Schools Procurement

School Council Request for Quotation/Tender (RFQ/RFT)



**Reference Number: CAN8835-25**

**Submission Details:** Closing Time: 9 am 8 September 2025

 Place of Lodgement: mcclelland.sc@education.vic.gov.au OR

 31 Belar Ave, Frankston 3199

 Receiving Staff Member: Melinda Dunsto Business Manager

 Additional Details:

**CONDITIONS**

1. **CAN8835-25 Presentations**

McClelland College 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.

1. **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.

1. **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.

1. **Enquiries**

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

Name: Melinda Dunston

Title: Business Manager

E-mail: mcclelland.sc@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.

1. **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.

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 90 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/RFQ DETAILS**

1. **Background**

McClelland College is a 7-12 college with a current enrolment of approx. 1100 students. The College is well recognised as a leader in the implementation of personalised learning through what we call an “Education by Design” approach. We really believe in living our values of Community, Ownership and Growth.

Our decision making is all put through the lens of what is in the students’ best interests. It's the innovative approach to teaching that sets our school apart and the passion and moral purpose of our staff that drives us to do everything we can to help each and every student. We pride ourselves on delivering education that builds professional and vocational capabilities by building on students' individual strengths.

At McClelland we support students in the exploration and development of their individual passions and talents. Key sets of relevant life-long learning skills taught throughout the McClelland Academy Program (MAP) will enable our students to be skilled in IT development, Science, Media, Business, Performing Arts and Sport.

The Elite Performance Program (and Accelerate) is a select entry program aimed at extending junior year students. We design our curriculum so these students are spending more time using higher-order thinking skills and developing leadership capacity. This enables students to further increase their personal learning and continue to maintain learning above the expected level for their year group. If you are teaching a student in Year 7, for example, that you believe is capable of enrolling in a VCE unit, we want to know about it. This is Education by Design in action.

McClelland is also well-connected through collaboration and active partnerships with external organisations. To support the quality, reach and impact of our education, we constantly seek to improve teaching and learning outcomes through engagement with business and industry links.

The school has over 130 staff, comprising 7 principal team members, 80 teachers and 48 Education Support staff and we continue our commitment to ongoing improvement for the benefit of our students.

College Values

McClelland’s College Values were derived from what students, teachers and parent s thought underpinned success in life. We believe the **Community** and **Ownership** build together to support **Growth**.

1. **Scope**

McClelland College wishes to engage a canteen service for our students and staff. This service needs to be accessible at recess and lunch. A variety of food, including healthy options need to be provided. The canteen will be utilized school days, the College will keep the operator informed of curriculum days, student free days and days that will impact the sales of the canteen.

1. **Statement of Requirements**

The supplier will need to supply all appliances, equipment, staff, training, registrations and insurances.

Where staff of the supplier have 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/> -including-:

* 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.

Where the supplier is providing labor hire services the following must be adhered to:

* Suppliers must be licensed with the Labor Hire Authority Victoria.
1. **Important Dates**

Commencement date 6 October 2025

1. **Relationship Management**

Contract Manager: Melinda Dunston Business Manager 0409847815
 Gary Hofert Property Manager 0417824976
**Reporting requirements**

Any matters which arise that may be deemed to materially affect the running of the canteen need to be communicated to either the Business Manager or Property Manager within twenty-four (24) hours of the matter being known to the Contractor.

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

|  |  |
| --- | --- |
| *[***KPI** | **Performance Target** |
| Quality | 85% of students using the facility should rate the food at 85% or above for quality |
| Menu offerings | 75% of students using the facility should be satisfied with the menu offering |
| Customer Service | 85% of students using the facility should rate the customer service at 85% or above |
| Value for money | 85% of students using the facility should rate the value for money of the products at 85% or above |
|  |  |

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* |
| Workcover Insurance | *N/A* |

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:

*[Copy the selection criteria from the* [***Evaluation Plan***](https://edugate.eduweb.vic.gov.au/edrms/PD/PT/R5%20Evaluation%20Plan%20%28Detailed%29%20v1.docx)*, including weightings]*

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/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:

**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. Include names and qualifications of staff; be specific about their role in the delivery of the procurement
	4. Details of any value adding factors, such as innovation, local job and sustainability initiative (if applicable)
	5. Responses to the selection criteria
	6. Pricing Schedule using the table provided in the RFQ/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, product and professional insurances held (*delete the professional indemnity if not applicable*)
	11. Any other relevant information
	12. Working with Children clearances and Child Safe Standards Attestation (*delete and remove this statement and the attestation on following page the service purchased does not have direct contact with children)*

(*delete and remove attestation below if not required)*

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: