



School Council

Expression of Interest (EOI)

Uniform Supply Service at Banyan Fields Primary School

Submission Details	
Closing Time	4pm, Friday August 14 th 2026
Place of Lodgement	Banyan Fields Primary School
Receiving Staff Member	Kim Spencer, Executive Officer
Additional Details	All EOI submissions must be hard copy, in a sealed envelope, clearly marked <i>"Uniform Supply Service Expression of Interest"</i>. 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: Banyan.Fields.PS@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

Banyan Fields Primary School ("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.

2. 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.

3. 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.

4. Enquiries

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

Name	Kim Spencer
Title	Executive Officer
E-mail	Banyan.Fields.PS@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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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:





- a) Reject all EOIs without giving reason for the rejection; and
- b) Accept a portion or the whole of any EOI at the price or prices quoted unless the EOI states specifically to the contrary.
- c) Negotiate with one or more service providers and allow any service provider to vary its EOI.

10. 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.

11. 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

Banyan Fields Primary School invites Expressions of Interest from experienced and community-focused uniform suppliers to provide high-quality, durable, and affordable school uniforms. We are seeking a supplier who shares our commitment to **Tenacity, Equity, Synergy and Stewardship (TESS)** by delivering exceptional customer service, ensuring equitable access to quality uniforms, fostering strong partnerships with our school community, and adopting responsible and sustainable business practices. Together, we aim to provide a uniform service that reflects our school's identity and supports every learner to thrive.

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

2. 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 option, 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.

School Site Visit Dates	By appointment, up to and including the Closing Date
EOI Closing Date	Friday, August 14 th , 2026
EOI Proposals Shortlisted By	Friday, August 28 th , 2026
Decisions made regarding service provider	Friday, September 4 th , 2026
Preferred service provider informed of decision and beginning of contract negotiations	Monday, September 7 th , 2026
Commencement of service to the School	Monday, April 12 th , 2027





3. Selection Criteria

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 quality 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

2. Financial viability:

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

3. Customer Care:

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

4. 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

4. 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 DE 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 students' parent and the school is not liable.

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





Form 1: Company Details

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
Size	☐ Small ☐ Medium ☐ Large ☐ Not for Profit <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 <u>Small</u>, 20-199 full time equivalent employees is defined as <u>Medium</u>, and 200+ full time equivalent employees is defined as <u>Large</u>.</i>
Supplier Diversity Status	☐ Indigenous Business ☐ Disability Enterprise ☐ Social Enterprise ☐ Not Applicable ☐ Other: _____ <i>Note: Please include copies of relevant documentation to support your Supplier Diversity Status</i>
Contact Name and Phone No.	
Contact Email Address	
Authorised Signature(s)	
Name(s)	
Date	





Form 2: Specification and Prices Statement

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 is stock 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 Banyan Fields Primary School or any relationships our staff and office bearers have with Banyan Fields Primary School management, staff and/or School Council members.

Name (Print)	
Signed	
Date	





Form 4: Referees

Where possible, provide details of up to three (3) customers (preferably schools) to which your organization 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

Item Description	Unit Price (ex. GST) \$	Unit Price (inc. GST) \$
 classic pant		
 track pant – zip cuff		
 skort		
 cargo pant		
 short sleeve polo		

 rugby shorts		
 long sleeve polo		
 bucket hat		
 rugby windcheater		
 summer dress		
 culottes		
 cargo shorts		
Delivery Cost		



Other Cost(s)		
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