detail a plan for buy back of existing stock
- The provider must detail their financial viability to supply the required items at the right quantity and at the right time

3. Customer Care:

The provider must detail a plan for how feedback and complaints from school community are incorporated to improve service provision

4. Provision of items

- The provider must detail a plan for how to maintain a proper stock level to ensure the supply of the items at the right place.

5. Cost / Value of money

The School is not bound to accept the lowest submitted rates.

The above selection criteria are not presented in any particular order or ranking.

5. Contract Documentation

The successful service provider will be required to enter into an agreement with the School Council under the terms and conditions of the DET School Council Agreement for the appointment of School Uniform Supplier Agreement.

Special conditions may be included subject to the agreement of the School Council.

FORM 1 – COMPANY DETAILS

Attached is the Expression of Interest of:

Business / Corporation / Person: (Businesses list all proprietors)	
Postal Address:	
Street / Physical Address:	
Australian Business Number (ABN):	ABN: OR • Will you be applying for an ABN? Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)
Is it proposed to sub-contract any part of the Goods and/or Services? If "YES", specify full name and address of each sub-contractor and their relevant experience and expertise in relation to the offered Goods and/or Services	Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)
Size	Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Not for profit <input type="checkbox"/> (mark appropriate box) <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>
Supplier Diversity Status	Indigenous Business <input type="checkbox"/> Disability Enterprise <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other: _____ (mark appropriate box) <i>Note: Please include copies of relevant documentation to support your Supplier Diversity Status</i>
Contact Name, Phone and Fax No:	
Contact email address:	
Authorised Signature(s):	
Name(s):	
Date:	

FORM 2 – SPECIFICATION AND PRICES STATEMENT

Please provide a written statement including:

- How you are best placed to meet the scope
- Details of your knowledge and previous experience as a uniform supplier
- Any value added services, such as innovation
- Statement addressing the EOI selection criteria (Clause number 4.0)
- Provide a list of prices for the required items
- Provide a percentage of the commission that the supplier is going to pay to the School for each item sold under the Contract
- State what is your prices basis (e.g. fixed for the term of the Contract or subject to change every 12 months)

FORM 3 – CONFLICT OF INTEREST DECLARATION

I / We, _____(the approved provider), make the following declaration of any actual or perceived conflict of interest, including but not limited to any pecuniary or other interests in Lyndhurst Secondary College or any relationships our staff and office bearers have with Lyndhurst Secondary College management, staff and/or School Council members.

Name (print)

Signed:

Date:

FORM 4 - REFEREES

1. Where possible, provide details of up to three (3) customers (preferably schools) to which your organisation has/is provided/providing a similar Service. NOTE: These schools MAY be contacted to verify past/present performances.

ORGANISATION	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS