

SCHOOLS PROCUREMENT

SCHOOL COUNCIL REQUEST FOR QUOTATION
MAY 2018



Nepean School

Reference Number: NS230919

Submission Details: Closing Time: 14/10/19 at 5pm
Place of Lodgement: nepean.ss@edumail.vic.gov.au
Receiving Staff Member: Alicia Chong
Additional Details: Please include 2 copies

CONDITIONS

1. RFT/RFQ Presentations

Nepean School ("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: Alicia Chong
Title: Senior Occupational Therapist
E-mail: nepean.ss@edumail.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.

RFT/RFQ DETAILS

1. Background

Nepean School is a specialist school for students aged 5-18 years with a physical disability and/or complex health condition. We are wanting to set-up our school with specialised equipment which caters to the individualised physical and postural needs of our students from primary aged to secondary aged.

2. Scope

Nepean School requires the supply of specialised furniture to set all of our students up with the correct equipment to meet their specific needs to access the Victorian Curriculum.

3. Statement of Requirements

The successful supplier will need to be able to provide specialised equipment with very specific requirements:

- 112 hand wound (OHS requirement) height adjustable tables which cater for students seated at a 505mm height (primary aged) to a 830mm height (secondary aged). Tables must be able to be customised to suit 3 different sized cut outs and have a black table top that allows suction (needed for students with cortical vision impairment). An option to create a tilt on the table top is also required.*
- 25 fully adjustable postural chairs with customisations including head rest, laterals, footplate etc).*
- 20 customised peto rods with different angles and rod sizes.*
- 1 toilet step with handrails that fits a standard toilet*
- 2 customised free standing ladders that can be easily adjusted in height from 700mm – 1000mm.*
- 16 wooden tilted slatted stools which have pin adjusted legs for easy customisations from 220mm – 550mm height.*

4. Important Dates

14/10/19 – Tender closing date

17/10/19 – Preferred supplier notified

25/11/19 to 20/12/19 Preferred dates of supply

5. Relationship Management

Contract Manager:

Melinda Williams, Business Manager, Nepean School

03 9786 9111

williams.melinda.r@edumail.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)

[Goods]

| 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 24 hours of notification |

8. Insurance

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

| Insurance | Minimum Amount |
|------------------------|-----------------------|
| Public Liability | \$10,000,000 |
| Professional Indemnity | <i>n/a</i> |
| Product Liability | \$10,000,000 |
| <i>Workcover</i> | <i>Required</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 |
| | Height adjustable hand wound tables from 505mm – 830mm - tilt option - customised cut out - black table top | 112 | | | |
| | Adjustable postural chair with customisations | 25 | | | |
| | Pin lock height adjustable tables from 350mm- 550mm. - tilt option - customised cut out - black table top | 2 | | | |
| | Peto rods - 200mm handle - 300mm handle - horizontal - vertical - 45 degree angle | 20 | | | |
| | 2 step toilet step - to be able to fit standard toilet | 1 | | | |
| | Adjustable free standing ladder from 700mm- 1000mm | 2 | | | |
| | Customised slatted tilt stool in 2 different sizes - wooden slats - pin lock height adjustments - 220mm- 350mm & 350mm – 550mm | 16 | | | |

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:

| Criteria Category | Detailed Criteria | Weighting (out of 5) |
|---|---|----------------------|
| Criteria 1 – Compliance with specifications | <i>Proposed model fits all above specifications</i> | 5 |
| | <i>Length of warranties</i> | 5 |
| | <i>Supplier will supply and train assembly</i> | 5 |
| Criteria 2 – Compliance with legislative requirements | <i>Supplied equipment to comply with Australian Standards</i> | 5 |
| Criteria 3 – Positive reputational practices | <i>Testimonials provided</i> | 3 |
| Criteria 4 – Capability/Resourcing | Equipment supplied and ready for assemble for the end of year school holiday period | 5 |
| Criteria 5 – Past Performance | <i>Supplier has experience in assembly of equipment</i> | 4 |
| | <i>Supplier can provide evidence of insurances</i> | 4 |

12. Contract Documentation



School Council
Agreement for the S

INVITEE RESPONSE

Reference Number:

RFT/RFQ 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/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:

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