

School Council
Expression of Interest (EOI)
Booklist Supply service at Narre Warren South P-12 College

Submission Details:

Closing Time: 23/05-/2024
Place of Lodgement: Ross.larson@education.vic.gov.au
Receiving Staff Member: Ross Larson
Additional Details: The submission must be provided via email.
EOI submissions must be received at the following email address before the Closing Time:
Ross.larson@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

Narre Warren South P-12 College ("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 organizations 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: Ross Larson
Title: Finance Manager
E-mail: ross.larson@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. Unauthorized 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. Unauthorized 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

Upon the selection as a preferred service provider and upon the School Council making the Service available to the school community, the Agreement (see attached herewith) together with the EOI Scope (see Section 2 of the EOI) and Specification and Prices statement (see Form 2 EOI Details, if any) shall govern the relationship between the School Council and Service Provider.

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.

SAMPLE

EOI DETAILS

1. Background

Narre Warren South P-12 College strives to develop young people so they can become fulfilled, positive members and leaders of our society. By recognizing and celebrating diversity, high aspirations and positive relations, we create a harmonious school that has a positive sense of purpose and a commitment to each and every person.

Narre Warren South P-12 College is on one campus consisting of two sub-schools - Prep to Year 6 and Year 7 to 12. The College has 350 equivalent full-time staff, principal class, 220 teachers and 130 education support staff, including administration, student support and integration staff. The College is a welcoming place where students from many cultures learn together in excellent facilities.

The school requires a supplier for school books as per the following list. The school reserves the right to ask the shortlisted supplier to provide samples of the offered items (free of charge) to assist in the evaluation process.

2. Scope

- Length of service [INSERT DETAILS]
The arrangement period will be for **3 years** commencing from the Date specified in the letter of acceptance.
- The school is not bound to accept the lowest submitted rates.
- Schools does not guarantee the volume of the purchase under this arrangement.
- The books will be purchased directly from the Supplier by families of students of the school which the School Council represents
- Confidentiality and privacy: The Supplier and its employees, agents and contractors must keep confidential and secure any Confidential Information and must not disclose or otherwise make available any Confidential Information to any other person.
- Stock: The Supplier must maintain a reasonable stock level of the Goods which is adequate to meet the demand of the estimated number of students provided by the School Council from time to time.
- The Bidder acknowledges and agrees that the School Council is not liable to the Service Provider for payment of the Unit Price for the Goods supplied by the Service Provider at its Retail Premises. The Goods can be purchased directly from the Service Provider by families of students of the school which the School Council represents.
- This arrangement does not create an exclusive relationship with the preferred service provider.

Items included with NWSC booklists:

1-General stationery for all students including itemized products and the option for a pack purchase.

2-Binder books, display books and plastic pocket items .

3-Victorian Curriculum Textbooks Prep to 12 with digital resources for senior school subjects.

4-Digital booklist to be developed each year level with input from key stakeholders and the college, focusing on a collaborative approach with support from the service provider .

5-Access for community online ordering with options for collect or delivery .

Book list examples from 2024 are attached 👍

3. Weighted Selection Criteria – .

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

1. Quality and Value:

- Details of quality / value of the service to the School and Parent

2. Customer Care:

- The provider must detail a plan for how feedback and complaints from the School Community are incorporated to improve service provision.

3. Provision of items:

- Availability of on-line purchasing of books tool
- Delivery of items

The above selection criteria are not presented in any particular order or ranking.

4. Commission fees and Amount Payable

If applicable, the successful service provider will to pay the following commission Fee:

\$(insert amount).00 per (XXX) or % per (xxx)

Commission fees will be payable [Note: delete as appropriate]: monthly / quarterly / annually]

Commission fees will be reviewed annually, prior to the anniversary of the arrangement.

Bidders are required to provide details such as how to record and manage commission fees.

SAMPLE

FORM 1 – COMPANY DETAILS

Attached is the Expression of Interest of:

<p>Business / Corporation / Person: (Businesses list all proprietors)</p>	
<p>Postal Address:</p>	
<p>Street / Physical Address:</p>	
<p>Australian Business Number (ABN):</p>	<p>ABN: OR • Will you be applying for an ABN? Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)</p>
<p>Is it proposed to subcontract any part of the Goods and/or Services? If “YES”, specify full name and address of each subcontractor and their relevant experience and expertise in relation to the offered Goods and/or Services</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> (mark appropriate box)</p>
<p>Size</p>	<p>Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Not for profit <input type="checkbox"/> (mark appropriate box)</p> <p><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></p>
<p>Supplier Diversity Status</p>	<p>Indigenous Business <input type="checkbox"/> Disability Enterprise <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other: _____ (mark appropriate box)</p> <p><i>Note: Please include copies of relevant documentation to support your Supplier Diversity Status</i></p>
<p>Contact Name, Phone and Fax No:</p>	
<p>Contact email address:</p>	
<p>Authorized Signature(s):</p>	
<p>Name(s):</p>	
<p>Date:</p>	

FORM 2 – SPECIFICATION AND PRICES STATEMENT – SAMPLE [insert details]

Please provide a written statement to address the scope of the requirement:

- Prices of the basket of items
- Response to the selection criteria
- Others as listed in the scope.

FORM 3 – CONFLICT OF INTEREST DECLARATION

I / We, _____, 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 organization 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