

Schools Procurement

School Council Request for Quotation
(RFQ) – REQUEST FOR QUOTE

School Cleaning

Library Cleaning

COLAC SECONDARY COLLEGE

[RFQ School Cleaning and Library Cleaning]

Reference Number: RFQ1710224

Submission Details:

Closing Time:	15.11.2024
Place of Lodgement:	colac.sc@education.vic.gov.au
Receiving Staff Member:	Ms Emma Hall, Ms Rowena Goldsmith
Additional Details:	CC: rowena.goldsmith@education.vic.gov.au ; emma.hall@education.vic.gov.au
Quote 1:	School Clean
Quote 2:	Library Clean

CONDITIONS

1. RFQ Presentations

Colac Secondary College ("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:	Emma Hall
Title:	Business Manager
E-mail:	Emma.Hall@education.vic.gov.au , 03 5231 9800

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. Unauthorized 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>. 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 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

Colac Secondary College is procuring the school and library cleaning contracts.

Successful contractor to be awarded a 1-year term, with the ability for two further 1-year terms at the discretion of the Colac Secondary College School Council.

Original term: 01.01.2025 to 31.12.2025

2. Scope

Colac Secondary College requires all school buildings and the library facility to be cleaned on a daily basis. Hours of cleaning can occur between 3.30pm and 8.30pm or 7.00am to 8.45am. During the school holiday period an alternate cleaning routine will be provided for all school buildings. As per the scope of works document to be provided to the contractor for pricing.

3. Statement of Requirements

- All people involved in the on-site installation and ongoing servicing must hold and provide evidence of a Working with Children's Check.
- Suppliers are also asked to detail any ongoing maintenance or repairs for the photocopiers that may be included in the quote.

4. Important Dates

Request For Quote Closing Date: Friday 15th November, 2024

Preferred Contractor Notified by Wednesday 11th December, 2024

5. Relationship Management

Contract Manager: Emma Hall, Emma.Hall@education.vic.gov.au, 03 5231 9800

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. Key Performance Indicators (KPIs)

Detail the performance measures and benchmarks that will be monitored during the period of the contract. The following tables are examples only.

KPI	Performance Target
Delivery on time	100% of Goods are provided on date/time required
Customer Service	99% of operational issues are resolved within 24 hours of notification

8. Insurance

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

Insurance	Minimum Amount
Public Liability	10,000,000
Product Liability	5,000,000
Professional Indemnity	5,000,000

9. Pricing

Provide details of your pricing for the specifications, using the format set out in the tables below.

School Cleaning quote and Library Cleaning Quote to be provided separately.

Goods					
Item no.	Description	Qty.	Rate (excl. GST)	GST	Total
QUOTE 1	School Cleaning Costs				
	Cleaning Product Costs / month				
	Breakdown:				
	<i>Day Cleaning Routine -Inc approx. hours</i>				
	<i>Weekly Cleaning Routine -Inc approx. hours</i>				
	<i>Term Vacation Clean -Inc approx. hours</i>				
	<i>Annual Cleaning Routine -Inc approx. hours</i>				
	QUOTE 2	Library Cleaning Costs / month Hours / month and rate per hour			
<i>Cleaning Products to be invoiced separately. No quote required.</i>					
Breakdown:					
<i>Day Cleaning Routine -Inc approx. hours</i>					
<i>Weekly Cleaning Routine -Inc approx. hours</i>					
<i>Term Vacation Clean -Inc approx. hours</i>					
<i>Annual Cleaning Routine -Inc approx. hours</i>					

10. Submission

The submission process and timelines are set out in the 'Submission Details' section on the first page of this document. Please submit 2 quotes.

11. Selection Criteria

The selection criteria for this project are:

Criteria Category	Detailed Criteria	Weighting (out of 5)
Category 1: Compliance with Legislative Requirements	Proposed MSDS Documents and chemical register for cleaning products are provided / referee checks to be conducted	
Category 2: Capability/Resourcing	Cleaners have a current Working with Children Check. Cleaners have a current Public Liability and Workcover Insurances	
Category 3: Pricing and Value	Supplier will offer most competitive pricing.	

12. Contract Documentation

\CONTRACT CLEANING\LIBRARY Checklist 2025 Cleaning Scopes.docx

\CONTRACT CLEANING\CSC Checklist 2025 Cleaning Scopes.docx

\CONTRACT CLEANING\school-council-provision-of-cleaning-services-agreement-2935Template.docx

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>
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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:

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

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: