

# SCHOOLS PROCUREMENT

*SCHOOL COUNCIL REQUEST FOR TENDER*  
MAY 2022



# Bus Replacement

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**Reference Number:** Request for Tender (RFT) #2022-01

**Submission Details:**

Closing Time:	Fri 20 <sup>th</sup> May 2022
Place of Lodgement:	Mallacoota P-12 College via email
Receiving Staff Member:	Kathy Scott, Assistant Principal
Additional Details:	Submit by email

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## CONDITIONS

### 1. RFT Presentations

Mallacoota P-12 College ("the School") does not warrant the accuracy of the content of the 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:	Rebecca Cashmore or Kathy Scott
Title:	Business Manager and Assistant Principal
E-mail:	mallacoota.p12@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.

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## 5. Late Tenders

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

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

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 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

The College has sought permission from the Regional Director of the SEVR of Department of Education and Training to commence the procurement process to purchase a bus. Our current 2001 model is becoming dated, uncomfortable to travel long distances in and is increasing in cost of repairs/maintenance.

### 2. Scope

Mallacoota P-12 College requires registered automotive traders to tender for the supply and fit out of a 2022 MITSUBISHI ROSA 25 SEAT AUTOMATIC DELUXE BUS, as detailed below.

### 3. Statement of Requirements

The successful supplier will need to provide the following:

The bus will need to meet the following specifications:

Needs to be registered in Victoria.

College livery on both sides and the rear.

All on road costs

Supply and fit a 7 pin round plug and a 24/12 volt reducer.

Supply and fit bull bar with driving lights (lightbar).

Supply and fit towbar kit.

Supplier must be a registered automotive trader

Suppliers are also asked to detail any service or warranty arrangements they can offer

### 4. Important Dates

Advertised online on school website 06/05/2022, matching advertisement placed in local & regional newspapers.

17/05/2022 – end date for enquiries regarding specifications

20/05/2022 – closing date for submission

### 5. Relationship Management

Contract Manager: Kathy Scott, Assistant Principal, Mallacoota P-12 College or Rebecca Cashmore, Business Manager, Mallacoota P-12 College

### 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 supplier.

**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

**[Services]**

KPI	Performance Target
Quality	Services are provided to contracted specifications 100% of time
On time	100% of Services are provided on date/time required
Customer Service	100% of operational issues are resolved within 24 hours of notification
Reporting	100% of reports are provided on date/time required

**8. Insurance**

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

Insurance	Minimum Amount
Public Liability	\$20 million [per event / in the aggregate]
Professional Indemnity	N/A
Product Liability	\$5 million [per event / in the aggregate]

## 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
	Bus – 2022 25 Seater Mitsubishi Rosa Deluxe Auto	1			
	All on road costs	1			
	Tow Bar with 24/12 volt reducer, 7 Point round plug	1			
	Mudflaps	1			
	Air Conditioning	1			
	Bull bar with driving lights or Lightbar	1			
	Registration	1			
	Stamp Duty	1			
	Warranty	1			
	All sundry delivery and inspections	1			
	School Livery – design supplied	1			

## 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	Bus has 25 seats	5
	2022 Deluxe Automatic model	5
	Supply of all requirements: <ul style="list-style-type: none"> <li>• Supply and fit a 7 pin round plug and a 24/12 volt reducer.</li> <li>• Supply and fit bull bar with driving lights (lightbar).</li> <li>• Supply and fit towbar kit.</li> <li>• College livery applied</li> </ul>	5
Criteria 2 – Compliance with legislative requirements	Supplier is a registered automotive trader	5
	Supplier is able to register vehicle in Victoria	5
Criteria 3 – Positive reputational practices	References are provided	5
Criteria 4 – Capability/Resourcing	Supply of vehicle available within 2022 school year	4

Criteria 5 – Past Performance	Supplier has previous experience supplying to schools	3
	Supplier is able to provide detailed handover of features	3
Criteria 6 – Support/ Value Add	Supplier will offer discount on supply of vehicle or added extras	1
	Supplier will deliver vehicle to Mallacoota	1

**12. Contract Documentation**

School logo (available electronically)



# 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:

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## **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