

School Council
Expression of Interest (EOI)
Uniform Supply Service at Canterbury Primary School

Submission Details:

Closing Time: [Wednesday 25th March at 3.00pm](#)
Place of Lodgement: canterbury.ps@edumail.vic.gov.au
Receiving Staff Member: [Janine Stack, Business Manager](#)
Additional Details: [All EOI submissions must be submitted in PDF format](#)

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

CONDITIONS

1. EOI Presentations

Canterbury 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: | Janine Stack |
| Title: | Business Manager |
| E-mail: | canterbury.ps@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

Canterbury Primary School (CPS) has a student population of just over 650 and is located in the leafy eastern suburbs approximately 9kms from the Melbourne CBD. The values of respect, responsibility, integrity and resilience guide the decisions and behaviours of all members of our school community. Additional information about the school is available at the School's website – www.canterburyyps.vic.edu.au.

Students at CPS are required to wear a school uniform.

Canterbury Primary School currently operates an online uniform shop which is co-ordinated and staffed by parent volunteers. Stock is currently sourced from four (4) separate suppliers. Orders are placed online and are filled and available for collection at school on a weekly basis. Retail sales, filling orders, stock requirements and stock takes are the responsibility of the volunteer co-ordinator. There is also an onsite Uniform Shop, which is open once per week on a Thursday from 8.45am to 9.15am and at other peak times as deemed necessary. This is staffed by parent volunteers.

The turnover of the CPS Uniform Shop is approximately \$70,000.00 per annum. Stock holdings have been valued at \$26,950 as at 20/12/19.

CPS is looking to move to an alternative model for the supply of its compulsory uniform, and requires a supplier to provide compulsory uniform services under this model.

2. Scope

Requirements

CPS is looking to move to an alternative model for the supply of its compulsory uniform to its families. This new model involves supply of uniform services offsite by a single supplier and may include, but is not limited to:

- Offsite retail outlet
- Online ordering
- Home and/or school delivery

The model must include, at a minimum:

- A plan in the form of options for the sale of existing stock (e.g., purchase of current stock to on sell)
- Provision of all compulsory uniform items as listed at Annexure 1, ensuring that all existing designs and patterns in use are retained
- Ability for compulsory uniform items to be added, modified or removed from time to time, as determined by CPS School Council
- Policies and procedures in customer care and service, and delivery of quality goods and services, including returns/refunds
- Ability to make staff available for parent information sessions at the School as needed (e.g., during Prep orientation)
- Ability to submit reports to the School on a quarterly basis that detail performance against key performance metrics (e.g., on time delivery, customer satisfaction)

Provision of Samples

It is requested that sample garments are provided in responding to this EOI. Requested samples to be provided, free of charge, are:

- Short sleeve polo
- Full zip hoodie
- Track pants
- Skort

- Dress

Length of Service

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

Important Dates

- EOI Opening date: 4th March, 2020
- EOI Closing date: 25th March, 2020
- Proposed commencement date of contract with the School: 1st June, 2020
- Proposed commencement date of provision of uniform items to the School: 1st July, 2020

Short-listed supplier(s) may be asked to deliver a presentation to the School's selection panel. The School may also elect to undertake a site visit with the short-listed supplier(s).

3. Selection Criteria

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

1. Quality and Value:

- Demonstrated experience and expertise as an approved provider of quality uniform items to School Communities
- Demonstrated ability to provide uniform items that are affordable, while maintaining quality of product
- Demonstrated ability to source and supply quality uniform items by selecting Australian made items or using local businesses, and selecting manufacturers/suppliers that can provide evidence that they meet ethical manufacturing standards and sustainable production of items

2. Provision of items:

- A detailed plan and delivery model for the supply of uniform items to ensure that items are consistently and reliably available to the School Community and in line with the service requirements as outlined in this EOI
- A detailed plan for how to maintain stock levels to ensure supply of items at the right times and at the right places to meet the needs of the School Community
- A detailed plan with options for the use and management of existing stock

3. Customer Care and Service:

- A detailed plan for maintaining high levels of customer care and service, including how feedback from the School Community can be gathered and used to improve service provision as appropriate

4. Commercial viability

5. Value for money

6. 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.

The above selection criteria are 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

The response to the EOI should include:

- a) Details on how you will meet the service requirements and selection criteria
- b) Details of your knowledge and previous experience as a uniform supplier, including the details of three (3) referees
- c) Detail of your organisation's resources and systems to support the delivery of the required services, including the names and qualifications of staff and the roles they will play in the delivery of the services
- d) Details of any value adding factors, such as innovation
- e) Pricing Schedule for the required items
- f) Declaration of any conflict of interest (potential or real) and how this may be managed
- g) Details of your organisation's financial viability
- h) Details of your professional insurances held
- i) Sample garments as requested
- j) Any other relevant information (e.g., non-compliances with requirements)

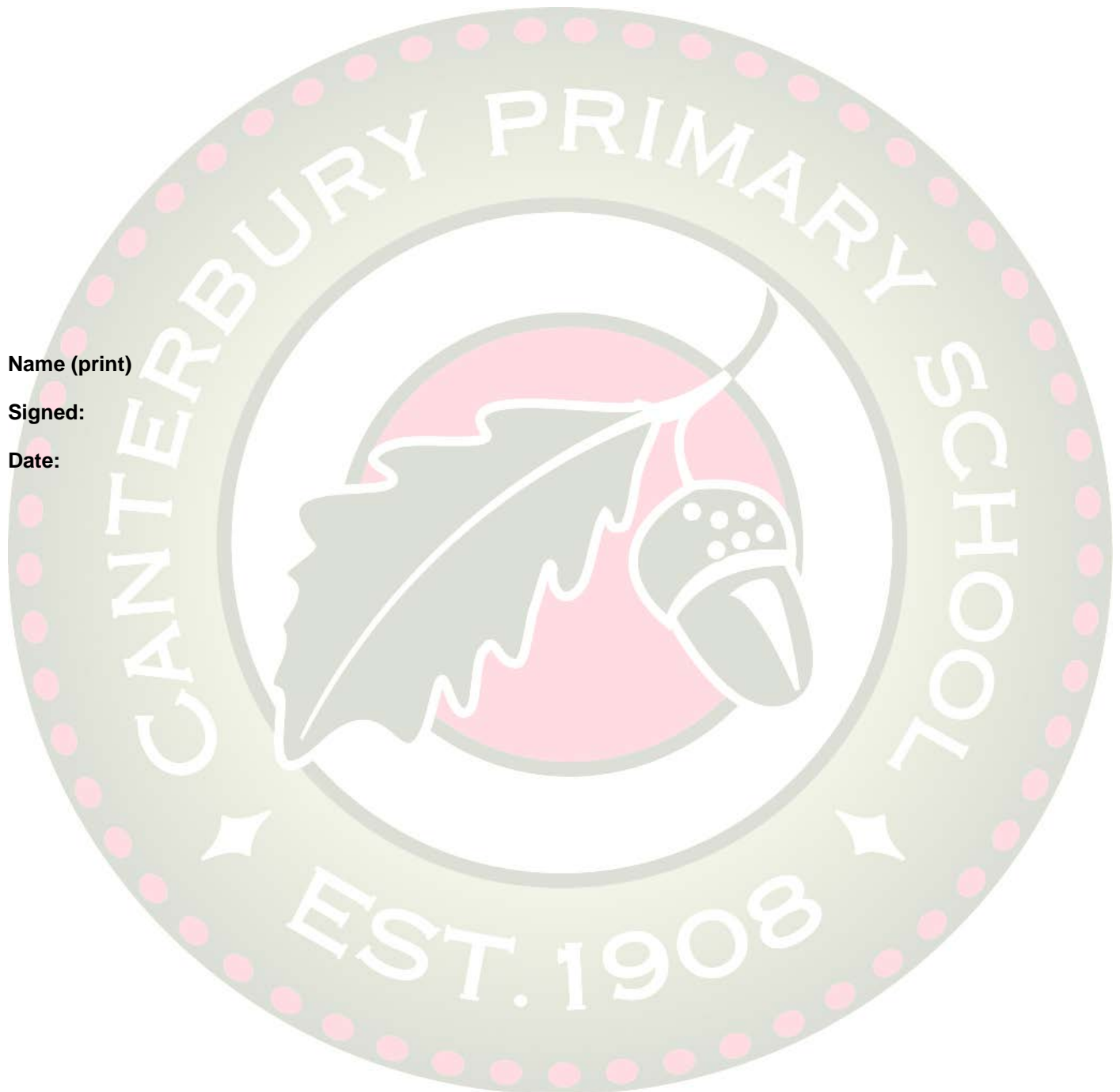
FORM 3 – CONFLICT OF INTEREST DECLARATION

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 [insert school name] or any relationships our staff and office bearers have with [insert school name] 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 |
|--------------|----------------|----------------|---------------|
| | | | |
| | | | |
| | | | |

CANTERBURY PRIMARY SCHOOL

COMPULSORY UNIFORM YEARS PREP TO 6^[A1]

| Item | Description | Colour | School Logo |
|--|--|---|--------------------------|
| Hoodies | | | |
|  <small>Hoodie - full zip</small> | Full Zip Hoodie Size 4 - 14 | Bottle Green jumper with red lining in hood | Red Logo |
|  <small>Hoodie - no zip</small> | No Zip Hoodie Size 6 - 16 | Bottle Green jumper with red lining in hood | Red Logo |
| Tops | | | |
|  <small>Short Sleeve Polo</small> | Short Sleeve Polo Size 4 - 16 | Red | Green Logo |
|  <small>Long Sleeve Polo</small> | Long Sleeve Polo Size 4 - 14 | Red | Green Logo |
|  <small>Sports Top (Year 5 & 6 only)</small> | Sports Top Year 5-6 only Size 8 - 16 | As per current design | As per current design |
| Pants | | | |
|  <small>Shorts</small> | Shorts - rugby style Size 4 - 18 | Bottle Green | N/A |
|  <small>Scotchie trackpants (with ankle)</small> | Scotchie Trackpants with ankle zips Size 4 - 16 | Bottle Green | N/A |
|  <small>Skegging</small> | Skegging - leggings with skirt overlay Size 4 - 12 | Bottle Green | N/A |
| Dresses | | | |
|  <small>Summer Dress</small> | Summer Dress Size 4 - 16 | As per current fabric and design | N/A |

| | | | |
|--|--|--|-------|
|  Winter Tunic | Winter Tunic Size 4 - 6 | As per current fabric and design | N/A |
|  Skort | Skort Size 4 - 16 | Bottle Green As per current fabric and design | N/A |
| School Bag | | | |
|  CPS School Bag | School Bag | As per current design | Red |
| Hats | | | |
|  Surf Hat (soft brim) | Surf Hat - soft brim | Bottle Green | N/A |
|  Beanie | Knitted Beanie | Bottle Green | Red |
| Year 6 Tops | | | |
|  | Year 6 Polo Customised on Back | Bottle Green | White |
|  | Year 6 Rugby Top Customised On Back | As per current design | Red |