



Schools Procurement

School Council Request for Tender (RFT)

RFT for Retractable Tiered Seating for Gymnasium

Reference Number: *RFT 2025.0002*

Submission Details: Closing Time: *Monday, 8th September 2025 AEST*
Place of Lodgement: *email procurement@jacksons.vic.edu.au*
Receiving Staff Member: *Daniel McCarthy – Facilities Manager*

CONDITIONS

1. RFT Presentations

Jackson School ("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.

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 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.

3. 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.

4. Enquiries

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

Name: *Daniel McCarthy*
Title: *Facilities Manager*
E-mail: Daniel.McCarthy2@education.vic.gov.au / procurement@jacksons.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.

5. 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 was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete Tenders

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

7. Validity of Tender

A tender 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 or all Tenders. 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 without giving reason for the rejection; and
- b) accept a portion or the whole of any Tender 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

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 DETAILS

1. Background

To facilitate whole school events and meet future needs, Jackson School would like to procure the supply and installation of a two retractable tiered seating system to fit into our gymnasium building.

2. Scope & Statement of Requirements

Jackson School wishes to procure the supply and installation of two retractable seating systems.

The retractable seating system must fit along a wall that is approximately 20m in width and must not extend beyond 7m. Site plans are available upon request, and a site visit can be facilitated by contacting Daniel McCarthy.

The retractable seating system must house approximately 200 seats.

The retractable system must be powered, easy for staff to operate and meet building/legislative and Department of Education (VSBA) codes.

3. Important Dates

Upon execution of contracts, retractable seats must be delivered and installed within 12 months

4. Relationship Management

Contract Manager: *Matthew Gravatt – p: 03 9466 4322, e: Matthew.Gravatt@education.vic.gov.au*

5. 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.

6. Insurance

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

Insurance	Minimum Amount
Public Liability	<i>Public liability insurance: \$AUD 20 million in respect of any one occurrence and for an unlimited number of claims.</i>
Product Liability	<i>As above</i>
Professional Indemnity	<i>N/A</i>

7. Pricing

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

Goods					
Item no.	Description	Qty.	Rate (excl. GST)	GST	Total

8. Submission

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

9. 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: ☐

<i>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.</i>
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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 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 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 and product
- k) Any other relevant information