

# Schools Procurement

School Council Request for Tender (RFQ/RFT)



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## School Council

### 2024 Request for Tender (RFT)

## Uniform Supply service at Greenhills Primary School

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**Reference Number:** 2024 GHPS School Uniform Supply Tender

**Submission Details:-**

**Closing Time:** 15<sup>th</sup> April 2024, 4.30pm

**Place of Lodgement:** Greenhills Primary School, 29 Mine Street, Greensborough, VIC 3088

**Receiving Staff Member:** Victoria Harris

**Additional Details** All EOI submissions must be hard copy, in a sealed envelope, clearly marked :  
**Uniform Supply Expression of Interest. FAO. V. Harris**

Please provide three hard copies of your EOI submission.

The submission must also be provided via email. EOI submissions must be received at the following email address ([greenhills.ps@education.vic.gov.au](mailto:greenhills.ps@education.vic.gov.au)) before the closing Time.

Submissions must follow the format attached, including the completion of all Forms, plus supporting documentation and any additional requested information.

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### CONDITIONS

**1. 2024 GHPS School Uniform Supply Tender Presentations**

Greenhill Primary School (“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/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.

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#### **4. Enquiries**

Enquiries concerning the RFT must be made to the following Tender/Quote manager:

Name: Victoria Harris  
Title: Business Manager  
E-mail: Victoria.harris@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/Quotations**

If a Tender/Quotation 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/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 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 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/Quotation

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**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.

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## RFT DETAILS

### 1. Background

Greenhills Primary School

The school requires a supplier to continue to provide compulsory uniform as per the uniform list provided (Section 9). The school reserves the right to ask the shortlisted suppliers to provide samples of the offered items (free of charge).

### 2. Scope

#### Length of Service:

The contract period will initially be for two (2) years commencing from the Date specified in letter of acceptance. The Contract has one (1) extension option, two (2) year duration, exercisable at the absolute discretion of the School. The continuity of the contract will be subject to the contractor providing the stated services in a manner and price acceptable to the School.

### 3. Statement of Requirements

To supply quality Compulsory school uniform at an affordable value for our community.

Attest to complying 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.*

### 4. Important Dates

- RFT Closing date: **15.04.2024**
- RFT proposals shortlisted by: **15.05.2024**
- Decision made regarding preferred service provider: **31.05.2024**
- Preferred service provider informed of decision and beginning of contract negotiations: **07.06.2024**
- Commencement of service to the School: To be agreed between both parties.

### 5. Relationship Management

Contract Manager: Victoria Harris / [Victoria.harris@education.vic.gov.au](mailto:Victoria.harris@education.vic.gov.au)/ 9435 4181

### 6. Reporting requirements

Sales and stock reports to be provided twice a year.

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.

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**7. Insurance**

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

<b>Insurance</b>	<b>Minimum Amount</b>
Public Liability	Public liability insurance: \$AUD 10 million in respect of any one occurrence and for an unlimited number of claims.
Product Liability	<i>Product Liability insurance: \$AUD 5 million in respect of any one occurrence and for unlimited number of claims.</i>

8. Pricing



# COMPULSORY UNIFORM - 2024

## YEARS Prep to 6

ITEMS DESCRIPTION	UNIT PRICE (EX. GST) \$	UNIT PRICE (INC. GST) \$
<p><b>ALL STUDENTS</b></p> <p><b>Summer Uniform with Logo</b></p> <p>S/S Polo - Stripe Collar      Bottle_Gold</p> <p>Bomber Jacket- Striped Rib      Bottle_Gold</p> <p>Open Hem Rugby Windcheater      Bottle_Gold</p> <p>Crew Neck Windcheater      Bottle</p> <p><b>Summer Uniform No Logo</b></p> <p>Rugby Shorts - Drawstring      Bottle</p> <p>Semi Fit Darted Dress      Bottle/White/Gold Check</p> <p>Skort      Bottle</p> <p><b>Winter Uniform with Logo</b></p> <p>L/S Polo Shirt      Bottle</p> <p>Polar Fleece Vest      Bottle Embroidery</p> <p>Polar Fleece Jacket      Bottle Embroidery</p> <p><b>Winter Uniform No Logo</b></p> <p>Trackpants - Straight Leg Bottle</p> <p>Elastic Waist Pants - Yoke Back Bottle</p> <p>Bootleg Pant Bottle</p> <p>Box Pleat Tunic Bottle/Black Winter Check –</p> <p>Box Pleat Skirt Bottle/Black Winter Check –</p> <p><b>Accessories With Logo</b></p> <p>Indigenous house colours top      Red/Blue/Green/Yellow</p> <p>Reversible Mesh Bucket Hat      Bottle_Royal</p> <p>Reversible Mesh Bucket Hat      Bottle_Gold</p> <p>Reversible Mesh Bucket Hat      Bottle_Red</p> <p>Reversible Mesh Bucket Hat      Bottle_Emerald</p> <p>Legionnaire Hat      Bottle</p> <p>Acrylic Beanie      Bottle Embroidery</p> <p>Primary Pete Bookbag      Bottle</p> <p>Explorer Bag - Contrast Piping      Bottle_Gold</p> <p><b>Accessories No Logo</b></p> <p>Artsmock      Bottle</p>		
<b>DELIVERY COST</b>		
<b>OTHER COST</b>		

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## 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 rating responses received from service providers are as follows:

### 1. Quality and Value:

- The provider must demonstrate experience as an approved provider of quality uniform items.
- The provider must demonstrate the ability to make uniform items consistently available to the School Community.
- The provider must demonstrate an ability to provide uniform items that are affordable, while maintaining quality
- The school is not bound to accept the lowest submitted rates

### 2. Financial viability:

- The provider must detail a plan for buy back of existing stock

### 3. Customer Care:

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

### 4. Provision of items:

- The provider must detail a plan for how to maintain a proper stock level to ensure the supply of items at the right time and place
- The provider must detail a plan to incorporate new items ie: shirt, jacket and PE pants

### 5. Reporting:

- The provider must detail how they will report on uniform stock and sales and how often they will provide this information.

**THE ABOVE SELECTION CRITERIA ARE NOT PRESENTED IN ANY PARTICULAR ORDER OR RANKING.**



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## 11. Contract Documentation

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.

The successful service provider will be required to enter into an agreement with the School Council under the terms and conditions of the DET School Council Agreement for the appointment of School Uniform Supplier Agreement. Special conditions may be included subject to the agreement of the School Council.

