

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

Submission Details:

Closing Time: 8th July, 2022
Place of Lodgement: Toorak Primary School
Receiving Staff Member: Toni Hillyer
Additional Details: The submission must be provided via email. EOI submissions must be received at the following email address before the Closing Time:
toorak.ps@education.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

Toorak Primary 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: Toni Hillyer
Title: Business Manager
E-mail: toorak.ps@education.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

Toorak Primary School would like you to prepare a proposal for us, which outlines the following things (as well as anything else you feel is relevant).

2. Scope

The contract period will initially be for three (3) years commencing from the Date specified in letter of acceptance. The Contract has one (1) extension option of 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.

- EOI Closing date: 8th July 2022
- EOI proposals shortlisted by: 15th July, 2022
- Decision made regarding preferred service provider: 26th July, 2022
- Preferred service provider informed of decision and beginning of contract negotiations: 29th July, 2022
- Commencement of service to the School: 1st August, 2022

3. Selection Criteria

- ❖ *Provide families with the school uniform, and other school related items (Refer attached list).*
- ❖ *Provider to make uniform items consistently available to the School Community.*
- ❖ *Delivery to families homes - preferably for free.*
- ❖ *Pricing of items should be in line with the current prices.*
- ❖ *Mannequins and sample uniforms to be provided for the school foyer.*
- ❖ *Pop up shops including end of year prep transition and start of year, and possible other times when required.*
- ❖ *The provider must detail a plan for buy back of existing stock.*
- ❖ *Stock Samples to take to School Council - a school bag, polo shirt, bomber jacket, trackpants with reinforced knee, beanie, school dress, shorts. Sample to be provided to the school by Friday 15th July, 2022*
- ❖ *References or names of other schools to be provided so we can do spot references.*
- ❖ *An overview of how you will meet the specification requirements.*
- ❖ *Details of your knowledge and previous experience relevant to the required procurement.*
- ❖ *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.*
- ❖ *Details of any value adding factors, such as innovation.*
- ❖ *Pricing Schedule, including commission rate for the School unless a not-for-profit organization.*
- ❖ *Any proposed departure(s) from contract terms and conditions.*
- ❖ *Declaration of any conflict of interest (potential or real) and how this may be managed.*
- ❖ *Detail your financial capability to deliver the goods or services.*
- ❖ *Details of your professional insurances held.*
- ❖ *Provide a plan for how feedback and complaints from the School Community are managed.*
- ❖ *Any other relevant information.*

4. 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.

Note that payment for the uniform will be made directly by the student parent and the school is not liable.

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

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.
- Provide a list of prices for the required items
- How stock is managed through the year and at the end of the contract

FORM 3 – CONFLICT OF INTEREST DECLARATION

I / We, _____ (the provider), make the following declaration of any actual or perceived conflict of interest, including but not limited to any pecuniary or other interests in Toorak Primary School or any relationships our staff and office bearers have with Toorak Primary School 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

TOORAK PRIMARY SCHOOL UNIFORM - 2022

YEARS PREP TO YEAR 6

Uniform List	Size From	Size To
Polo Shirt - Short sleeve	4	18
Polo Shirt - Long sleeve	4	18
Bomber Jacket	6	18
Windcheater Rugby	6	18
Polar Fleece Vest	6	18
Polar Fleece Jacket	6	18
Rain Coat	6	18
Trackpants Cuffed Double Knee	4	18
Trackpants Straight Double Knee	4	18
Summer Dress	4	18
Winter Dress	4	18
Skort	4	18
Boys Rugby Shorts	4	18
Boys PE Mesh Shorts	4	18
Slouch Hat	S -	XL
Bucket Hat	S -	XL
Beanie	One Size	
Scarf - Navy	One Size	
Winter Gloves - Navy	Various	
Tights - Navy	Various	
Hijab Head Scarf - Navy	Various	
School Bag		
House Polo Shirt - Short sleeve in colours:		
Apple Green	4	18
Red	4	18
Royal	4	18
Gold	4	18
Staff Long Jacket	S -	XXL