

Schools Procurement

School Council Request for Quotation/Tender
(RFQ/RFT)

RFT/RFQ For Balwyn Primary School Document Management and Printing

Reference Number: [BPS-LCARS-2024-0001](#)

Submission Details: Closing Time: [22 Nov 2024, 5pm AEST](#)
Place of Lodgement: Marcus.Uy@education.vic.gov.au
Receiving Staff Member: [Marcus Uy, TSSP](#)
Additional Details: [Electronic, Email](#)

CONDITIONS

1. [\[RFT/RFQ\]](#) Presentations

[Balwyn 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/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 Tender/Quote manager:

Name: [Marcus Uy](#)
Title: [ICT Specialist Technician](#)
E-mail: Marcus.Uy@education.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.

9. 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

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/RFQ DETAILS

1. Background

This document lays out the core requirements vendors need to fulfil to satisfy Balwyn Primary School's (BPS) Document Management and Printer fleet renewal.

2. Scope

The objective of this renewal is to replace the current fleet of printing and document management devices as show below:





This specification requires that the offeror fulfil:

- Equivalent or better printing and document management capacities (pages/minutes, scanning, duty cycle, cost per document, consumables efficiency + cost) at comparable costs.
- Approximate numbers are 4 document stations and 4 desktop units during the life of the agreement.
- We currently use [PaperCut](#) and would prefer to maintain the status quo for digital integrations. We are open to additional workflow technologies that are suitable for use in a primary school environment.
- We require an SLA offer based on vendor recommendation, given that these machines will undergo regular use in a primary school environment.
- We will need leasing organised for this purchase. Take note the specific requirements that are typical for public schools.

3. Statement of Requirements

The objective of this renewal is to replace the current fleet of printing and document management devices as show below:





This specification requires that the offeror fulfil:

- Equivalent or better printing and document management capacities (pages/minutes, scanning, duty cycle, cost per document, consumables efficiency + cost) at comparable costs.
- Approximate numbers are 4 document stations and 4 desktop units during the life of the agreement.
- We currently use **PaperCut** and would prefer to maintain the status quo for digital integrations. We are open to additional workflow technologies that are suitable for use in a primary school environment.
- We require an SLA offer based on vendor recommendation, given that these machines will undergo regular use in a primary school environment.
- We will need leasing organised for this purchase. Take note the specific requirements that are typical for public schools.

BACKGROUND INFORMATION OR HISTORY OF THE REQUIRED GOODS AND SERVICES

BPS is a primary school located in Balwyn, Victoria. We currently lease 4 document management and 4 desktop printing solutions. Please request or refer to ancillary documentation regarding level of use/duty cycles.

The current fleet is approaching lease expiry and we would like to invite vendors to offer/tender for the renewal and the contracted hardware/software/services thereof.

EXTERNAL APPROVALS

Approval of this purchase will need to go through standard school processes as well as ratification by School Council. Vendors should be aware that incumbency has no weightage in the decision-making process and that award will go to the vendor that provides the best combination of price, performance, and productivity.

SECURITY ASPECTS

All services must comply with Department of Education compliance, security, and privacy requirements, unless explicitly waived.

ENVIRONMENTAL AND ERGONOMIC LIMITATIONS



Where possible it is encouraged that vendors disclose full life cycle commissioning, management, and disposal of all devices. This includes turnkey solutioning around device failure, breakage, damage, etc.

All equipment should have provisions suitable for environments with K-6 children.

Vendors should assume that the operating environment attracts dust and debris on a regular basis.

DETAILED REQUIREMENTS

Equipment, network and browser requirements (all users) must address safety (https://www.ohsrep.org.au/office_hazards_photocopiers_printers_etc) and ergonomic advisories (https://www.safeworkaustralia.gov.au/system/files/documents/1702/officecopyingmachines_1989_archivepdf.pdf). The table below outlines further requirements.

	Screen Devices must have a screen that can be used to interact with the device in the event it must be operated directly/in absence of network connectivity.
	Input Devices must have physical/touch inputs/interactive surfaces that can be operated in-person. Our current solution uses NFC cards to tap on/off, and this will be required sign-on functionality going forward. There must be means to maintain this integration with existing user directories.
	Network Device must use Ethernet to connect to campus networks and should be of adequate capacity to manage workloads.
	Workflow Solutions Vendors/devices offering enhanced workflows must be compatible with Google for Education applications/repositories (in particular, Google Drive), or Apple iCloud/Apple School Manager. We are happy to discuss or demo or test solutions proposed by offeror within reasonable bounds. NOTE: There are substantial limitations on use of infrastructure like Single Sign-On. Most current implementation make use of Active Directory replication using LDAP-like protocols (e.g., PaperCut).

WHOLE-OF-LIFE SUPPORT

A service agreement must be offered that provides hardware/software/services support for the entire life of the contract. Vendor is at liberty to offer any combination of Service Level Agreements they believe to be competitive and value for money.

MARKING OF SUPPLIES / PRESERVATION AND PACKAGING

All equipment must be prominently marked with service and identification information to ease support and issue reporting.

Supplies, when delivered, should be clearly marked with usage, replacement, and model compatibility information.

QUALITY REQUIREMENTS

All goods must be in “as-new” condition, or demonstrably equivalent, or otherwise agreed condition, and subject to acceptance, provided within 30-days of receipt.

TESTING

All devices must pass manufacturer quality controls prior to delivery. This does not obviate Quality requirements, above.

WORKING WITH CHILDREN

Working with children checks clearances for all staff working directly with children. Suppliers who may interact (e.g., being onsite to perform work in areas accessible by children), must attest to complying with the Victorian Child Safe Standards, including:

- having a Child Safety and Wellbeing Policy
- having a Child Safety Code of Conduct
- conduct child safe screening of all staff working with children, including requiring a Working with Children clearance.

Where suppliers provide labour hire services they must be licensed with the Labour Hire Authority Victoria.

4. Important Dates

Tender open	29 Oct 2024
Tender Query Period	29 Oct 2024 to 22 Nov 2024
Tender close	22 Nov 2024 -- Vendors MUST submit all required documentation in the format provided as electronic/email copies by 5pm (do not provide links to documents, they must be completely attached unless you are confident that access permissions or other impedances have been addressed)
Tender review/Decision period	25-29 Nov 2024
Contract Award	02 Dec 2024 to 06 Dec 2024
Delivery Start	02 Jun 2025
Delivery Completion	No later than 30 Jun 2025

5. Relationship Management

Contract Manager:

Name: *Cynthia Stan*
E-mail: *Cynthia.Stan@education.vic.gov.au*

-and-

ICT Specialist Technician:

Name: *Marcus Uy*
E-mail: *Marcus.Uy@education.vic.gov.au*

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/Vendor.

7. Key Performance Indicators (KPIs)

[For Goods only]

KPI	Performance Target
Delivery on time	[85%] of Goods are provided on date/time required
Delivery in full	[100%] of Goods are provided in correct volume/quantity
Customer Service	[90%] of operational issues are resolved within 72 hours of notification

[For Services only]

KPI	Performance Target
Quality	Services are provided to contracted specifications [99.9%] of time
On time	[99.9%] of Services are provided on date/time required
Customer Service	[90%] of operational issues are resolved within 72 hours of notification
Reporting	[90%] 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	<i>Public liability insurance: \$AUD 20 million in respect of any one occurrence and for an unlimited number of claims.</i>
Product Liability	<i>As above</i>
Professional Indemnity	<i>As above, where contractor/vendor is providing services</i>

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

Services				
Milestone	Units/hrs	Rate (excl. GST)	GST	Total
Service 1 [put description of the service]				
Service 2 [put description of the service]				
Add any additional service				

Other expenses, including disbursement and reimbursements				
Item	Description of expense	Rate (excl. GST)	GST	Total

10. Submission

The submission process and timelines are set out in the 'Important Dates' section of this document.

11. Selection Criteria

The selection criteria for this project are:

Supplier responses will be evaluated and scored against the following weighted criteria (note that Past Performance and Support/Value Add will be favourably weighted in assessment of offers):

Criteria

- Criteria 1 – Compliance with specifications
- Criteria 2 – Compliance with legislative requirements
- Criteria 3 – Positive reputational practices
- Criteria 4 – Capability/ Resourcing
- Criteria 5 – Past Performance
- Criteria 6 – Support/ Value Add

12. Contract Documentation

[[See attached for reference terms – will be finalised during/after deliberation period]]

Bidders are required to indicate they fully understand and comply with the attached agreement's terms and conditions, otherwise bidders may include a list of contractual departures that they wish to negotiate with the school.

BIDDER RESPONSE
(Complete and Submit to the School)

Reference Number:

RFT/RFQ 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>
--

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:

Instruction to the bidders on how to submit your proposal

The Quote/Tender 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, local job and sustainability initiative (if applicable)
- e) Responses to the selection criteria
- f) Pricing Schedule using the table provided in the RFQ/RFT details.
- g) Include a statement that indicate that you fully accept the proposed terms and condition. If not, include a list of proposed departure(s) from contract terms and conditions for the school's consideration.
- 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 public, product and professional insurances held
- k) Any other relevant information
- l) Working with Children clearances and Child Safe Standards Attestation (*attestation is only needed if onward services may have direct contact with children*)

CHILD SAFE STANDARDS ATTESTATION

I, _____, attest that the organization complies with the Victorian Child Safe Standards, including:

- having a Child Safety and Wellbeing Policy
- having a Child Safety Code of Conduct
- Conducting child safe screening of all staff working with children, including requiring a Working with Children clearance.

Signed:

Print name:

Title:

Date: