**Expression of Interest (EOI)**

**Uniform Supply service for Craigieburn Secondary College**

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| **Submission Details:** |  |
| Closing Time: | Monday 20Th October 2025 4.00pm |
| Place of Lodgement: | In person to 102 Hothly Drive Craigieburn VIC 3064 or via email |
| Receiving Staff Member: | Dhanushka Papiliya |
| Additional Details: | All EOI submissions must be hard copy, in a sealed envelope, clearly marked “Uniform Supply Tender – Craigieburn Secondary College |
|  | 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 before the Closing Time:  craigieburn.sc@education.vic.gov.au |

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

**CONDITIONS**

1. **EOI Presentations**

Craigieburn Secondary College (“the School”) does not warrant the accuracy of the content of the EOI. The School will not be liable for any omission from the EOI document.

1. **Confidentiality**

The School may require persons and organisations wishing to access or obtain a copy of this EOI (or information relevant to this EOI) 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 EOI and any other information in connection with the EOI must keep the contents of the EOI and such other information confidential and not disclose or use that information except as required for the purpose of developing a response to this EOI.

1. **EOI Documents**

All responses to the EOI 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 EOI, the service provider 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.

1. **Enquiries**

Enquiries concerning the EOI must be made to the following Contact Person:

Name: Dhanushka Papiliya

Title: Business Manager

E-mail: Dhanushka.Papiliya@education.vic.gov.au

All enquiries concerning the EOI 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 parties that have requested a copy of the EOI document.

Should a service provider contact any person other than the Contact Person nominated above (including but not limited to: any parents and School Council member or office bearer, employee, school employee, departmental officer or an employee of the current provider) in regards to this EOI, it may be disqualified from the EOI process and may be ineligible for consideration.

1. **Late EOI**

If an EOI is lodged after the Closing Time, it may be disqualified from the EOI process and may be ineligible for consideration unless:

* The service provider can clearly document to the satisfaction of the School that an event of exceptional circumstances caused the EOI to be lodged after the Closing Time; and
* The School is satisfied that accepting a late submission would not compromise the integrity of the process.

The determination of the School as to the actual time that the service provider’s response is lodged is final. All EOIs lodged after the Closing Time will be recorded by the School. The School will inform service providers whose EOI was lodged after the Closing Time of their ineligibility for consideration.

1. **Incomplete EOIs**

If an EOI does not include all the information in the format required by the EOI or is incomplete in any way as determined by the School in its sole discretion, it may be rejected.

1. **Validity of EOIs**

An EOI 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.

1. **Unauthorised Communication and Improper Assistance**

Service providers are required to direct all communications through the Contact Person, unless advised otherwise by the Contact Person or the School. 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 an EOI submission.

1. **Reservation**

The School reserves the right to, in its absolute discretion, refuse to consider or accept any EOI or all EOIs. The School will not necessarily accept the lowest priced EOI nor any other EOI. The School further reserves the right to:

1. Reject all EOIs without giving reason for the rejection; and
2. Accept a portion or the whole of any EOI at the price or prices quoted unless the EOI states specifically to the contrary.
3. Negotiate with one or more service providers and allow any service provider to vary its EOI.
4. **Preferred service provider**

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

1. **Conflict of Interest**

When submitting its submission, the service provider must declare any actual or potential conflicts of interest which may arise between the service provider and the School or the School and any subcontractor which the service provider proposes to engage in respect of the supply of Services.

**EOI DETAILS**

1. **Background**

Craigieburn Secondary College aims to develop a code to meet everyone’s individual requirements, styles or needs. The College dress code promotes the good image of the school within the community and encourages students to uphold and enhance that image, as well as meeting community expectations and health and safety standards. A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

The school requires a supplier to continue to providing compulsory uniform as per Craigieburn Secondary Colleges expectation. The school reserves the right to ask the shortlisted supplier to provide samples of the offered items (free of charge).

1. **Scope**

The contract period will initially be for three (3) years commencing from the Date specified in letter of acceptance. The Contract has one (1) extension options, three (3) 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.

* EOI Closing date: Monday 20Th October 2025 4.00pm
* EOI proposals shortlisted by: 24Th October 2025
* Decision made regarding preferred service provider: 27Th October 2025
* ​Preferred service provider informed of decision and beginning of contract negotiations: 27Th October 2025
* Commencement of service to the School: 1st January 2026

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 qualty 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

1. **Financial viability:**

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

1. **Customer Care:**

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

1. **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

1. **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 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.

**The above selection criteria are not presented in any particular order or ranking.**

**FORM 1 – COMPANY DETAILS**

**Attached is the Expression of Interest of:**

|  |  |
| --- | --- |
| **Business / Corporation / Person:**  (Businesses list all proprietors) |  |
| **Postal Address:** |  |
| **Street / Physical Address:** |  |
| **Australian Business Number (ABN):** | ABN:  **OR**   * Will you be applying for an ABN?   Yes  No  (mark appropriate box) |
| **Is it proposed to sub-contract any part of the Goods and/or Services?**  If “YES”, specify full name and address of each sub-contractor and their relevant experience and expertise in relation to the offered Goods and/or Services | Yes  No  (mark appropriate box) |
| **Size** | Small  Medium  Large  Not for profit  (mark appropriate box)  *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.* |
| **Supplier Diversity Status** | Indigenous Business  Disability Enterprise  Social Enterprise  Not Applicable  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (mark appropriate box)  *Note: Please include copies of relevant documentation to support your Supplier Diversity Status* |
| **Contact Name, Phone and Fax No:** |  |
| **Contact email address:** |  |
| **Authorised Signature(s):** |  |
| **Name(s):** |  |
| **Date:** |  |

**FORM 2 – SPECIFICATION AND PRICES STATEMENT – SAMPLE** [insert details]

Please provide a written statement including:

* How you are best placed to meet the scope
* Details of your knowledge and previous experience as a uniform supplier
* Any value added services, such as innovation.
* Provide a list of prices for the required items
* How stock is managed through the year and at the end of the contract

**FORM 3 – 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 [insert school name] management, staff and/or School Council members.

**Name (print)**

**Signed:**

**Date:**

**FORM 4 - REFEREES**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Where possible, provide details of up to three (3) customers (preferably schools) to which your organisation has/is provided/providing a similar Service. NOTE: These schools MAY be contacted to verify past/present performances.  |  |  |  |  | | --- | --- | --- | --- | | **ORGANISATION** | **CONTACT PERSON** | **CONTACT NUMBER** | **EMAIL ADDRESS** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

**COMPULSORY UNIFORM - 2026**

**YEARS 7 TO 12**

|  |  |  |
| --- | --- | --- |
| **ITEMS DESCRIPTION** | **UNIT PRICE (EX. GST)**  **$** | **UNIT PRICE (INC. GST) $** |
| **General Colour Logo Size Price($)**  **1100115 S/S Polo Stripe Collar White\_Jade Embroidery 10/3XS14/XS**  **16/S5XL**  **1100165 L/S Polo Stripe Collar White\_Jade Embroidery 10/3XS14/XS**  **16/S5XL**  **1111843 S/S Mesh Polo with Striped Collar White\_Jade Embroidery 10/3XS16/S**  **18/M5XL**  **1161015 S/S Shirt White Embroidery 10/3XS4XL**  **1161055 L/S Shirt Stand Collar White Embroidery 84XL**  **1168046 Hooded Soft Shell Jacket Ink Embroidery 10/3XS5XL**  **1105050 Wool Blend Jumper 50/50 Navy Embroidery 10/3XS18/M**  **L5XL**  **1100230 V Neck Windcheater Ink Embroidery 10/3XS5XL**  **1113040 Flat Front Flexiwaist Short Ink**  **1168934 Flat Front Trouser Stretch Gab Ink Embroidery**  **Female Colour Logo Size Price($)**  **1161148 S/S Blouse Piping White\_Lt Navy Embroidery 10G26L**  **1100565 Summer Dress White/Navy/Red Check 8244 10G14G/8L**  **16G/10L26L**  **1104001 Box Pleat Skirt 574Navy/Jade/White Winter Check 10G16G/10L**  **18G/12L26L**  **1111927 Ladies Tailored ShortsAdjustable Waist Ink 4L26L**  **1168610 Girls Stretch Trouser Ink Embroidery 4L26L**  **Sport Colour Logo Size**  **1161869 S/S Sublimated Polo NavyJadeWhite Sublimatn 10/3XS5XL**  **1100850 Mesh Sport Shorts Ink 10/3XS10/3XS**  **12/2XS5XL**  **1110737 Zip Cuff Tracksuit Pants Ink NHI 10/3XS4XL**  **Accessories Colour Logo Size Price($)**  **1100600 School Tie Navy\_White\_Teal\_Mint 137cm137cm**  **4700065 Scarf Ink Embroidery ALLALL0**  **1101919 Baseball Cap Ink Embroidery ALLALL**  **1106250 Rib Knit Beanie Ink JnrSnr**  **8363200 College Senior Backpack 40L Ink ALLALL**  **Socks Colour Logo Size Price($)**  **2513050 Opaque Tights Navy MIDXTALL**  **1110760 Cushion Foot Sport Socks 3 Pack White 1331114** |  |  |
| **DELIVERY COST** |  |  |
| **OTHER COST** |  |  |