Schools Procurement

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

RFT for Carwatha Football College

Reference Number: *CFC 2026.1*

Submission Details:	Closing Time:	*4:00pm Tuesday 10th December 2026*
	Place of Lodgement:	*carwatha.p12@education.vic.gov.au*
	Receiving Staff Member:	*Patrick Mulcahy*
	Additional Details:	*PDF.1 copy*

CONDITIONS

1. *RFT* Presentations

Carwatha College P-12] ("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 (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.

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/Quote manager:

Name: *Patrick Mulcahy*
Title: *Principal*
E-mail: *Carwatha.p12@education.vic.gov.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/Quotation was lodged after the Closing Time of their ineligibility for consideration.

6. Incomplete Tenders/Quotations

If a Tender/Quotation 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/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.

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 submission.

9. 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:

a) reject all Tenders/Quotations without giving reason for the rejection; and
b) 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.
c) negotiate with one or more Invitee's and allow any Invitee to vary its Tender/Quotation

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

Carwatha College P-12 is an outstanding school located in Noble Park North providing for students from Prep to Year 12 on one site.

One of the great strengths of the school is its multi-cultural population, with 68 nationalities represented, bringing a rich variety of cultural traditions and values and an exceptional environment for developing understanding and tolerance of others. Many of our newly arrived migrant families, some of whom are refugees, have special needs, and the school endeavors to support these students and families holistically. The school's SFO index is 0.69 and 63% of our students come from a language background other than English. The school has a very strong culture of care and support for its students, experienced and committed wellbeing staff and a broad range of wellbeing programs.

We offer a comprehensive and inclusive curriculum program, focusing on laying the foundations from Prep to Year 2; building breadth and depth from Years 3 to 6; consolidating learning and preparing for senior years in Years 7 to 9; and establishing pathways and looking to the future in Years 10 to 12. All our students undertake the VCE over 3 years, beginning in Year 10, as part of our innovative "V3" program. We offer a full range of pathways options (VCE, VETiS and VM). We have consistently high retention rates and high rates of entry into tertiary studies, further training or employment when our students leave school.

Carwatha College P 12 in the past 3 years has introduced a High Achievers Program and Football Academy to meet the needs of its students. These programs are designed to meet the needs of our students and ensure they achieve the best possible outcomes.

We also place strong emphasis on student leadership, with students at all year levels having the opportunity to take on leadership positions, including Junior School Council, SRC, House Captains, Form Captains, College Captains, Sport Captains; Performing Arts Captains, Environment Captains; flag monitors and School Council representatives. All students in Year 9 participate in a Community Leadership program

As a *community of learners*, we are very proud of our College and of the opportunities and outcomes available to our students.

2. Scope

- Coordinating entire football program at Carwatha College from Prep-Year 12 and coaches + educational football programs
- VET Teaching Program and Trainers (up to 2 classroom – Year 1 & Year 2)
    - Course development
    - Course contextualisation
    - Course promotion
    - Course improvement
    - School partnership
    - Teaching of course weekly
    - Teaching Preparation
    - Teaching Assessment and Marking
    - Teaching Support
    - FFV Certificate in Coaching
    - VET information nights and school engagement
- Facilitate all Interschool sports days
- Assist in all Interschool Sports preparation and training
- Introducing S&S program

- Local coaching clinics
- SBAT and SWL model
- SBAT Partnerships
- Additional CFC staff with a part time commitment including administration officer
- School growth and program improvement and development
- Football Director of entire football program
- Holiday engagement
- Synthetic pitch hire and competitions / Academy Program
- Club Partnerships
- School Partnerships
- Yearly soccer presentations and coordination of events
- Scholarship management and allocation

3. Statement of Requirements

- Coordinating entire football program at Carwatha College from Prep-Year 12 and coaches + educational football programs
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    - 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.]

4. Important Dates

Commencement 28/01/2027-17/12/2027

5. Relationship Management

Contract Manager: *Theresa Jarvis – Business Manager – 03 97955848*

carwatha.p12@education.vic.gov.au

6. Reporting requirements

6.1. Teaching of course weekly
6.2. Teaching Preparation
6.3. Teaching Assessment and Marking

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.

7. Key Performance Indicators (KPIs)

KPI	Performance Target
Quality	• Coordinating entire football program at Carwatha College from Prep-Year 12 and coaches + educational football programs
Reporting	• VET Teaching Program and Trainers (up to 2 classroom – Year 1 & Year 2) ➢ Course development ➢ Course contextualisation ➢ Course promotion ➢ Course improvement ➢ School partnership ➢ Teaching of course weekly ➢ Teaching Preparation ➢ Teaching Assessment and Marking ➢ Teaching Support ➢ FFV Certificate in Coaching

	➢ VET information nights and school engagement
[Other]	• Facilitate all Interschool sports days

8. Insurance

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*
Professional Indemnity	*$10 million AUD*

9. Pricing

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

Services				
Milestone				
Service 1 Provision of Football Program	10 X $____ monthly payments (Feb – Nov)			
Service 2 Student Classes	• Minipups $ • FB 3-6 $ • FB 7-9 $ • Sport & Rec $ Invoiced at the end of each term for students paid.			
Add any additional service				

10. Submission

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

11. Selection Criteria

The selection criteria for this project are:

- Coordinate Football Program P-12 – Weighting 5
- VET Teaching Program Requirements – Weighting 5
- Positive Reputational Practives – Weighting 5
- Capability to pprovide program and facilitate sports days – Weighting 4

- Previous performances – Weighting 3
- Holiday Engagement/Interschool programs – Weighting 1

12. Contract Documentation

School Council Agreement - Provisic

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; 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:

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 RFQ/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, product and professional insurances held (*delete the professional indemnity if not applicable*)

k) Any other relevant information

l) 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: