

SCHOOLS PROCUREMENT

SCHOOL COUNCIL REQUEST FOR QUOTATION

1 APRIL 2017



Request for Quote: Replacement of iPad fleet

Submission Details: Closing Time: June 8th 2018
Place of Lodgement: handley.samuel.j@edumail.vic.gov.au
Receiving Staff Member: Sam Handley

CONDITIONS

1. RFT/RFQ Presentations

River Gum Primary School ("the School") does not warrant the accuracy of the content of the RFT/RFQ. The School will not be liable for any omission from the RFT/RFQ.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this RFT/RFQ (or information relevant to this RFT/RFQ) 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/RFQ and any other information in connection with the RFT/RFQ must keep the contents of the RFT/RFQ 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/RFQ.

3. Tender/Tender/Quotation Documents

All responses to the RFT/RFQ 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/RFQ, 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/RFQ must be made to the following person:

Name: *Sam Handley*
Title: *ICT Coordinator*
E-mail: *handley.samuel.j@edumail.vic.gov.au*

All enquiries concerning the RFT/RFQ 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/RFQ.

5. Late Tenders/Quotations

If a Tender/Quotation is lodged after the Closing Time, it may be disqualified from the RFT/RFQ 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/Quotations lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender/Quotation was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete Tenders/Quotations

If a Tender/Quotation does not include all the information in the format required by the RFT/RFQ or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

7. Validity of Tender/Quotation

A tender/quotation 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/RFQ submission.

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10. Reservation

The School reserves the right to, in its absolute discretion, refuse to consider or accept any Tender/Quotation or all Tenders/Quotations. 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/Quotations without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender/Quotation at the price or prices quoted unless the Tender/Quotation states specifically to the contrary.
- c) negotiate with one or more Invitee's and allow any Invitee to vary its Tender/Quotation

11. 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/RFQ DETAILS

1. Background

Replace our current iPad fleet with updated models and new cases.

2. Scope

The replacement requires supply and deliver of new iPads and cases to the school. No removal of previous devices or setup and install of new ones. Suppliers will need to provide and itemised quote for the following

2.1. 500 x iPad (6th Gen 9.7" 32GB)

2.2. 500 x Applicable iPad case, ideally able to stand unsupported, rugged and hard wearing. Samples if possible are to be provided to the school as early as possible.

3. Statement of Requirements

The preferred supplier will be notified of their success and will order the goods for delivery. After the tender is awarded the leasing arrangements will be discussed with the successful applicant.

4. Important Dates

Tender closing date: June 8th

Earliest supply date: July 1st

Supply Window: July 1st – July 10th

5. Relationship Management

Contract Manager: Sam Handley, see provided contact details

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 Contractor.

7. Pricing & Submission

Please provide a quote for the goods with company and pricing details. No leasing options are required, leasing will be arranged with a third party after the tender has been awarded. Please include the following detail along with your quote:

Supplier Details

Trading Name

Registered Name

ABN

ACN

Address

Contact Details

Contact Person

Role

Telephone

Mobile

Email

- a) An overview of how you will meet the specification requirements
- b) Details of any value adding factors, such as innovation
- c) Responses to the selection criteria
- d) Pricing Schedule
- e) Any proposed departure(s) from contract terms and conditions
- f) Declaration of any conflict of interest (potential or real) and how this may be managed

- g) Detail your financial capability to deliver the goods or services
- h) Any other relevant information

8. Selection Criteria

The selection criteria for this project are:

Cost and ability to supply.