

# SCHOOLS PROCUREMENT

*SCHOOL COUNCIL REQUEST FOR TENDER*  
2021 - 2023 YEAR 6 CANBERRA STUDY TOUR



# Tender for the supply and provision of the 2021 - 2023 Year 6 Canberra Study Tour for Kororoit Creek Primary School

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**Reference Number:** 21-23-Y6Camp

**Submission Details:** Closing Time: 5:00pm. Friday 6<sup>th</sup> September, 2019  
Place of Lodgement: Via email to comley.andrew.a@edumail.vic.gov.au  
Receiving Staff Member: Andrew Comley, Camp Coordinator  
Additional Details: Tender to be attached to email in PDF or WORD

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## CONDITIONS

### 1. RFT Presentations

Kororoit Creek 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/Tender 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.

### 4. Enquiries

Enquiries concerning the RFT must be made to the following person:

**Name:** Andrew Comley  
**Title:** Camp Coordinator  
**E-mail:** comley.andrew.a@edumail.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.

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## 5. Late Tender

If a Tender 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 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 lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender was lodged after the Closing Time of their ineligibility for consideration.

## 6. Incomplete Tenders

If a Tender 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

A Tender 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

## 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

Kororoit Creek Primary School offers students the opportunity to participate in a wide variety of camp/study tour experiences over the duration of their time in primary school. Since the opening of the school, an annual Study Tour has been provided for our Year 6 students to Canberra. This tour generally occurs over a business week close to the end of Term 2 as per the term dates for the Victorian Department of Education and Training. As the school has grown in size, the cohorts moving through Year 6 have steadily increased each year, making the selection of the right supplier critical to the success of the experience.

### 2. Scope

Kororoit Creek Primary School requires the provision of a Year 6 Study Tour to Canberra to meet curriculum requirements as a part of our Programme of Inquiry, and to enhance student learning outcomes in relation to our national capital and system of government. The supplier will need to provide appropriate transport, accommodation (inclusive of all meals), attraction/educational programs that meet the PACER requirements (minimum), as well as to ensure that the relevant parties hold the correct public liability insurance. The supplier will need to be contactable in the lead up and throughout the duration of the Study Tour in order to ensure that the necessary requirements are met, and to troubleshoot any possible problems that occur.

This RFT is based on upon a term of 3 years: 2021, 2022, and 2023. The successful Tender will meet the Scope, Statement of Requirements, KPI and Selection Criteria.

### 3. Statement of Requirements

The successful supplier will need to provide the following:

- Bus transport to and from Canberra, transport whilst in Canberra (inclusive of all luggage)
- All drivers to hold a Working With Children check (WWC)
- Accommodation for 4 nights (Monday – Thursday), inclusive of breakfast, morning tea, lunch, afternoon tea, dinner and drinks for all students and staff
- Access at Accommodation venue to an audio-visual set-up in a group space for entertainment in the evening
- Entry and educational programs at core venues to receive PACER funding, including: Parliament House, Australian War Memorial, Museum of Australian Democracy or National Electoral Education Centre
- Entry and educational programs at the following optional venues, including: Government House, High Court of Australia, National Museum of Australia, National Capital Exhibition, Australian Institute of Sport, National Gallery of Australia, Questacon, Royal Australian Mint, Black Mountain Tower (night experience), The Ian Potter Technology Centre, Mount Ainslie Lookout, Embassy Driving Tour, Tenpin Bowling (night experience)

The supplier must ensure that:

- Relevant parties hold public liability insurance including travel provider, transport provider, accommodation and venues, and that this information is provided to The School
- The 2021 Study Tour is based on travel dates linked to the third last week of Term Two (Victorian Government / DET calendar) 7<sup>th</sup> -11<sup>th</sup> June, 2021
- The 2022 and 2023 Study Tour's scheduled as close as possible to a business week close to the end of Term 2 as per the term dates for the Victorian Department of Education and Training
- The RFT is based on the following approximate student / staff numbers (Year level totals @ July 2019 minus 10%):
  - 2021 = 216 – 10% = 195 students / 13 staff
  - 2022 = 203 – 10% = 182 students / 13 staff
  - 2023 = 223 – 10% = 201 students / 14 staff

#### 4. Important Dates

Date	Action
06.09.2019	Request for quotation closing date
09.09.2019	<ul style="list-style-type: none"> <li>Meeting of Evaluation Team</li> <li>Completion of initial response evaluation</li> <li>Preferred supplier agreed and approved</li> </ul>
21.09.2019	Preferred supplier notified
T.B.C. – study tour dates	Preferred supplier and 'the school' to determine

#### 5. Relationship Management

Tender Manager:  
 Andrew Comley, Camp Coordinator, Kororoit Creek Primary School  
[comley.andrew.a@edumail.vic.gov.au](mailto:comley.andrew.a@edumail.vic.gov.au)  
 (03) 8358 0600

##### Reporting requirements

Any matters which arise that may be deemed to materially affect the Study Tour should be communicated to the Tender Manager within twenty-four (24) hours of the matter being known to the Contractor.

#### 6. Key Performance Indicators (KPIs)

KPI	Performance Target
Accuracy of Tender	Supplier provides an accurate tender quotation that meets the minimum expectations as per the requirements
Quality - Activities	Supplier ensures that 100% of the activity bookings are confirmed for the specified number of students/staff – inclusive of PACER designated experiences and optional activities
Quality - Transport	Supplier ensures that transport is provided on dates/times required, and that the sub-contractor holds the relevant public liability insurance
Quality - Accommodation	Supplier ensures that the accommodation bookings are confirmed for the specified number of students/staff attending, and that accommodation caters to the needs of the travelling group
Quality – Food and Beverages	Supplier ensures that all food and beverages supplied by the accommodation are provided in the necessary quantities and nutritional standards, and cater for the notified (T.B.C) dietary needs of students/staff
Customer Service	All pre-trip operational issues are resolved within 12 hours of notification. All on-trip operational issues are resolved within 2 hours of notification, ensuring that the integrity of the Study Tour experience is not compromised for any students/staff
Reporting – Post Tour Debrief	Supplier commits to a substantial post tour debrief (via phone, conference call or meeting) to outline success, challenges and recommendations

## 7. Insurance

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

### Item 4: Insurance (Clause Error! Reference source not found.)

- (a) Subject to paragraph (b), the Service Provider is required to obtain and maintain during the Term:

Type of coverage	Amount (AUD)
Public liability insurance	\$20 million [per event / in the aggregate]
Product liability insurance	\$5 million [per event / in the aggregate]
Professional indemnity insurance	\$5 million [per event / in the aggregate]

- (b) The Service Provider is only required to maintain:
- product liability insurance if it supplies goods to the School Council; or
  - professional indemnity insurance if it supplies skilled, professional services to the School Council.

## 8. Pricing

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

Services				
Milestone / Requirement	Qty. or Units/hrs	Rate (excl. GST)	GST	Total
Bus Transport (to/from Canberra, transport whilst in Canberra, inclusive of all luggage, drivers hold WWC checks, public liability insurance)	As per expected numbers for each year of Tender			
Accommodation (all staff/students/drivers)	As per expected numbers for each year of Tender			
Meals (all staff/students/drivers – breakfast, morning tea, lunch, afternoon tea, dinner, drinks beginning Monday dinner through to Friday afternoon tea)	As per expected numbers for each year of Tender			
Educational Experiences (Core venues - PACER funding incl. program bookings at venues)	As per expected numbers for each year of Tender			
Educational Experiences (Optional venues – as per statement of requirements, incl. program bookings at venues where appropriate)	As per expected numbers for each year of Tender			

## 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 this project are:

Supplier responses will be evaluated and scored against the following weighted criteria:

Criteria Category	Detailed Criteria	Weighting (out of 5)	Suggested guidelines
<b>Criteria 1 – Compliance with specifications</b>	Bus transport to and from Canberra, and transport whilst in Canberra	5	On-time transport from Monday to Friday, must have seat-belts, and include the capacity for staff/students luggage
	Accommodation bookings and requirements can be met		Accommodation, food and beverages are provided for the duration of the trip
	Draft itineraries based on requirements are provided		As per specifications in RFT
<b>Criteria 2 – Compliance with legislative requirements</b>	All Bus Drivers to hold a current Working With Children Check	4	Applicable once bookings for transport are confirmed
	Relevant parties to hold public liability insurance		This includes Travel Supplier, Transport Provider, Accommodation and venues
<b>Criteria 3 – Positive Reputational Practices</b>	References are provided	3	At least 2 references / testimonials based on previous direct experiences with the Supplier are provided
<b>Criteria 4 – Capability/ Resourcing</b>	Availability during the travel dates specified	5	Does the Supplier have the resources / contacts to accommodate the travel dates as per the RFT
	Management of bookings and ongoing liaison with the School / Camp Coordinator		Supplier is adequately resourced to support pre, during and post event
<b>Criteria 5 – Past Performance</b>	Supplier has previous experience in booking and providing a Canberra-based school camp/study tour for primary age students over a week	3	Examples of a detailed itinerary, references and testimonials from previous schools
<b>Criteria 6 – Support/ Value Add</b>	Provide innovative ways to reduce cost or offer value add	3	Due to the length and size of the Tender, does the Supplier offer innovative ways to reduce cost or provide value add

## 11. Contract Documentation



School Council  
Agreement-Provisor

# INVITEE RESPONSE

**Reference Number:**

**RFQ Title:**

## **Supplier Details**

Trading Name:

Registered Name:

ABN:

ACN:

Address:

Small to Medium Enterprise:    Small:             Medium:             Large:

*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.*

## **Contact Details**

Contact Person:

Role:

Telephone:

Mobile:

Email:

I/We offer to supply the goods and/or services specified in this 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:

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## **Invitee Response to Request for Quote**

The Quote 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
- e) Responses to the selection criteria
- f) Pricing Schedule
- g) Any proposed departure(s) from contract terms and conditions
- 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 professional insurances held
- k) Any other relevant information