

SCHOOLS PROCUREMENT

SCHOOL COUNCIL REQUEST FOR QUOTATION
FEB 2022



Melton West Primary School

Landscaping Services

Reference Number: [2022-01](#)

Submission Details:

Closing Time:	4:00pm 14 th March 2022 AEST/AEDT
Place of Lodgement:	Melton West Primary School melton.west.ps@education.vic.gov.au
Receiving Staff Member:	Michelle Costa - Principal
Additional Details:	Tender to be attached via email in PDF

CONDITIONS

1. RFT/RFQ Presentations

[Melton West Primary School](#) ("the School") does not warrant the accuracy of the content of the 2022-01 RFT/RFQ. The School will not be liable for any omission from the 2022-01 RFT/RFQ.

2. Confidentiality

The School may require persons and organisations wishing to access or obtain a copy of this 2022-01 RFT/RFQ (or information relevant to this 2022-01 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 2022-01 RFT/RFQ and any other information in connection with the 2022-01 RFT/RFQ must keep the contents of the 2022-01 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 2022-01 RFT/RFQ.

3. Tender/Tender/Quotation Documents

All responses to the 2022-01 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 2022-01 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 2022-01 RFT/RFQ must be made to the following person:

Name:	Michelle Costa
Title:	Principal
E-mail:	melton.west.ps@education.vic.gov.au

All enquiries concerning the 2022-01 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 2022-01 RFT/RFQ.

5. Late Tenders/Quotations

If a Tender/Quotation is lodged after the Closing Time, it may be disqualified from the 2022-01 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 2022-01 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

Melton West Primary School is an established school in the outer Western suburbs. It will be 50 years this year with approximately 555 students. Melton West Primary School would like to refurbish and implement multiple outdoor areas around our school grounds to create an appealing, safe & engaging environment for our school community.

2. Scope

Melton West Primary School requires landscaping services to create, supply, construct and implement multiple outdoor areas around our school grounds whilst maintaining a safe environment for all on site. The term of this contract will be over an 18 month period, commencing in early 2022. A fixed quote per project area will be required, payment will be made at the completion of each stage.

3. Statement of Requirements

The successful supplier will need to provide the following:

- **Sensory garden:** Position will be along the front of Block A East end of building. Sensory gardens allow schools to create a space that promotes outdoor learning experiences and stimulates senses. Garden to include lawn, path, seating area, plants featuring different textures, smells, size etc. Structures featuring different textures/materials i.e., seating area, retaining wall, paths.
- **Entrance from Gate B West Melton Drive:** Path from Gate B to concrete path between Admin building/Block A. Create a safe walk way for staff and school community to enter and exit school grounds. Concrete along East and West side of path & planting.
- **Sandpit:** Refurbish/upgrade existing sandpit located near back of BER/Gate E along Rathdowne Circuit. Excavation of area to prepare for construction of new sandpit. Perimeter to have large rocks & or timber. Turf/grass around existing tree with garden beds and irrigation.
- **Grass area near portables:** Create another area for students to sit/play off the oval to ensure student can sit/play safely. Eradicate existing lawn area of weeds and top dress with sand, fertilise and seed area. Adjust existing irrigation area and concrete along East and West sides of area. Create garden beds and plant some shade trees.
- **Long jump area:** Refurbish/upgrade existing long jump area located on East side of oval. Excavate, prepare and construct new long jump area. Add planting around perimeter.
- **Garden beds / Pergola area:** Planting, mulching and restoration of garden beds along Block A, Block B and Pergola area. Install irrigation through garden beds if required.
- **Restoration/upgrade back of BER building (East side RM OS1/RM20):** Reconstruct area to create seating area. Create garden beads around perimeter, install irrigation through garden bed if required. Minimise slope to create a safer space for school community.

Suppliers may make a site visit to develop quote for each area if required.

The supplier will ensure that all project staff have appropriate Working with Children check, Covid-19 regulations and are familiar with school procedures including OHS policies.

Supplier will need to hold current Public Liability Insurance coverage, Work Cover Insurance and be a Registered Building Practitioner.

4. Important Dates

Date	Action
14/03/2022	Tender closing date
22/03/2022	Preferred supplier notified
18 months from commencement of works.	Period of contract/works

Works that can be completed in a safe manner in line with our OH&S policy can commence during school term dates:

31st January 2022 – 8th April 2022

26th April 2022 – 24th June 2022

11th July 2022 – 16th September 2022

3rd October 2022 – 20th December 2022

30th January 2023 – 6th April 2023

24th April 2023 – 23rd June 2022

10th July 2023 – 15 September 2023

Works that may need wider access to the school site & cause a potential unsafe environment should be completed during school holidays:

9th April 2022 – 25th April 2022,

25th June – 10th July 2022,

17th September 2022 – 2nd October 2022,

21st December 2022 – 29th January 2023

7th April 2023 – 23rd April 2023

24th June 2023 – 9th July 2023

16th September 2023 – 1st October 2023

5. Relationship Management

Contract Manager:

Michelle Costa, Principal, Melton West Primary School

melton.west.ps@education.vic.gov.au

03) 9743 5818

6. Reporting requirements

The Supplier shall provide Project Manager with brief reports on progress.

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)

KPI	Performance Target
Quality	Services are provided to contracted specifications 95% of time
On time	95% of Services are provided on date/time required
Customer Service	Operational issues are resolved within 24-48 hours of notification
Safety	Safe environment during construction is maintained 100% of time.

8. Insurance

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

Insurance	Minimum Amount
Public Liability	\$20,000,000.00
Professional Indemnity	N/A
Product Liability	N/A
Workcover	Certificate of Currency
Master Builders	Certificate of Registered Building Practitioner

9. Pricing

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

Services				
Milestone	Units/hrs	Rate (excl. GST)	GST	Total
Project Sensory Garden				
Project Entrance Gate B				
Project Sandpit				
Project Grass area near portables				
Project Long jump area				
Project Garden beds / Pergola area				
Project Restoration back BER area				

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	Weighting (out of 5)	Suggested guidelines
Criteria 1 – Compliance with specifications	Supplier will create, supply, construct and implement multiple outdoor areas: <ul style="list-style-type: none"> - Sensory Garden - Entrance Gate B - Sandpit - Grass area near portables - Long jump area - Garden beds / Pergola area - Upgrade back of BER (RM OS1/20) 	5	
	Supplier will ensure safe environment during construction is maintained	5	
	Suppliers work will be to a high quality standard	5	
Criteria 2 – Compliance with legislative requirements	Supplier to provide copy of Public Liability Insurance	5	
	Supplier to provide certificate of currency for Work cover Insurance	5	
	Supplier to provide certificate of Registered Building Practitioner	5	
	Supplier to adhere to Covid – 19 Regulations	5	
Criteria 3 – Positive reputational practices	Supplier to provide 2 reference Checks	5	
Criteria 4 – Capability/ Resourcing	Supplier to ensure Working with Children Check provided for onsite staff	5	
	Supplier to work within important date timeline in accordance with OH&S policy	5	
	Supplier to use high quality materials	5	
Criteria 5 – Past Performance	Supplier has previous experience landscaping within school environment	4	
	Supplier can provide photos of some previous work within school environment	3	
Criteria 6 – Support/ Value Add	Supplier to offer ongoing check ins / support for a period of 6 months upon completion	4	
	Supplier to provide guidance on maintaining outdoor areas where applicable	4	

12. Contract Documentation

Contract for Landscaping Services will follow – see attached document School Council Agreement for the Provision of Services - Landscaping Tender.

INVITEE RESPONSE

Reference Number:

RFT/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 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:

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