

Brisbane State High School

**REQUEST FOR QUOTE (PF003)**

*This form is used to request a quote for the supply of goods and/or services. The Customer (purchaser) completes the quote requirements in Section 1 and any questions to enable evaluation in Section 2. The Supplier completes Section 2. **Yellow highlighted sections** must be completed or deleted.*

**SECTION 1 - REQUEST FOR QUOTE** (for Customer completion)

QUOTE REQUEST ISSUED TO			
Supplier name		Contact Name	
Email		Request Date	11 February, 2019

CUSTOMER DETAILS			
School / Region / Branch (Customer)	Brisbane State High School	Contact Officer	Karen Hadfield
Street Address	Cnr Cordelia and Glenelg Streets, South Brisbane Q 4101	Position	Director of Brisbane State High School Extra-Curricular Cultural Activities
Postal Address	As above	Phone	07 3291 4111
Email	<a href="mailto:Khadf7@eq.edu.au">Khadf7@eq.edu.au</a>		

Offers **MUST** be received via email, facsimile or post/courier to the Contact listed above by:

<b>Closing Date:</b>	<b>Wednesday 27 February 2019</b>	<b>Closing Time:</b>	<b>3pm</b>
----------------------	-----------------------------------	----------------------	------------

QUOTE REQUIREMENTS			
<b>Item Description and Quantity</b>	Refer to Attachment A – Specification		
<b>Support Services</b>	Refer to Attachment A – Specification		
<b>Delivery Date</b>	11/03/2019 – 22/11/2019	<b>Delivery Address:</b>	As above
<b>Evaluation Criteria</b>	Unless detailed within Attachment A – Specification, all quotes will be evaluated to standard evaluation criteria consisting of whole of life costs, conformance to requirements (specifications) and support services.		
<b>Conditions of Offer applicable to this purchase</b>	<b>For all Goods and Services</b> , the <i>Department's <u>Conditions of Offer</u></i> will apply to the request for quote.		
<b>Conditions of Contract applicable to this purchase</b>	<p>The following Conditions of Contract will apply to the contract formed with the successful Offeror:</p> <p><input checked="" type="checkbox"/> <b>For General Goods and Services</b>, the <i>General Contract Conditions Version 2.0</i>;</p> <p><input checked="" type="checkbox"/> <b>For all Goods and Services</b>, the <i>Code of Practice for Department of Education Suppliers</i> identifies the responsibilities and obligations of Contractors who undertake any work on the department's sites, including behavioural standards and principles expected of Suppliers.</p> <p><b>For the purposes of the Contract Conditions, the "Contract Details" or "Details" refers to this document and any Purchase Order issued to the successful supplier.</b></p>		

It is the responsibility of Offerors to familiarise themselves with the contents of the relevant Conditions of Offer and Conditions of Contract available at <https://det.qld.gov.au/publications/policies/purchase-terms> or by request on 1300 366 612 or to [procurement.PSB@qed.qld.gov.au](mailto:procurement.PSB@qed.qld.gov.au).



## SECTION 1 - ATTACHMENT A – SPECIFICATIONS - AFTER HOURS INSTRUMENTAL MUSIC TUITION

### 1. BACKGROUND / SCOPE

Brisbane State High School is seeking qualified person/s to provide private and small group music and music theory instruction after hours (3.00pm to 5.45pm school days) to its interested students. The scope is specifically focussed on provision of tuition for piano (private lessons only), guitar/bass guitar, drum kit (private lessons only) and voice. The school would also like to offer students the opportunity to complete formal qualifications in theory/musicianship, such as those gained through sitting the exams offered by AMEB.

### 2. TECHNICAL / FUNCTIONAL REQUIREMENTS

- Tutors must possess
  - appropriate skills and in-depth knowledge to provide instruction
  - professional and an organised approaches to teaching and learning
  - a demonstrated capacity to teach beginner to advanced level in one or more of the instruments/theory listed
  - a demonstrated capacity to enter and prepare pupils for examinations such as AMEB or similar
  - an ability to plan and prepare lessons in relation to individual pupils' needs and examination syllabuses
  - a demonstrated capacity to assist the school with sourcing and securing other music tutors if demand increases
  - a demonstrated capacity to use own systems to provide feedback on progress to students each semester
  - enthusiasm and patience
  - good communication and organisational skills
  - a flexible and inclusive approach, and motivational skills
- Tutors must provide in the tender submission
  - appropriate certification/s verifying skills and knowledge – *photocopies will not be accepted*
  - the phone contact details of two referees to support the submission
  - the appropriate and valid CCYPG working with children blue card
  - current Public Liability Insurance Certificate
  - an Australian Business Number (ABN)
- It would be desirable for the tutor/s to possess:
  - a demonstrated capacity to work collaboratively in a school environment
  - certified knowledge of WHS relevant to music teaching and working in schools, as well as the government's child protection policy or willingness to engage in the induction process
- Terms and Conditions:
  - There will be a probationary period of three (3) months - If successful after probationary period the arrangement will reviewed 6 monthly and be on-going.
  - To assist with building the enrolments for the program, the school would:
    - promote the program through the school's communication mediums
    - forward any enquiries specific to enrolling in the after-hours program to the successful tenderer
    - for a small fee the successful tutor/s will hire the studio spaces available at the school and have access to the school's relevant resources such as piano and drum kit

Students who enrol in the after-hours music program will be invoiced direct by the tutor. The school will not be liable for any monies collected or owed by sub-contractors (music tutors). The school will not be held liable for any student cancellations or withdrawals. It is the responsibility of the tutors to manage and

maintain their own enrolments. Tuition fees should be commensurate with tuition prices as indicated by the professional music associations.