Note that payment for the uniform will be made directly by the student parent and the school is not liable.



### Between

The School Council listed in Item 1(a) of Schedule 1 (School Council)

and

The Supplier listed in Item 1(b) of Schedule 1 (Supplier)

### Background

The Supplier wishes to be appointed as the supplier of Goods at its Retail Premises.

The School Council has agreed to appoint the Supplier to supply the Goods at its Retail Premises and subject to the terms of this Agreement.

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## Agreed terms

### Definitions and Interpretation

#### Definitions

In this agreement, unless the context otherwise requires:

**Agreement** means this agreement and includes the schedules and any annexures to it or documents incorporated by reference.

**Applicable Entity** has the meaning given to it under section 3 of the *Child Wellbeing and Safety Act 2005* (Vic).

**APPs** means the Australian Privacy Principles in Schedule 1 to the Privacy Act.

**Business Day** means a day which is not a Saturday, Sunday or public holiday (being a public holiday appointed as such under the *Public Holidays Act 1993* (Vic)) in Melbourne.

**Child-connected work** has the meaning given to it in the Ministerial Order.

**Child Safety Laws** means any Laws that in any way relate to child safety, including the *Child Wellbeing and Safety Act 2005* (Vic).

**Code of Practice** means a code of practice as described in, and approved under, the PDP Act.

**Commencement Date** means the date set out in Item 2 of Schedule 1.

**Confidential Information** means any technical, scientific, commercial, financial or other information of, about or in any way related to, either of the parties, including any information designated or treated by the School Council as confidential, which is disclosed, made available, communicated or delivered to the Supplier, but excludes information which is in or which subsequently enters the public domain other than as a result of a breach of an obligation of confidentiality.

**Contract Data** means any information, data, datasets or databases created by or on behalf of the Supplier in the course of providing the

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Services, including Personal Information, Confidential Information and Records, as the context requires, unless specifically created for the Supplier's internal operational purposes. Contract Data includes any information, data, datasets or databases owned by or in the possession of the Department through the School Council from time to time, including information, data, datasets and databases which is, or which is intended to be, stored in, processed by and retrievable from computer systems operated by, or on behalf of the School Council and/or the Department, but does not include the Supplier's internal working documents or notes.

**Contract Publishing System** means the system of the Victorian Government for publication of details of contracts entered into by Victorian Government departments and some agencies, including any replacement or amended system.

**Department** means the Department of Education in the State of Victoria or any successor Department.

**Expiry Date** means the date set out in Item 2 of Schedule 1.

**Goods** means the goods (or any of them) specified in **Error! Reference source not found.** (as amended from time to time in accordance with clause 0 or 0).

**Health and Safety Laws** means all workplace, health and safety related Laws, including the OH&S Act and the OH&S Regulations.

**HPPs** means the health privacy principles set out in Schedule 1 to the HR Act .

**IBAC** means the commission established under the *Independent Broad-based Anti-corruption Commission Act 2011* (Vic) and includes any other organisation that may, from time to time, perform the functions of the commission.

**IPPs** means the information privacy principles set out in the PDP Act.

**Intellectual Property Rights** means all intellectual property rights at any time recognised by law, including all present and future copyright rights, all proprietary rights in relation to inventions (including patents), registered and unregistered trade marks, trade secrets and know how), registered designs, circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

**Item** mean an item of Schedule 1.

**Laws** means the law in force in the State of Victoria and the Commonwealth of Australia, including any local government by-law, common law and legislation.

**Minister** means the Minister for Education in the State of Victoria.

**Losses** has the meaning given to that term in clause 0.

**Ministerial Order** means Ministerial Order 1359 (as amended or replaced from time to time).

**Moral Rights** has the meaning given to that term in the *Copyright Act 1968* (Cth) and includes a right of a similar nature that is conferrable by statute, and that exists or comes into existence anywhere in the world.

**Notice** means a written notice, consent, approval or other communication given under this Agreement.

**OH&S Act** means the *Occupational Health and Safety Act 2004* (Vic).

**OH&S Incident** means:

- (a) an incident to which Part 5 of the OH&S Act applies; and
- (b) any other event or circumstance relating to health or safety that causes or is likely to cause:
  - lost time injuries, medical treatment injuries, first aid injuries or near misses;
  - an interruption of services to customers;
  - a threat to the School Council's systems or infrastructure;
  - a threat to community health and safety;
  - a threat to the environment;
  - a threat to public or private property; or
  - the creation of the need for urgent action under statute or legislation.

**OH&S Regulations** means the *Occupational Health and Safety Regulations 2017* (Vic).

**PDP Act** means the *Privacy and Data Protection Act 2014* (Vic).

**Personal Information** means information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion and includes where the context admits, information of a kind to which the HR Act applies.

**Personnel** of a party includes the officers, employees, agents, contractors and sub-contractors of that party, who are involved in providing, or supporting the provision of, the Services. Personnel of a party does not include the Personnel of the other party.

**Privacy Act** means the *Privacy Act 1988* (Cth).

**Privacy Law and Principles** means:

- (a) the Privacy Act and the APPs;

(b) the PDP Act and the IPPs; and

(c) the HR Act and the HPPs,

and any applicable code of practice.

**Protective Data Security Standard** means any standard issued under Part 4 of the PDP Act.

**Record** means:

(d) any document within the meaning of the *Evidence Act 2008* (Vic), in any format, and

(e) any information or Contract Data stored or recorded, in any format,

(f) anything on which there are marks, figures, symbols or perforations having a meaning for persons qualified to interpret them;

(g) anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or

(h) a map, plan, drawing or photograph,

created, managed, maintained, brought into existence or otherwise acquired or used by the Supplier (or any subcontractor of the Supplier) in relation to this Agreement or the Services. For the avoidance of doubt, it does not include a record that does not relate to this Agreement or the Services.

**Recordkeeping** means creating and maintaining complete, accurate and reliable evidence of transactions, events, activities and decisions in the form of recorded information in any format and includes the design and management of processes and systems to capture full and accurate evidence of an organisation's activities in connection with this Agreement or the Services.

**Records Act** means the *Public Records Act 1973* (Vic).

**Retail Premises** means the Supplier's physical retail premises specified in Item 5 of Schedule 1 and the Supplier's website ("virtual outlet") to be made available by the Supplier to parents at the School 24 hours, seven days per week, and which will include all items available at the retail premises at the equivalent price.

**School** means the School administered by the School Council.

**School Council Child Safety Policies** means any relevant School Council policies, codes, guidelines or associated documents that in any way relate to child safety, including any policies, codes, guidelines or associated documents that the School produces for the purpose of meeting its minimum child safety standards pursuant to the Ministerial Order.

**School Council Representative** means the person nominated by the School Council pursuant to clause 0 for the time being.

**Special Conditions** means the special conditions (if any) specified in **Error! Reference source not found.**

**Specifications** means the specifications to which the Goods must comply, including any relevant performance requirements, technical constraints and quality standards, as set out in **Error! Reference source not found.**

**State** means the Crown in right of the State of Victoria.

**Supplier Representative** means the person nominated by the Supplier pursuant to clause 0 for the time being.

**Tax Invoice** has the meaning given in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**Tender Documentation** (where applicable) means the documentation submitted by the Supplier in response to a request for tender or request for proposal, in the form finally accepted by the School Council and more particularly described in Item 6 of Schedule 1.

**Term** means the period of this Agreement commencing on the Commencement Date and expiring on the Expiry Date, including any extension of it.

**Unique Stock** means Goods bearing the School's specific logo or labelling that are made exclusively for the School, or which include fabric made exclusively for the School.

**Unit Price** means the price per item of each of the Goods, as stated in **Error! Reference source not found.**, as amended from time to time in accordance with clause 0, 0 or 0.

**Victorian School Term** means a Victorian school term as published on the Department's website from time to time.

## Interpretation

Unless expressed to the contrary, in this Agreement:

words in the singular include the plural and vice versa;

any gender includes the other gender;

if a word or phrase is defined its other grammatical forms have corresponding meanings;

'includes' means includes without limitation;

no rule of construction will apply to a clause to the disadvantage of a party merely because that party put forward the clause or would otherwise benefit from it;

the obligations of the Supplier, if more than one person, under this Agreement are joint and several and each person constituting the Supplier acknowledges and agrees that it will be causally responsible for the acts and omissions, including breaches of this Agreement, of the other as if those acts or omissions were its own;

the rights of the Supplier, if more than one person, under this Agreement, including the right to payment, jointly benefit each person constituting the Supplier (and not severally or jointly and severally);

a reference to:

a person includes a partnership, joint venture, unincorporated association, corporation and a government or statutory body or authority;

a person includes the person's legal personal representatives, successors, assigns and persons substituted by novation;

any legislation includes subordinate legislation under it and includes that legislation and subordinate legislation as modified or replaced;

an obligation includes a warranty or representation and a reference to a failure to comply with an obligation includes a breach of warranty or representation;

'\$', 'dollars' or 'AUD' is a reference to the lawful currency of the Commonwealth of Australia; and

a party or parties is a reference to the School Council and the Supplier (as the case requires); and

if the date on or by which any act must be done under this Agreement is not a Business Day, the act must be done on or by the next Business Day.

### Term

#### Term

This Agreement commences on the Commencement Date and, unless terminated earlier or extended in accordance with this Agreement, ends on the Expiry Date.

#### Extension of term

The School Council may elect (in its absolute and sole discretion), by notice in writing to the Supplier not later than six months prior to the expiry of the then current Term, to extend the Term of this Agreement for one or more further periods, as set out in Item 2 of Schedule 1.

Any such further term or terms will be on the same terms and conditions as this Agreement (excluding, in respect of the final further period, this clause 0).

### Supply of Goods

#### Appointment of Supplier

The Supplier is appointed to supply the Goods for sale by the Supplier at its Retail Premises (comprising the physical location and website specified in Item 5) during the Term, on and subject to the terms of this Agreement.

If:

the School Council has provided the Supplier with written notice that, in the reasonable opinion of the School Council, the Supplier cannot meet the reasonable stock levels required in clause 0 or the specific stock levels detailed in the School Council's notice under this clause; and

the Supplier is unable to supply the stock in the notice referred to in clause 0 above within 30 days,

the School Council may terminate this Agreement on notice to the Supplier.

#### New Products

If, during the Term, the School Council wishes to order from the Supplier any item that is not at that time one of the Goods (**New Product**), the School Council will notify the Supplier of that fact in writing.

Within 14 days of receiving a notification under clause 0, the Supplier must provide to the School Council a quote detailing the price at which the Supplier is prepared to supply the New Product, together with any other conditions applicable to such supply. The Supplier undertakes that in determining the Unit Price for any New Product, it will:

The parties must negotiate in good faith with a view to reaching agreement as to the terms on which the requested New Product will be supplied by the Supplier under this Agreement.

If the parties reach agreement pursuant to clause 0, the New Product will be deemed to form part of the Goods for the purposes of this Agreement, and the Supplier must promptly provide to the School Council updated versions of **Error! Reference source not found.** and **Error! Reference source not found.** containing a list of all Goods and their respective Unit Prices.

If the parties are unable to reach agreement pursuant to clause 0 within a timeframe reasonably acceptable to the School Council,

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the New Product will not form part of the Goods for the purposes of this Agreement.

### Design

Before commencing the supply of Goods at its Retail Premises, the Supplier must provide the School Council with one complete set of samples of each item of Goods to be supplied under this Agreement for approval by the School Council, if so requested by the School Council. Each sample will be manufactured in accordance with the Specifications.

If the School Council approves a sample of Goods in writing (**Approved Sample**), the School Council must return the Approved Sample to the Supplier and the Supplier must supply the School Council with sufficient evidence (including photographs, sample fabric and design specifications) of the Approved Sample for the School Council's records.

The Supplier will provide another set of Goods to the School Council for display at the School, if required by the School Council (**Display Uniform**). The School Council will pay the Supplier a reasonable sum for the Display Uniform if required by the Supplier.

The Supplier must ensure that each item of Goods supplied by it is the same as the Approved Sample. In the event of any conflict between the Specifications and the Approved Sample, the Approved Sample will take precedence over the Specifications to the extent of the inconsistency.

### Design Change

The School Council may vary the Specifications by giving the Supplier at least 18 months' notice of the variation (or such lesser period as is agreed between the parties).

### Labelling

The Supplier must ensure that each item of Goods supplied by it has affixed to it:

fabric care and size labels that conform to all relevant Australian Standards; and

any other distinctive labels required under the Specifications.

### Unique Stock

On the Commencement Date, and otherwise as and when required during the Term, the Supplier must provide written notice to the School Council setting out the specific details of any Unique Stock items.

The School Council must notify the Supplier in writing whether it agrees that the items set out in a notice provided under clause 0 are Unique Stock.

A written notice provided under clause 0 must be provided prior to the Supplier incurring any cost that the School Council may be liable for in relation to the supply of the Unique Stock.

If the Supplier provides notice under clause 0 and the School Council fails within a reasonable time to notify the Supplier under clause 0 whether it agrees that the items set out in the notice provided under clause 0 are Unique Stock, the Supplier may notify the School Council and the School Council must provide a response within 7 days.

### Inability to supply

If, at any time during the Term, the Supplier is unable or is likely to become unable, for whatever reason, to supply a particular Good, irrespective of the reason for that inability to supply, the Supplier must:

immediately notify the School Council of that fact; and

promptly provide to the School Council for its consideration, a substitute for the relevant item.

Any substitute or replacement item will be supplied at the same cost (or lower) as the item that it has replaced, unless otherwise agreed in writing by the School Council. If the School Council agrees to accept the substituted item in replacement for the original item that substituted item will become part of the Goods and the Supplier must promptly provide to the School Council updated versions of **Error! Reference source not found.** and **Error! Reference source not found.** containing a list of all Goods and their respective Unit Prices.

### Number of Students

To enable the Supplier to establish production schedules and to place orders with its suppliers, the School Council will, on the Commencement Date and within 6 months prior to the end of each academic year (or within such lesser period as may be agreed between the parties in writing), provide the Supplier with an estimate of:

the number of students likely to be attending the School during the next academic year;

the number of male and female students; and

the likely distribution of those students into year classes.

The Supplier acknowledges and agrees that:

the number of students attending the School may fluctuate from time to time;

the advice as to student numbers provided in accordance with this clause 0 is subject to change at any time;

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the School Council does not guarantee the number of students will remain stable; and

the School Council does not guarantee the number of pupils who will purchase the Goods.

### **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 in accordance with clause 0.

The Supplier agrees that:

the stock levels maintained by the Supplier pursuant to this clause 0 are at the Supplier's risk; and

subject to clause 0, the School Council is not liable for any Goods which remain unsold at any time during or after the Term.

### **Buyback of Stock**

The School Council will purchase agreed Unique Stock of Goods identified by the Supplier (**Buy-back Stock**) at the date of termination or expiry, if it is evidenced that the Supplier has only sought to maintain reasonable stock levels required by clause 0 and not sought to increase stock levels.

The price the School Council will pay the Supplier for the Buy-back Stock purchased under clause 0 will not exceed the wholesale price of the Unique Stock of Goods plus 5%.

Payment for the Buy-back Stock will be made within one month of delivery to the School Council.

### **Sale of Second Hand Uniforms**

Notwithstanding anything else in this Agreement, the School Council may:

sell or otherwise dispose of; or

authorise or assist any person or organisation, including limitation, the School parents' club, to sell or otherwise dispose of,

second hand Goods on the School premises or at any other venue after notifying the Supplier in writing.

The School Council agrees to assume responsibility for all existing second hand Goods accepted on consignment by the Supplier. The Supplier will provide the School Council, upon reasonable request, with records of second hand Goods sold for this purpose.

### **Price for the Goods**

The initial Unit Price for each of the Goods is set out in **Error! Reference source not found.**

Except as expressly provided otherwise in this Agreement, the Unit Price for the Goods includes all taxes, duties (including stamp duty), charges, fees and other imposts of whatever kind (including any fine or penalty imposed in connection with them) that may be imposed or levied in Australia or overseas in connection with this Agreement, packaging, transport, insurance, loading, unloading, storage and other costs and expenses of the Supplier, up to the point of delivery of the Goods, including unloading of the Goods at the Retail Premises.

Subject to clauses 0 and 0, the Supplier acknowledges and agrees that the School Council is not liable to the Supplier for payment of the Unit Price for the Goods supplied by the Supplier at its Retail Premises. The Goods can be purchased directly from the Supplier by families of students of the school which the School Council represents.

### **Warranties**

The Supplier warrants to the School Council that:

the Supplier has the right to sell and transfer full and unencumbered title to, and property in, the Goods;

it will comply with all Laws and applicable State government policies which are referred to in this Agreement or made known by the School Council to the Supplier;

the Goods:

(except as otherwise provided in the Specifications) are new;

notwithstanding any approval of an Approved Sample, are fit for the purpose for which the Goods would ordinarily be used;

conform in all other respects with the requirements of this Agreement (including the Specifications);

are free from defects;

are of merchantable quality and comply with all applicable Laws and standards; and

have been manufactured, constructed or assembled at the location and in the facility disclosed by the Supplier in the Tender Documentation (if applicable,

or as otherwise advised to the School Council) as the place of manufacture, construction or assembly of the Goods;

all representations made by the Supplier in or in connection with the Tender Documentation (if applicable) were and remain accurate and the Supplier has and will maintain during the Term the quality assurance arrangements set out in the Specifications; and

the Supplier will not vary the specification, design, shape, configuration or characteristics of the Goods during the Term without first obtaining the written consent of the School Council Representative.

## Liability

The Supplier at all times indemnifies and will continue to indemnify, hold harmless and defend to the fullest extent permitted by law, the Department, the School Council and its Personnel (in this clause, each an **Indemnified Party**) against any liability, loss, damage, claim, action or expense (including all legal costs determined on a full indemnity basis) (**Losses**) which any Indemnified Party suffers or incurs as a result of any demand, suit, action, claim or proceeding against an Indemnified Party where the Losses arise as a direct or indirect result of any of the following:

a breach of this Agreement by the Supplier, including any failure to deliver the Goods in accordance with this Agreement;

any warranty given by the Supplier under this Agreement being incorrect or misleading in any way;

personal injury, including sickness and death;

any loss or damage to property;

a breach of an obligation of confidence or privacy, whether under this Agreement or otherwise;

fraudulent acts or omissions of the Supplier or its Personnel;

any wilful misconduct or unlawful act or negligence act or omission by the Supplier or its Personnel;

any third party claim arising out of a breach of this Agreement by the Supplier or its Personnel (including breach of warranty) or any negligent act or omission of the Supplier or its Personnel; or

any infringement or alleged infringement of the Intellectual Property Rights, Moral

Rights or any other rights of any person, including any third party,

except to the extent that any such Loss is caused by the negligence or other wrongful act or omission of the Indemnified Party.

