Schools Procurement

School Council Request for Tender (RFT)



**RFT – Notebooks for Tranche 24.2**

**Reference Number:** *Notebook Trance 24.2*

**Submission Details:** Closing Time: *Friday August 23rd 4pm*

Place of Lodgement: *maumann@vsv.vic.edu.au*

Receiving Staff Member: *Matthew Aumann*

Additional Details: *PDF, via email.*

**CONDITIONS**

1. **RFT Presentations**

Virtual School Victoria (“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.

1. **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.

1. **Tender/Quotation 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.

1. **Enquiries**

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

Name: Matthew Aumann

Title: ICT Manager

E-mail: maumann@vsv.vic.edu.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.

1. **Late Tenders/Quotations**

If a Tender/Quotation 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/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.

1. **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.

1. **Validity of Tender/Quotation**

A tender/quotation will be valid for acceptance by the School for a period of 30 business days from the Closing Time. This period may be extended by mutual agreement between the parties.

1. **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.

1. **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:

1. reject all Tenders/Quotations without giving reason for the rejection; and
2. 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.
3. negotiate with one or more Invitee’s and allow any Invitee to vary its Tender/Quotation
4. **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 DETAILS**

1. **Background**

Virtual School Victoria are sourcing 190 notebooks, headsets and notebook bags under the Enhanced Notebook for Teachers Program.

1. **Scope**

Virtual School Victoria allocates a notebook to all staff with a backpack to allow the staff to take the device home or on location. The backpack will be the STM Saga with Yellow highlights and branded with the VSV logo.

VSV will provide the logo to be printed in the appropriate format requested.

1. **Statement of Requirements**

**The Required Devices are written below:**

|  |  |  |
| --- | --- | --- |
| **Quantity** | **Code** | **Description** |
| **114** | 21LXS0BW00 | NB TP X13 2-in-1 G5/ Intel® Core™ Ultra 5 125U Processor (E-cores up to 3.60 GHz P-cores up to 4.30 GHz) Non vPro/ 13.3" WUXGA (1920 x 1200), IPS, Anti-Glare, Touch/ Fingerprint Reader/ 16 GB LPDDR5X-7500MHz (Soldered)/ 256 GB SSD M.2 2280 PCIe Gen4 TLC Opal/ 5MP RGB+IR with Dual Microphone/ 4 Cell Li-Polymer 54.7Wh/ Intel® Wi-Fi 6E AX211 2x2 AX vPro® & Bluetooth/ 65W USB-C Low Cost 90% PCC 3pin AC Adapter/ 3 Year Courier or Carry-in/ Windows 11 Professional National Academic/ Ready to Provision (RTP)/ 4K HASH |
| **114** | 5WS1P39451 | 4Y Basic upgrade to 4years onsite |
| **74** | 21MMCTO1WW | T14 Gen 5’s – Ultra 5 / 16GB / 256  SSD / W11 Pro NA / 3-year onsite warranty / RTP / 4K HASH |
| **74** |  | T14 - 4Y Basic upgrade to 4years onsite |
| **2** | 21MQCTO1WW | T16 Gen 5’s – Ultra 5 / 16GB / 256  SSD / W11 Pro NA / 3-year onsite warranty / RTP / 4K HASH |
| **2** |  | T16 - 4Y Basic upgrade to 4years onsite |
| **80** |  | Jabra Evolve 20 UC Stereo - USB Stereo Headsets |
| **75** |  | STM Saga Yellow Highlights VSV Branded Backpacks |

1. **Important Dates**

**Date Published**: 11am - 12th August 2024

**Tender closes**: 4pm – 23rd August 2024

1. **Relationship Management**

Contract Manager: Matthew Aumann,315 Clarendon Street, Thornbury, Victoria 3071

1. **Reporting requirements**

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.

1. **Key Performance Indicators (KPIs)**

|  |  |
| --- | --- |
| **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 |

1. **Insurance**

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

|  |  |
| --- | --- |
| **Insurance** | **Minimum Amount** |
| Public Liability | *Public liability insurance: $AUD 20 million in respect of any one occurrence and for an unlimited number of claims.* |
| Product Liability | *As above* |

1. **Pricing**

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

|  |  |  |
| --- | --- | --- |
|  | **Code** | **Description** |
| **114** | 21LXS0BW00 | NB TP X13 2-in-1 G5/ Intel® Core™ Ultra 5 125U Processor (E-cores up to 3.60 GHz P-cores up to 4.30 GHz) Non vPro/ 13.3" WUXGA (1920 x 1200), IPS, Anti-Glare, Touch/ Fingerprint Reader/ 16 GB LPDDR5X-7500MHz (Soldered)/ 256 GB SSD M.2 2280 PCIe Gen4 TLC Opal/ 5MP RGB+IR with Dual Microphone/ 4 Cell Li-Polymer 54.7Wh/ Intel® Wi-Fi 6E AX211 2x2 AX vPro® & Bluetooth/ 65W USB-C Low Cost 90% PCC 3pin AC Adapter/ 3 Year Courier or Carry-in/ Windows 11 Professional National Academic/ Ready to Provision (RTP)/ 4K HASH |
| **114** |  | X13 - 4Y 4Y Basic upgrade to 4years onsite |
| **74** | 21L2S0E200 | NB TP L14 G5/ Intel® Core™ Ultra 5 125U Processor (E-cores up to 3.60 GHz P-cores up to 4.30 GHz) Non vPro/  14" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch/ Fingerprint Reader/16 GB DDR5-5600MHz (SODIMM) - (2 x 8 GB)/ 256 GB SSD M.2 2280 PCIe Gen4 TLC Opal/ 5MP RGB+IR with Dual Microphone/3 Cell Li-Polymer 57Wh/ Intel® Wi-Fi 6E AX211 2x2 AX vPro® & Bluetooth/ 65W USB-C Low Cost 90% PCC 3pin AC Adapter/  3 Year Courier or Carry-in/ Windows 11 Professional National Academic/ Ready to Provision (RTP)/ 4K HASH |
| **74** |  | T14 - 4Y Basic upgrade to 4years onsite |
| **2** | 21L4S0BH00 | NB TP L16 G1/ Intel® Core™ Ultra 5 125U Processor (E-cores up to 3.60 GHz P-cores up to 4.30 GHz) Non vPro/ 16" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch/ Fingerprint Reader/16 GB DDR5-5600MHz (SODIMM) - (2 x 8 GB)/ 256 GB SSD M.2 2280 PCIe Gen4 TLC Opal/ 5MP RGB+IR with Dual Microphone/3 Cell Li-Polymer 57Wh/ Intel® Wi-Fi 6E AX211 2x2 AX vPro® & Bluetooth/ 65W USB-C Low Cost 90% PCC 3pin AC Adapter/ 3 Year Courier or Carry-in/ Windows 11 Professional National Academic/ Ready to Provision (RTP)/ 4K HASH |
| **2** |  | T16 - 4Y Basic upgrade to 4years onsite |
| **80** |  | Jabra Evolve 20 UC Stereo - USB Stereo Headsets |
| **75** |  | STM Saga Yellow Highlights VSV Branded Backpacks |

1. **Submission**

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

1. **Selection Criteria**

The selection criteria for this project are:

*The final selection will be decided on the overall cost and response to ongoing onsite support for devices.*

1. **Contract Documentation**

Bidders are required to indicate they fully understand and comply with the attached agreement’s terms and conditions, otherwise bidders may include a list of contractual departures that they wish to negotiate with the school.

**BIDDER RESPONSE**

**(Complete and Submit to the School)**

**Reference Number:**

**RFT 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:

**Instruction to the bidders on how to submit your proposal**

The Quote/Tender should include:

* 1. An overview of how you will meet the specification requirements
  2. Details of your knowledge and previous experience relevant to the required procurement
  3. Detail of your business’s resources and systems to support the delivery of the required procurement.
  4. Details of any value adding factors, such as innovation, local job and sustainability initiative including any sustainability initiatives.
  5. Responses to the selection criteria
  6. Pricing Schedule using the table provided in the RFT details.
  7. 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.
  8. Declaration of any conflict of interest (potential or real) and how this may be managed
  9. Detail your financial capability to deliver the goods or services
  10. Details of your public and product professional insurances held.
  11. Any other relevant information