Remuneration will be relative to experience as outlined in the QMTA guidelines, qualifications and experience.

The school will undertake an annual review of the after-hours instrumental music program. The review will be based on the following:

- feedback obtained from students and parents
- pricing of the program for group and individual lessons – pricing will be provided to the school for perusal and their records. Prior to changes to lesson prices, discussions between the successful applicant and the Director of Extra Curricular Cultural Activities will be undertaken.

In the event that the arrangement is not proving satisfactory to either party, two (2) weeks' notice will be provided by either party prior to terminate the arrangement.

### **3. EVALUATION CRITERIA**

Evaluation will be based on:

- Experience
- Skills and Knowledge
- Availability
- Programs and planning structure
- Pricing

**SECTION 2 – SUPPLIER RESPONSE**

Offerors must complete all sections below. Extra pages may be attached (and referenced) if necessary.

<b>Supplier</b>	<b>Name:</b>		
	<b>ABN:</b>		
<b>Supplier Contact Details</b>	<b>Contact Name</b>		<b>Position</b>
	<b>Postal Address</b>		<b>Phone</b>
	<b>Email</b>		
<b>Contract term – if applicable</b>	<b>Start date:</b> 11/03/2019		
	<b>End date:</b> 22/11/2019		
	(with a probationary period of three (3) months). If successful after probationary period the arrangement will reviewed 6 monthly and be on-going.		
<b>Does your organisation agree to the following applicable terms and conditions which shall apply to any contract entered into as a result of this request for quote?</b>	If <b>'NO'</b> , give details of each and every aspect where there is not agreement. <i>NOTE: If variations to the applicable conditions of contract are submitted, the Customer reserves the right to reject that Offer and accept an Offer which fully complies with the relevant Conditions of Contract without amendment.</i>		
<input type="checkbox"/> For <b>General Goods and Services</b> , the <u>General Contract Conditions Version 2.0</u> ;  <input type="checkbox"/> For <b>all Goods and Services</b> , the <u>Working on Department of Education Facilities</u>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A  <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Does your offer fully comply with the quote requirements and specifications detailed herein?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO If "NO", give details of each and every aspect of non-compliance:		
<b>Does your organisation comply with the insurance and licensing requirements in order to fulfil the obligations?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO If no, give details of non-compliance:		
<b>Will your Offer be valid for 90 days?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO If no, give details of offer validity :		
<b>Advancement of economic, environmental and social objectives</b>  The Department is committed to doing business with ethically, environmentally and socially responsible suppliers. What is the Supplier doing to generate social benefits, such as:			

<ul style="list-style-type: none"> <li>• improving the participation of Social enterprises or Indigenous people in the workforce;</li> <li>• engaging with Social enterprises or Indigenous suppliers;</li> <li>• supporting charitable or social organisations;</li> <li>• implementing corporate policies which address issues such as domestic and family violence?</li> </ul>	
<b>Supplier information:</b>	<b>Comments/Additional information:</b>

PRODUCTS OR SERVICES OFFERED AND PRICING	SUPPLIER'S RESPONSE			
Description <i>(attach brochures or other documentary evidence of compliance with requirement, if necessary)</i>	Quantity	Unit Price (excl. GST)	GST Payable (per unit)	Total Price (incl. GST)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	<b>Delivery / Other Costs</b>			\$
	\$	\$	\$	\$
	<b>Total Price (excl. GST)</b>	<b>Unit Price</b>	<b>Total Payable</b>	<b>GST</b>
				<b>Total Price (incl. GST)</b>

**SUPPLIER AUTHORISATION**

This quote is submitted by the Supplier's authorised representative. By signing, the Supplier is offering to enter into a Contract on the terms set out in this document and the Conditions of Contract listed in Section 1.

..... Signature	..... Name and Position	...../...../..... Date
--------------------	----------------------------	---------------------------

**Privacy Statement** - The Department is collecting information from the Offeror, which may include personal information, for the purpose of administering the quotation process and contract. This information may be shared with Queensland Government departments or agencies, Queensland Government Bodies, Non-Government Organisations and/or Commonwealth, States or Territories for the purpose of administering the quotation process and contract or made publicly available in accordance with the requirements of the Queensland Procurement Policy. Personal Information will not be otherwise disclosed to any other third party without consent of the Offeror, except where authorised or required by law.