It is not necessary for the School Council to incur expenses or make a payment before enforcing a right of indemnity conferred by this Agreement.

The Supplier acknowledges and agrees that any indemnity under this Agreement in favour of an Indemnified Party other than the School Council is held on trust by the School Council and may be enforced or recovered by an Indemnified Party in any manner acceptable to the School Council and the Indemnified Party.

If any indemnity payment is made by the Supplier under clause 0, the Supplier must also pay to the Indemnified Party an additional amount equal to any tax which is payable by the Indemnified Party in respect of that indemnity payment.

## Contract management

### School Council Representative and Supplier Representative

For the purposes of ensuring a productive and efficient relationship between the School Council and the Supplier under this Agreement:

the School Council nominates the person or persons specified as such in Item 3(a) of Schedule 1 as its School Council Representative; and

the Supplier nominates the person or persons specified as such in Item 3(b) of Schedule 1 as its Supplier Representative.

The School Council Representative and the Supplier Representative have authority to:

exercise all of the powers and functions of their respective party under this Agreement other than the power to amend this Agreement; and

bind their respective party in relation to any matter arising out of or in connection with this Agreement.

The Supplier must comply with all reasonable instructions given by the School Council Representative.

Either party may change its then current representative by giving written notice to the other.

## Reports

The Supplier must provide the School Council Representative with all reports, data or other information that the School Council Representative may reasonably request to enable it to adequately assess the Supplier's stock levels.

## Price variation

The Supplier must supply each item of the Goods at the Unit Price during the Term.

The Supplier may increase the Unit Price on each anniversary of the Commencement Date in accordance with the process in this clause 0 to reflect any increases in costs and other charges reasonably incurred and evidenced by the Supplier.

At least 30 days prior to an anniversary of the Commencement Date, the Supplier must provide the School Council with written notice of its proposed increase in the Unit Prices.

If the School Council notifies the Supplier in writing that it accepts the proposed increase in the Unit Prices notified by the Supplier under clause 0, the Unit Prices will be varied with effect from the next anniversary of the Commencement Date and the Supplier must promptly provide to the School Council an updated version of **Error! Reference source not found.** containing a list of all Goods and their respective Unit Prices.

If the School Council, in its reasonable opinion, believes a proposed increase to the Unit Prices as notified by the Supplier under clause 0 to be excessive, it will notify the Supplier and provide reasons for its refusal.

If the School Council refuses a price variation under clause 0, the School Council and the Supplier will discuss in good faith the proposed price variation.

If the School Council and the Supplier agree any variation to the Unit Price in accordance with 0, the School Council will notify the Supplier in writing and the Unit Prices will be varied with effect from 14 days after the Supplier's receipt of such notice. The Supplier must promptly provide to the School Council an updated version of **Error! Reference source not found.** containing a list of all Goods and their respective Unit Prices.

## Competitive pricing

The Supplier must ensure the Unit Prices are (and will remain, for the Term) commercially competitive in terms of prices, and terms and conditions, offered by other providers in the market for goods which are the same as or equivalent to the Goods.

## Intellectual Property Rights

### Ownership of Intellectual Property

The Supplier acknowledges that:

it acquires no right, title or interest in or to any Intellectual Property Rights associated with the Goods (whether owned by the School Council or a third party) by virtue of this Agreement;

it may use any Intellectual Property Rights associated with the Goods during the Term solely for the purpose of, and only to the extent necessary to, perform its obligations under this Agreement;

information concerning Specifications (including drawings, patterns and fabric specifications) which is provided to the Supplier by the School Council is Confidential Information; and

the Intellectual Property Rights of the School Council (including without limitation any school logo) may only be used by the Supplier under licence from the School Council for the sole purpose of advertising the Goods to the school community at the Retail Premises (which includes the Supplier's website)

The School Council agrees that it will not provide any samples made up by the Supplier to any other person, including a competitor of the Supplier, without the prior written approval of the Supplier.

### No assignment

Nothing in this clause affects any assignment of Intellectual Property Rights in any Goods or other items supplied under this Agreement unless the parties expressly agreed in writing to the contrary.

### Termination

#### Grounds for termination by the School Council

The School Council may terminate this Agreement by notice in writing to the Supplier if the Supplier:

in the reasonable opinion of the School Council consistently fails to supply the Goods in accordance with the Specifications or otherwise in accordance with the requirements of this Agreement;

fails to remedy, to the reasonable satisfaction of the School Council, any breach of this Agreement (which in the reasonable opinion of the School Council is able to be remedied) within 14 days or any other time agreed by the parties in writing after the date on which the School Council issues the Supplier a written notice requiring the Supplier to remedy the breach;



breaches any material provision of this Agreement and, in the reasonable opinion of the School Council, such breach cannot be remedied;

or any of its Personnel are guilty of fraud, dishonesty or any other serious misconduct;

commits any act or does anything that is, in the opinion of the School Council, contrary to prevailing community standards, or is otherwise regarded by the public as unacceptable or which brings the reputation of the Supplier into disrepute and as a consequence the School Council believes that its continued association with the Supplier will be prejudicial or otherwise detrimental to the reputation of the School Council or the State; or

goes into liquidation or a receiver and manager or mortgagee's or chargee's agent is appointed or becomes subject to any form of insolvency administration or arrangement, or in the case of an individual, becomes bankrupt or enters into a scheme or arrangement with creditors.

#### **Termination without cause**

The School Council may terminate this Agreement without cause on notice to the Supplier (such termination to take effect upon receipt of the notice or such later date as specified in the notice).

Where this Agreement is terminated by the School Council pursuant to clause 0, the School Council will pay to the Supplier the unavoidable and substantiated costs incurred by the Supplier as a direct result of the termination, excluding any loss of profit, and the School Council has no other liability to the Supplier in relation to that termination.

When the School Council issues a notice under clause 0, the Supplier will immediately comply with any directions given in the notice and do all that is possible to mitigate its losses arising from the termination of this Agreement.

#### **Consequences of termination or expiry**

Termination or expiry of this Agreement will not prejudice any right of action or remedy which may have accrued to either party prior to termination or expiry (as the case may be).

On termination or expiration of this Agreement, the Supplier must immediately cease using all materials (whether in written or electronic form) that contain or encapsulate any Confidential Information and, at the election of the School Council:

return the materials to the School Council in the format in which they were first provided by the School Council and, in

addition, if required by the School Council, in a non-proprietary and open access file format (such as .txt, .csv, .rft, etc) as specified by the School Council; and once receipt is confirmed by the School Council,

delete or destroy all materials, subject to any retention of documents required by Law.

at no additional cost to the School Council.

#### **Survival**

Clauses 0, 0, 0, 0, 0, 0, 0 and 0 of this Agreement survive the termination or expiry of this Agreement and may be enforced at any time.

#### **Insurance**

The Supplier must (and must ensure that any sub-contractors appointed by it under clause 0) obtain and maintain for Term, the insurances specified in Item 4 of Schedule 1 with an insurer that is acceptable to the School Council.

Unless otherwise agreed in writing, the Supplier must provide the School Council with copies of certificates of currency of any insurance it is required to obtain under this clause:

on or before the Commencement Date and annually as at each anniversary of the Commencement Date;

renewed certificates of currency provided no less than five Business Days prior to the expiry of the certificates they replace; and

as otherwise requested by the School Council.

#### **Confidentiality, privacy and data protection**

##### **Use of Confidential Information**

The Supplier must (and must ensure that its Personnel and advisers must) keep the Confidential Information confidential and secure and

use and reproduce Confidential Information only to the extent necessary to perform its obligations under this Agreement;

not disclose or otherwise make available Confidential Information other than to its Personnel who have a need to know the information to enable the Supplier to perform its obligations under this Agreement;

ensure that Confidential Information is stored in a safe and secure manner, and protect it against unauthorised copy, use, disclosure, access and damage or destruction, at all times; and

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comply with all applicable Laws and the School Council's policies in relation to the Confidential Information (and take all necessary precautions to prevent any unauthorised access to the School Council's Confidential Information).

All Confidential Information will remain the property of the School Council and all Confidential Information.

The Supplier acknowledges that the School Council will be entitled (in addition to any other remedy it may have) to seek an injunction or other equitable relief with respect to any actual or threatened breach by the Supplier of this clause 0 and without the need on the part of the School Council to prove any special damage.

Notwithstanding anything in this clause **Error! Reference source not found.**, the Supplier may disclose Confidential Information:

if required by Law; or

to the Supplier's financial or legal advisers for the purposes of obtaining professional advice or assistance.

The Supplier must immediately notify the School Council in writing in the event of any suspected, threatened or actual unauthorised use of disclosure of any of the Confidential Information and must include in the notice:

the content of the Confidential Information; and

the person to whom the Confidential Information has been (or may be) disclosed to.

If requested by the School Council, the Supplier must ensure that all of its Personnel involved in providing the Goods who may have access to the Confidential Information, execute a deed of confidentiality in a form acceptable to the School Council prior to providing the Goods under or in connection with this Agreement.

Except as otherwise permitted by this Agreement, the Supplier agrees not to publish, advertise, promote or acknowledge activities relating to this Agreement or use any logo or trademark or any other Intellectual Property Rights of the School Council without the prior written consent of the School Council.

### **Disclosure of Supplier's information**

Subject to clause 0, the School Council agrees to treat as confidential all information of or relating to the Supplier that is provided to it, whether under this Agreement or the Tender Documentation, by or on behalf of the Supplier and which is identified in writing by the Supplier as confidential.

The Supplier consents to the School Council publishing or otherwise making available information in relation to the Supplier and the provision of the Goods as may be required:

in order to comply with the requirements of the Contract Publishing System;

by the Auditor-General, the IBAC, or any other Victorian Government agency or department; or

to comply with Law, including the *Freedom of Information Act 1982* (Vic); or

### **Privacy Principles**

The Supplier must:

comply with the Privacy Law and Principles with respect to any act done or practice engaged in by the Supplier in relation to the Contract Data or otherwise under or in connection with this Agreement in the same way and to the same extent as the School Council or the Department would have been bound had it been directly done or engaged in by the School Council or the Department;

comply with any applicable privacy policies or procedures of the School Council and the Department; and

have an up-to-date privacy policy and implement appropriate procedures and practices to ensure that its handling and processing of Personal Information complies with the Privacy Law and Principles.

### **Data Protection**

The Supplier agrees to be (and will ensure that its Personnel are) bound by the Victorian Protective Data Security Framework (**VPDSF**) and Protective Data Security Standards, and will not (and will ensure that its Personnel do not) do any act or engage in any practice that contravenes a Protective Data Security Standard in respect of any Contract Data collected, held, used, managed, disclosed, or transferred by the Supplier, on behalf of the School Council, under or in connection with this Agreement.

### **Contract Data collection and handling**

The Supplier must:

only use or disclose any Contract Data (including Personal Information) to the extent necessary to provide the Services under this Agreement and for no other purpose;

take all reasonable steps to ensure that the Contract Data (including Personal Information) is protected from and against misuse or loss, and from unauthorised access, modification, use, or disclosure; and

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ensure that only properly authorised Personnel, who are trained in the correct and appropriate use and disclosure of Personal Information, are given access to the Contract Data and only to the extent required to enable the Personnel to perform their duties and roles.

### **Unauthorised access to Contract Data**

In the event that the Supplier becomes aware of any suspected, threatened, or actual breach of the Privacy Law and Principles in relation to Personal Information, or any access or disclosure of Contract Data not authorised by the School Council (**Incident**), the Supplier must:

immediately notify the School Council of the Incident and comply with all directions given to the Supplier by the School Council or the Department;

immediately preserve any potential forensic evidence relating to the Incident;

provide all necessary assistance and cooperation required by the School Council or the Department (including by providing access to any Records) to respond to and resolve any complaint concerning an Incident as soon as reasonably possible and in any event within five Business Days of receiving a request from the School Council or the Department;

comply with any directions from the School Council or the Department in relation to the Incident;

not inform any third party of any Incident without first obtaining the written consent of the School Council, other than to inform a complainant that the Incident has been forwarded to the School Council; and

comply with any directions made to the Supplier or the School Council by any relevant authority, including the Office of the Victorian Information Commissioner (**OVIC**), the Victorian Health Complaints Commissioner or the Office of the Australian Information Commissioner relevant to this Agreement in relation to Personal Information.

### **Disputes**

#### **Parties to meet**

If any dispute arises under or in connection with this Agreement (**Dispute**) which Dispute is not able to be resolved by the School Council Representative and the Supplier Representative within 14 days, the nominated senior executive officer (or equivalent) of each of the School Council (on the one hand) and the Supplier (on the other hand) will promptly meet and discuss in good faith with a view to resolving such Dispute.

### **Mediation**

If any Dispute is unable to be resolved in accordance with clause 0 within 14 days, the parties agree to endeavour in good faith to settle the Dispute by mediation administered by the Australian Commercial Disputes Centre (**ACDC**) in accordance with ACDC's guidelines before having recourse to arbitration or litigation.

### **Litigation**

If the parties fail to settle any Dispute in accordance with clause 0 either party may pursue its rights at Law.

### **Performance during Dispute resolution**

The parties will continue to perform their respective obligations under this Agreement pending the resolution of a Dispute under this clause 0.

### **Interlocutory relief**

Nothing in this clause 0 is to be taken as preventing any party to a Dispute from seeking interlocutory relief in respect of such dispute.

### **Compliance with Law and Policy by Supplier**

The Supplier must, in performing its obligations under this Agreement, comply with all Laws and Victorian Government policies and procedures affecting or applicable to the provision of Goods by the Supplier and/or this Agreement.

The Supplier must:

create, manage, and maintain Records that fully document the Supplier's compliance (including the compliance of the Supplier's Personnel) with this Agreement, including (subject to the terms of this Agreement), but not limited to, all supporting materials used to generate and substantiate invoices submitted in connection with this Agreement;

implement and administer a Recordkeeping system to securely store and ensure the integrity of all Records in accordance with all applicable standards issued under the Records Act;

only dispose of a Record in accordance with this Agreement, the standards issued under the Records Act, any other relevant Law, and in accordance with any written instructions provided to the Supplier by the School Council or the Department;

provide to the School Council, or any third party nominated in writing by the School Council, access to and copies of Records within five Business Days of

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receiving a written request from the School Council;

if requested by the School Council, transfer the Records to the School Council in a format and manner reasonably requested by the School Council; and

transfer all Records to the School Council in the agreed format as soon as practicable; and once receipt is confirmed,

delete the Records from the Supplier's system, subject to any retention of documents required by Law,

at no additional cost.

### **Sub-contracting**

The Supplier must not sub-contract to any third person any of its obligations under this Agreement without the prior written consent of the School Council, which consent may be given or withheld by the School Council in its absolute discretion.

The Supplier must ensure that any sub-contractor engaged by it complies with all obligations imposed on the Supplier by this Agreement. The Supplier will not, as a result of any sub-contracting arrangement, be relieved from the performance of any obligation under this Agreement and will be liable for all acts and omissions of a sub-contractor as though they were the actions of the Supplier itself.

### **GST**

#### **Definitions**

Terms used in this clause have the same meanings given to them in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

#### **Consideration is inclusive of GST**

Unless otherwise expressly stated, all prices or other sums payable or consideration to be provided under or in accordance with this Agreement are inclusive of GST. If GST is imposed on any supply made under or in accordance with this Agreement which is not expressed to be inclusive of GST, the recipient of the taxable supply must pay to the party making the taxable supply an amount equal to the GST payable on or for the taxable supply. Subject to the recipient first receiving a valid tax invoice, payment of the GST amount will be made at the same time the consideration for the taxable supply is to be paid or provided in accordance with this Agreement.

#### **Reimbursement**

If this Agreement requires a party to pay for, reimburse or contribute to any expense, loss or outgoing (**Reimbursable Expense**) suffered or incurred by another party, the amount required to

be paid, reimbursed or contributed by the first party will be the amount of the Reimbursable Expense net of input tax credits (if any) to which the other party is entitled in respect of the Reimbursable Expense plus any GST payable by the other party.

### **Adjustment Event**

If an adjustment arises in relation to a taxable supply made under this Agreement, the Supplier must recalculate the amount payable on account of GST under clause 0 to take account of the adjustment event. The Supplier must issue an adjustment note to the School Council within 28 days of becoming aware of the adjustment event. A corresponding payment to reflect the adjustment must be made by the Supplier to the School Council, or by the School Council to the Supplier, as the case may be.

### **Notices**

#### **Giving a communication**

A, notice, demand, certification, process or other communication (**Notice**) relating to this Agreement must be sent by post, courier or by electronic mail as follows:

to the School Council: to the School Council Representative, at the address which is set out in Item 3 of Schedule 1; and

to the Supplier: to the Supplier Representative, at the address which is set out in Item 3 of Schedule 1.

#### **Time of delivery**

A notice or document will be taken to be delivered or served as follows:

in the case of delivery in person or by courier, when delivered;

in the case of delivery by post, four days after the date of posting; and

in the case of electronic mail, if the message is correctly addressed to and successfully transmitted to that party's electronic mail address, when receipt of the message is recorded on the sender's computer.

#### **After hours communications**

If any Notice is delivered or deemed to be delivered:

after 5.00 pm in the place of receipt; or

on a day which is a Saturday, Sunday or public holiday in the place of receipt,

it is taken as having been delivered at 9.00 am on the next day which is not a Saturday, Sunday or public holiday in that place.

## **Requirement for Working with Children and Police Check**

If the Supplier or its Personnel enters the premises controlled by the School Council, or undertakes Child-connected work, whether on premises controlled by the School or otherwise, the Supplier must (and must ensure that all persons engaged or used by it to enter the premises, including its Personnel):

have undertaken a satisfactory working with children check if required pursuant to the *Worker Screening Act 2020 (Vic)* or as otherwise requested by the School Council;

have undertaken a satisfactory police records check, if requested by the School Council; and

have met any additional relevant legal requirements and policies of the School Council, School and/or Department in relation to the suitability of persons to work with school children or within the precinct of the School as advised by the School Council.

The Supplier must ensure the terms and conditions of employment of any staff or of engagement of any contractor for the purpose of entering the School Council's premises under this Agreement are consistent with the above obligations.

## **Child Safe Standards**

This clause only applies to the extent that the Supplier (and its Personnel) are engaged in Child-connected work.

The Supplier acknowledges that the School Council and School Staff are required to comply with Child Safety Laws, the Ministerial Order and School Council Child Safety Policies.

If the Supplier is an Applicable Entity, it warrants to the School Council that it:

is compliant and will continue to comply with Child Safety Laws; and

will immediately provide the School Council with copies of any documents or information in respect to any compliance action taken by any regulatory authority in connection with child safety against the Supplier (or its Personnel).

The Supplier (and its Personnel) must:

if applicable (whether or not Supplier must itself comply with Child Safety Laws), comply with any relevant School Council Child Safety Policies; and

comply with any reasonable direction by the School Council in respect to compliance by the School Council, School Staff and/or the Supplier with any Child Safety Laws or any relevant School Council Child Safety Policies.

The School Council may terminate this Agreement immediately if, in the School's Council's reasonable opinion, it determines at any time that:

there is a breach of any Child Safety Laws caused by, or in any way connected with, the Supplier or its Personnel; or

the Supplier or any of its Personnel are not suitable to engage in Child-connected work for the purposes of the School Council and School Staff's compliance with the Child Safety Laws or relevant School Council Child Safety Policies.

## **General**

### **Occupational health and safety**

The Supplier must:

comply, and procure that its Personnel comply, with all Health and Safety Laws;

implement and maintain a system of obtaining and updating information on all Health and Safety Laws;

in supplying the Goods, eliminate risks to health and safety so far as is reasonably practicable and, if it is not reasonably practicable to eliminate risks to health and safety, reduce those risks so far as is reasonably practicable; and

without limiting the Supplier's obligations arising out of the Agreement or under any Law, notify the School Council immediately (and in any event not later than 12 hours after such matter first arises) of any work, health or safety matters arising out of or in connection with the supply of Goods, including the occurrence of any OH&S Incident.

### **Costs**

Except as expressly stated otherwise in this Agreement, each party must pay its own legal and other costs and expenses of negotiating, preparing, executing and performing its obligations under this Agreement.

### **Amendment**

This Agreement may only be varied or replaced by a document executed by the School Council and the Supplier.

### **Waiver and exercise of rights**

A single or partial exercise or waiver by a party of a right relating to this Agreement does not prevent

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any other exercise of that right or the exercise of any other right.

### **Severability**

Any provision of this Agreement which is invalid or unenforceable is to be read down, if possible, so as to be valid and enforceable, and, if that is not possible, the provision will, to the extent that it is capable, be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions.

### **Rights cumulative**

Except as expressly stated otherwise in this Agreement, the rights of a party under this Agreement are cumulative and are in addition to any other rights of that party.

### **Set off**

The School Council may set off against any sum owing to the Supplier under this Agreement any amount then owing by the Supplier to the School Council. The Supplier may set off against any sum owing to the School Council under this Agreement any amount then owing by the School Council to the Supplier.

### **Governing law and jurisdiction**

This Agreement is governed by and is to be construed in accordance with the laws applicable in Victoria and the parties submit to the exclusive jurisdiction of the courts of Victoria.

### **Assignment of rights**

The Supplier must not assign any right under this Agreement without the prior written consent of the School Council.

### **Counterparts**

This Agreement may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.

### **Entire understanding**

This Agreement is comprised of the following documents:

- the Special Conditions (if any);
- clauses 0 to 0 (inclusive);
- the Schedules to this Agreement;
- the Tender Documentation (if specified or included in Item 6 of Schedule 1); and
- any other documents or representations referred to in this Agreement or incorporated by reference.

In the event and to the extent of any inconsistency between the documents listed in clause 0, the provisions of the earlier mentioned document will prevail to the extent of the inconsistency. If the inconsistency remains incapable of

resolution by reading down, the inconsistent provisions will be severed from the document lower in the order of precedence without otherwise diminishing the enforceability of the remaining provisions of that document.

This Agreement contains everything the parties have agreed in relation to the subject matter it deals with. No party can rely on an earlier written document or anything said or done by or on behalf of another party before this Agreement was executed.

Except as otherwise provided in clause 0:

- all previous negotiations, understandings, representations, warranties, memoranda or commitments concerning the subject matter of this Agreement are merged in and superseded by this Agreement and are of no effect; and
- no oral explanation or information provided by any party to another:

  - affects the meaning or interpretation of this Agreement; or
  - constitutes any collateral agreement, warranty or understanding between any of the parties.

### **Electronic Execution**

Each party acknowledges and agrees to the signing of this Agreement by electronic means. The parties agree to be legally bound by the Agreement signed this way.

This Agreement constitutes an original document in an electronic formation and will have the same legal effect, validity and enforceability as a document signed by a signature affixed by hand.

### **Publicity**

The Supplier must not make any public announcement or media release in respect of any aspect of this Agreement or the Goods without the prior written approval by the School Council. Without limitation, if permission to publish is granted pursuant to this clause 0 the Supplier must, in all publications, promotional and advertising materials and public announcements, acknowledge the contribution of the School Council.

### **Relationship of parties**

This Agreement is not intended to create a partnership, joint venture or agency relationship between the parties.

### **School Council's discretion**

Unless expressed otherwise within this Agreement, any decision, discretion or opinion of the School Council under this Agreement will be at

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the sole and absolute discretion of the School Council.

**No inducements**

The Supplier will not, and will ensure that its Personnel will not, directly or indirectly, offer, promise, agree to pay, give, accept, or solicit anything of value (including to or from any third party) in order to secure any reward or improper benefit other than payment for the performance of its obligations under this Agreement.

The School Council may terminate this Agreement immediately on notice to the Supplier if the Supplier or any of its Personnel is found to have engaged in any conduct under clause 0 and recover the amount of any loss resulting from such termination as a debt due from the Supplier.

**Conflict of interest**

The Supplier warrants that it does not, and will ensure that its Personnel do not, hold any office or possess any property, are not engaged in any business, trade or calling and do not have any obligations by virtue of any contract whereby, directly or indirectly, duties or interests are or might be created in conflict with, or might appear to be created in conflict with, their duties and interest under this Agreement.

The Supplier must promptly inform the School Council of any matter which may give rise to an actual or potential conflict of interest and comply with any reasonable directions given by the School Council in terms of dealing with that conflict.

The Supplier acknowledges and agrees that failure to comply with this clause 0 will constitute a breach of a fundamental term of this Agree.

**BIDDER RESPONSE**  
**(Complete and Submit to the School)**

**Reference Number:**

**RFT Title:** 2024 GHPS School Uniform Supply Tender

**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; 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 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:

## CONFLICT OF INTEREST DECLARATION

I / We, \_\_\_\_\_ (the approved provider), 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 **Greenhills Primary School** management, staff and/or School Council members.

**Name (print)**

**Signed:**

**Date:**