
Tender Advert for Laurimar Primary School Canteen



Submission Details: EOI Closing date: Friday 21 July 4:00pm
Place of Lodgement: laurimar.ps@education.vic.gov.au
Receiving Staff Member: *Mr Jason McBean*
Additional Details: Canteen Tender or to laurimar.ps@education.vic.gov.au
1 Armidale Road, Doreen 3754

CONDITIONS

1. Laurimar Primary School Canteen Tender Presentations

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

2. Confidentiality

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

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

3. Tender/Quotation Documents

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

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

4. Enquiries

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

Name: *Mr Jason McBean*
Title: *Principal*
E-mail: laurimar.ps@education.vic.gov.au

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

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

5. Late Tenders/Quotations

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

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

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

6. Incomplete Tenders/Quotations

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

7. Validity of Tender/Quotation

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

8. Unauthorised Communication and Improper Assistance

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

9. Reservation

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

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

10. Preferred Supplier

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

RFT/RFQ DETAILS

1. Background

To supply our school community with healthy lunch orders and snacks.

2. Scope

The successful business will run our school canteen supplying our community with healthy lunches and snacks for our community.

Length of Service: To provide Canteen Service to the School community for 2 year contract with an option for a 1 year extension. We have been running our canteen five days per week during School Terms.

Required operating hours: 8:30am – 3:00pm (School Day is 9:00am – 3:30pm)
: End of term finishes is at 2:30pm

Our community have been used to an online ordering system and we would like to continue that service for ordering and counter sales at recess and lunch.

School Council Statement:

The Laurimar Primary School community have high expectations of the service a school canteen should provide to students. The school is surrounded by hospitality businesses and students (and staff) will naturally be looking for a canteen facility to meet their needs, in the way that the suburb around them does. The School Council have high and realistic expectations.




The School Council is committed to the Canteen to providing nutritious food and drink service to our students and school community. Occasional catering for whole school meetings, professional development days, School Council meetings, special events may also be required.

The School Council supports a whole school approach to healthy eating and lifestyle with the selected service provider required to ensure healthy food and drink choices are the major option for students and school community, and to never provide high sugar content drinks or confectionery as per Department of Education and Training's Canteens, Healthy Eating and Other Food Services Policy.

3. Statement of Requirements

School Canteens are Class 2 food premises and it is the responsibility of the selected service provider to comply with the *Food Act 1984 (Vic)*. Any updates or changes to the facilities to meet these requirements will be the cost/responsibility of the service provider.

Particular attention should be paid to the following:

-  having a food safety supervisor with the training, skills and knowledge to ensure that:
 - all regulations are followed
 - anyone handling food has the correct training
-  ensuring a food safety program is prepared based on the Department of Health and Human Services template, <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-programtemplateclass-2>
-  lodging the food safety program with the municipal council at the time of registration and re-registration

Anaphylactic (severe) food allergy:

The Department has guidelines for schools to support students with anaphylaxis, the selected service provider is required to be aware of these students and be familiar with the school's managements strategies.

As the supplier has direct contact with children they must meet Child Safe Standards

<https://ccyp.vic.gov.au/child-safe-standards/who-do-the-standards-apply-to-page>

- Working with children checks clearances for all staff working directly with children
- 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.

Cleaning

The service provider will ensure the cleanliness of canteen and its surroundings, and shall be responsible for the safe and hygienic disposal of canteen waste to the relevant dump bins.

Maintenance / Repairs:

Any maintenance or repairs required, beyond reasonable wear and tear, must be prepared by the service provider. If these are not rectified in a timely way, the School Council may do so, and any costs will be invoiced direct to the service provider.

Referees:

Service providers are required to nominate three (3) customers (preferably schools) to whom they currently provide similar services. The School reserves the right to also contact known customers of the service provider to seek customer feedback. Feedback will be sought in respect of, but not limited to, the service provider's performance, charges, responsiveness and complaint resolution.

4. Important Dates

- School site visit date: Wednesday 14 June at 4: 00pm
- EOI Closing date: Friday 21 July 4:00pm
- EOI proposals shortlisted by: Friday 28 July
- Recommendation presented to School Council: Wednesday 02 August
- Decision made regarding preferred service provider: Monday 07 August
- Preferred service provider informed of decision and beginning of contract negotiations: Friday 25 August
- Commencement of service to the School: Term 1, 2024

5. Relationship Management

Contract Manager: *Mr Jason McBean, Principal. Ph: 03 9717 7100*

6. Reporting requirements

An update of how canteen is running would be required for School Council meetings monthly.

7. Key Performance Indicators (KPIs)

KPI	Performance Target
Quality	Quality healthy food option are to be
On time	Lunch and snacks are provided on date/time required
Customer	Operational issues are to be resolved within a timely manner
Reporting	<i>Monthly</i> reports are provided on date/time required

8. Insurance

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

Insurance	Minimum Amount
Public Liability	<i>Public liability insurance: \$AUD 10 million in respect of any one occurrence and for an unlimited number of claims.</i>
Product Liability	<i>As above</i>
Professional Indemnity	N/A

9. Licence Fees & Amounts Payable

Licence fees will be payable 10mths of the year February to November in advance.

Licence fees will be reviewed annually, prior to the anniversary of the contract.

The successful service provider will be required to pay a security deposit of \$2,000 prior to commencement of the service.

Item	Description of expense	Rate (excl. GST)	GST	Total
	Hire of facility Canteen area	negotiable		
	Electricity usage per quarter	negotiable		

10. Submission

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

11. Selection Criteria

The selection criteria for this project are:

Criteria Category	Detailed Criteria
Criteria 1 – Compliance with specifications	Supply school community with healthy lunch and snack options
Criteria 2 – Compliance with legislative requirements	All workers must hold current WWCC All workers must hold a current police check
Criteria 3 – Positive reputational practices	Ordering system for online ordering
Criteria 4 – Capability/ Resourcing	Qualified and experience to comply with food safety standards and running a profitable business supplying the school community with healthy foods.
Criteria 5 – Past Performance	References for running healthy canteen in schools
Criteria 6 – Support/ Value Add	Benefits our school community

12. Contract Documentation

The successful service provider will be required to enter into an agreement with the School Council under the terms and conditions of the DET Canteen Licence Agreement

Please See Draft attachment of licence

Special conditions may be included subject to the agreement of the School Council.

BIDDER RESPONSE
(Complete and Submit to the School)



Reference Number: LPS_CANTEEN 2023

RFT/RFQ Title: Laurimar Primary School Canteen Tender

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:

Instruction to the bidders on how to submit your proposal

The Quote/Tender should include:

- a) An overview of how you will meet the specification requirements
- b) Details of your knowledge and previous experience relevant to the required procurement
- c) Detail of your business's resources and systems to support the delivery of the required procurement. Include names and qualifications of staff; be specific about their role in the delivery of the procurement
- d) Details of any value adding factors, such as innovation, local job and sustainability initiative (if applicable)
- e) Responses to the selection criteria
- f) Pricing Schedule using the table provided in the RFQ/RFT details.
- g) Include a statement that indicate that you fully accept the proposed terms and condition. If not, include a list of proposed departure(s) from contract terms and conditions for the school's consideration.
- h) Declaration of any conflict of interest (potential or real) and how this may be managed
- i) Detail your financial capability to deliver the goods or services
- j) Details of your public, product and professional insurances held
- k) Any other relevant information
- l) Working with Children clearances and Child Safe Standards Attestation

CHILD SAFE STANDARDS ATTESTATION

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

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

Signed:

Print name:

Title:

Date: