

SCHOOLS PROCUREMENT



*SCHOOL COUNCIL REQUEST FOR TENDER FOR THE
PROVISION OF VEHICLES*

CLOSING DATE: 01/12/2023 – TIME 4:30 PM (AEST)



Bus Replacement

Reference Number: Request for Tender (RFT) 2023-01

Submission Details:

Closing Time:	4:30 p.m., Friday, 1 st December, 2023.
Place of Lodgement:	Heywood & District Secondary College via email - heywood.sc@education.vic.gov.au
Receiving Staff Member:	Kelly Webster, Principal
Additional Details:	To be submitted by email

CONDITIONS

1. RFT Presentations

Heywood & District Secondary 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:	Kelly Webster or Judy Tasker
Title:	Principal and Business Manager
E-mail:	heywood.sc@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.

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/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 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 School is inviting firms to submit a tender for:

Supply and delivery of a 2023 Mitsubishi Rosa 25 Seat Automatic Deluxe Bus.

The school reserves the right to award the whole or part of the contract to single or multiple suppliers.

2. Scope – Technical Specification

- BUS 25 SEATS (QTY. X 1), AUTOMATIC TRANSMISSION.

The Specification for the supply of the item will be the minimum of the Specifications listed in this tender for the type of vehicle.

Any tender proposing to exceed or reduce these requirements must clearly identify such variations separately on the relevant specification.

The item to be supplied under this Contract is to be licensed in Victoria.

Tendered prices are to include, where applicable, A FULL TANK OF FUEL for the new item offered.

3. Statement of Requirements

Tenderers must provide full details of their offer giving particular consideration to the following matters:

- Compliance with the technical specification
- Details of warranty
- Customer services and support available

4. Important Dates

Expected delivery timeframe 2023-2024 financial year.

5. Relationship Management

Contract Manager: Kelly Webster, Principal or Judy Tasker, Business Manager (03 5527 1303)
heywood.sc@education.vic.gov.au.

6. Key Performance Indicators (KPIs)

[Goods]

KPI	Performance Target
Delivery on time	100% of Goods are provided on date/time required
Technical specification	100% of Goods are provided as agreed
Customer Service	100% of operational issues are resolved within 24 hours of notification

7. Insurance

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

Insurance	Minimum Amount
Public Liability	\$10M in aggregate and any occurrence
Product Liability	\$10M in aggregate and any occurrence

8. 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
	2023 Bus – 25 seater Mitsubishi Rosa Deluxe Auto	1			
	Seat Belts	25			
	Bull Bar	1			
	Driving Lights	1			
	Mud Flaps	2			
	Tow Bar	1			
	7 Pin Round Plug	1			
	Roo Squeaker - electronic	1			
	Battery Isolating Switch	1			
	Speed Governor	1			
	College Livery on 2 sides and logo on rear – design supplied	1			

Other expenses, including delivery to the school				
Item	Description of expense	Rate (excl. GST)	GST	Total
	On road costs including stamp duty and Registration			
	Warranty			
	All sundry delivery and inspections			

9. Submission

The submission process and timelines are set out in the ‘Submission Details’ section on the first page of this document.

10. Selection Criteria

The selection criteria for this project are:

Criteria 1 – Compliance with specifications	Bus has 25 seats fitted with seat belts	5
	2023 Deluxe Automatic Model	5
	Supply of all requirements: <ul style="list-style-type: none"> Supply and fit a 7 pin round plug Supply and fit bull bar with driving lights Supply and fit towbar kit Supply and fit speed governor Supply and fit mud flaps Supply and fit battery isolating switch Supply and fit electronic roo squeaker College livery applied 	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 2023-2024 financial 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 Heywood, Victoria.	3
	Warranty and after-sales service	5

11. Contract Documentation

Livery required – School Logo



Script: 'Bahnschrift'

Accreditation No: P002334

INVITEE RESPONSE

Reference Number:

RFT Title:

Supplier Details

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise: Small: Medium: Large:

<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>
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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