

# SCHOOLS PROCUREMENT

*SCHOOL COUNCIL REQUEST FOR QUOTATION*  
JUNE 2020



# Kew High School 2021 Student Laptop Program

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**Reference Number:** 2020-ICT-1

**Submission Details:** Closing Time: *Tuesday 7<sup>th</sup> July 2020 at 4pm*

Place of Lodgement: *tenders@kew.vic.edu.au*

Receiving Staff Member: *Peter Burgess - ICT Manager*

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## CONDITIONS

### 1. RFT/RFQ Presentations

*Kew High School* ("the School") does not warrant the accuracy of the content of the RFT/RFQ. The School will not be liable for any omission from the RFT/RFQ.

### 2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this RFT/RFQ (or information relevant to this RFT/RFQ) to execute a deed of confidentiality in a form required by, or satisfactory to, the School before or after access is granted.

Whether or not execution of a deed of confidentiality is required by the School, all persons obtaining or receiving this RFT/RFQ and any other information in connection with the RFT/RFQ must keep the contents of the RFT/RFQ and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this RFT/RFQ.

### 3. Tender/Tender/Quotation Documents

All responses to the RFT/RFQ and any accompanying documents will, upon submission, become the property of the School. The School will not return any of these documents.

By submitting a response to this RFT/RFQ, an Invitee licenses the School to reproduce the whole or any portion of the documents which it has submitted for the purposes of, or in connection with, its evaluation, notwithstanding any copyright or other intellectual property rights that may subsist in those documents.

### 4. Enquiries

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

Name: *Peter Burgess*  
Title: *ICT Manager*  
E-mail: *peter.burgess@kew.vic.edu.au*

All enquiries concerning the RFT/RFQ must be in writing and can only be made up to *three (3) days* prior to the Closing Time.

The School will respond to enquiries correctly lodged in accordance with the above conditions in writing and the response from the School will be provided to all potential Invitees to the RFT/RFQ.

### 5. Late Tenders/Quotations

If a Tender/Quotation is lodged after the Closing Time, it may be disqualified from the RFT/RFQ process and may be ineligible for consideration unless:

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- The invitee can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the Tender/Quotation to be lodged after the Closing Time; and
- The School is satisfied that accepting a late submission would not compromise the integrity of the market approach.

The determination of the School as to the actual time that the Invitee's response is lodged is final. All Tenders/Quotations lodged after the Closing Time will be recorded by the School. The School will inform an invitee whose Tender/Quotation was lodged after the Closing Time of their ineligibility for consideration.

## **6. Incomplete Tenders/Quotations**

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

## **7. Validity of Tender/Quotation**

A tender/quotation will be valid for acceptance by the School for a period of 90 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

## **8. Unauthorised Communication and Improper Assistance**

Invitees are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. Invitees are required to meet or exceed the government's supplier code of conduct - <http://www.procurement.vic.gov.au/Suppliers/Supplier-Code-of-Conduct>. Unauthorised communication and/or seeking to obtain assistance of employees, agents or contractors of the School in preparation of their proposal may, in the absolute discretion of the School, lead to disqualification of a RFT/RFQ submission.

## **9. Reservation**

The School reserves the right to, in its absolute discretion, refuse to consider or accept any Tender/Quotation or all Tenders/Quotations. The School will not necessarily accept the lowest priced tender nor any other tender. The School further reserves the right to:

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

## **10. Preferred Supplier**

Selection as a preferred supplier does not give rise to a contract (express or implied) between the preferred supplier and the School for the supply of Goods and/or Services. No legal relationship will exist between the School and the preferred supplier until such time as a binding contract is executed by both parties.

## RFT/RFQ DETAILS

### 1. Background

*Kew High School has a 1:1 student laptop program. The program runs for three years with year 7 and 10 students receiving a new laptop each year.*

*All maintenance and all warranty claims for the device are coordinated through the school ICT department.*

### 2. Scope

*This tender is a request for the supply of student laptop devices as per requirements below and supply of ongoing warranty and accidental damage support of devices for the 3-year duration of the program. The expected number of devices is approximately 400.*

*The selected supplier should be able to demonstrate a strong understanding of the specific requirements of supporting devices in a large educational environment.*

### 3. Statement of Requirements

#### **Device Specifications**

*The device specified for use as the chosen device for the 2021 Student Laptop Program must meet the following specifications:*

- *Core i5 Processor (or greater)*
- *8Gb of RAM (or greater)*
- *256Gb SSD or faster*
- *13inch screen (or greater)*
- *Touch Screen*
- *Stylus/Pen (preferably stowed internally without battery)*
- *Can be used in tablet mode*
- *Permanently attached keyboard*
- *Predicted battery life of at least 8 hours (Normal Use)*

#### **Service**

*The tender must include:*

- *3 years warranty support provided onsite at Kew High School.*
- *3 years accidental damage insurance provided onsite at Kew High School. The maximum excess payment for accidental damage insurance should be \$100 or less.*
- *At least 1-year battery warranty*

*It is preferred that all logging of warranty support and accidental damage insurance is through one online portal. All warranties are to start on the date of delivery.*

*Submissions should include details of how the provider intends to fulfill service requests in terms of quality and turnaround time. For example, how many days a week a support technician will visit the school, spare parts supply and buffer stock provisioning along with any other additional services to support timely quality servicing of devices.*

**4. Important Dates**

*Tender opening – Tue 23<sup>rd</sup> June 2020*  
*Final date for submission – Tuesday 7<sup>th</sup> July 2020 by 4pm*  
*School Council Approval – Monday 20<sup>th</sup> July 2020*  
*Notification of successful tender – Tuesday 28<sup>th</sup> July 2020*  
*Delivery by – Jan 2021*

**5. Relationship Management**

Contract Manager:  
*Josie Millard*  
*Principal*  
*Kew High School*  
*1393 Burke Road*  
*Kew East Vic 3102*  
[\*josie.millard@kew.vic.edu.au\*](mailto:josie.millard@kew.vic.edu.au)  
*Phone: 03 90927500*

**6. Reporting requirements**

*The supplier must provide an Estimated Time of Arrival (ETA) as soon as practically available from the device manufacturer*

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)**

**8. [Goods]**

KPI	Performance Target
Delivery on time	100% of Goods are provided on date/time required
Delivery in full	100% of Goods are provided in correct volume/quantity

**9. Insurance**

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

*All goods to have damage insurance during delivery to the school.*

**10. Pricing**

Provide details of your ex GST pricing per unit, using the format below:

- Device Model
- Device Specifications/ex GST cost per unit
- Warranty Specifications/ex GST cost per unit
- Accidental Damage/ex GST cost per unit

### 11. Submission

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

### 12. Selection Criteria

The selection criteria for this project are:

Criteria	Weight
Device Specifications	5
Pricing	5
Supplier Industry Experience/Reputation	5
Service Capability	5
Value Add – Provisions for enhanced servicing quality & turnaround	5
Total	

### 13. Contract Documentation

Supplier to provide formal quotation including all requirements and product disclosure statements.

# INVITEE RESPONSE

**Reference Number:**

**RFT/RFQ Title:**           **Kew High School 2021 Student Laptop Program**

## **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 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:

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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