

School Council
Expression of Interest (EOI)
Uniform Supply service at Mill Park Heights Primary School

Submission Details:

Closing Time: 4pm on 16th August 2024
Place of Lodgement: mill.park.heights.ps@education.vic.gov.au
Receiving Staff Member: Renee Jankus
Additional Details: All EOI submissions must be hard copy, in a sealed envelope, clearly marked "Attn: Renee Jankus".
Please provide five hard copies of your EOI submission.
The submission must also be provided via email. EOI submissions must be received at the following email address before the Closing Time:
mill.park.heights.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

Mill Park Heights 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: Renee Jankus
Title: Finance & Facilities
E-mail: mill.park.heights.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

Mill Park Heights Primary School is located at 87-93 Pindari Avenue, Mill Park. The school has a current enrolment of 600 students and is projecting to maintain an enrolment of 550-600 students over the ensuing years.

Mill Park Heights Primary School would like to have regular contact/meetings with the uniform supplier and an engaged partnership, keeping involved in school events such as pop-up stalls at book pack collection days and new family events, and provide fundraising support.

Welfare support is required by uniform suppliers to support families requiring financial assistance.

VIP/ Sales evening to be held (at uniform shop) once per year to encourage families to purchase uniform items at a discounted price.

Commission to be paid twice per year, remittance and sales reports to be supplied with payment.

The school requires a supplier to continue to providing compulsory uniform as per. The school reserves the right to ask the shortlisted supplier to provide samples of the offered items (free of charge).

2. Scope

Length of Service: 1st January 2025 – 31st December 2027

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 options, 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.

- EOI Closing date: 4pm on 16th August 2024
- EOI proposals shortlisted by: COB 19th August 2024
- Decision made regarding preferred service provider: COB 20th August 2024
- Preferred service provider informed of decision and beginning of contract negotiations: 30th August 2024
- Commencement of service to the School: 1st January 2025

3. Selection Criteria

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

Criteria Category	Detailed Criteria	Weighting (out of 5)	Suggested guidelines
Criteria 1 – Compliance with specifications	Demonstrate experience as an approved provider of quality uniform items.		Explain how the key specifications will be met
	Demonstrate the ability to make uniform items consistently available to the School Community.		
	Provide evidence insurance provisions are met.		
Criteria 2 – Positive Reputational Practices	Demonstrate an ability to provide uniform items that are affordable while maintaining quality.		Evidence of quality processes and positive feedback from customers
	Detail a plan for how feedback and complaints from the School Community are incorporated to improve service provision.		
Criteria 3 – Capability/ Resourcing	Provider must detail a plan for the buyback of stock.		Explain how the key specifications will be met
	Detail a plan for how to maintain a proper stock level to ensure the supply of items.		
	Detailed reporting schedule and content for stock and sales reports to school.		
Criteria 4 – Past Performance	Demonstrate experience in the school, education sector.		Details of past work performed with similar sectors
Criteria 5 – Support/ Value Add	Detail support/value of how the supplier will add to the school community.		Details on how the supplier will support the school or add value beyond the specifications of this engagement

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 students parent and the school is not liable.

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 <ul style="list-style-type: none"> 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 and phone number:	
Contact email address:	
Authorised Signature(s):	
Name(s):	
Date:	

FORM 2 – SPECIFICATION AND PRICES STATEMENT

Please provide a written statement including:

- An overview on how you are best placed to meet the scope
- Responses to the selection criteria
- Details of your knowledge and previous experience as a uniform supplier
- Any value added services
- How stock is managed through the year and at the end of the contract
- Provide a list of prices for the required items
- Provide details using the format set out in the tables below including specific dates for disbursements to school, uniform price reviews and any additional services:

Pricing Specifications			
Milestone	Date/s	\$ or %	Notes
Commission			
Add any additional service (e.g.: welfare assistance)			
Add any additional service (e.g.: welfare assistance)			
Add any additional service (e.g.: welfare assistance)			

Other Information					
Milestone	Date/s	Rate (exl. GST)	GST	Total	Notes
Uniform Price Review					
Add any additional information					
Add any additional information					

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 Mill Park Heights 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

COMPULSORY UNIFORM - 2025

PRICES SHOULD BE EX GST.

Unisex	Colour	Logo	Size	Price(\$)
S/S Polo Contrast Inserts	Maroon_Gold_White	Embroidery	4-14/XS & 16/S-2XL	
L/S Polo Contrast Inserts	Maroon_Gold_White	Embroidery	4-14/XS & 16/S-L	
Open Hem Rugby Windcheater	Maroon_Gold	Embroidery	4-14/XS & 16/S-L	
Bomber Jacket Stripe Rib	Maroon_Gold	Embroidery	4-14/XS & 16/S-XL	
Polar Fleece Vest	Maroon	Embroidery	4-14/XS & 16/S-18/M	
Rugby Shorts Drawstring	Maroon		4-14/XS & 16/S-18/M	
Gaberdine Zip Pocket Shorts	Maroon		4-14/XS & 16/S-18/M	
Trackpants Double Knee Rib Cuff	Maroon		4-14/XS & 16/S-18/M	
Trackpants Straight Leg	Maroon		4-14/XS & 16/S-18/M	
Female	Colour	Logo	Size	Price(\$)
Skort	Maroon		4G-18G/12L	
Classic Pant	Ruby		4G-14G & 10L-12L	
Leggings Full Length	Maroon		4G-16G/10L	
Semi Fit Darted Dress	Maroon/Gold/White Check 184		4G-18G/12L	
Box Pleat Tunic	539Black/ Maroon/Gold Winter Check		4G-10G	
Accessories	Colour	Logo	Size	Price(\$)
Safety Slouch Hat	Maroon	Embroidery	S-XL	
Artsmock with Print	Ink		S-XL	
Raincoat	Maroon		4-6, 12-14 & S-M, S-M	
Bucket Hat Poly Cotton	Maroon	Embroidery	S-XL	
Legionnaire Hat	Maroon	Embroidery	ALL-ALL	
Rib Knit Beanie	Maroon	Embroidery	Jnr-Snr	
Scarf	Maroon		ALL-ALL	
Scholar Bookbag	Maroon	NHI	ALL-ALL	
Trek Junior Backpack 20L	Maroon	NHI	ALL-ALL	
Socks	Colour	Logo	Size	Price(\$)
Girls Tights	Maroon		4-6, 11-14 & MID-MID	
Crew Stripe Sport Socks	White_Maroon_Gold		9-12, 2-8	
Turnover Anklet Socks 3 Pack	White		9-12, 8-11	