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LLOYD STREET SCHOOL  
MALVERN EAST



## School Council

### Expression of Interest (EOI)

#### Uniform Supply Service at Lloyd Street Primary School

10 Lloyd Street, Malvern East, 3145

#### Submission Details:

**Closing Time:** 12.00 midday, 18 December, 2025

**Place of Lodgement:** Lloyd Street Primary School, 10 Lloyd Street, Malvern East, VIC, 3145

**Receiving Staff Member:** Ms Elizabeth Howard, Business Manager, Lloyd Street Primary School

All EOI submissions must be in hard copy, in a sealed envelope, clearly marked Expression of Interest, Uniform Supply Service at Lloyd Street Primary School.

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: [lloydstreetps@education.vic.gov.au](mailto:lloydstreetps@education.vic.gov.au).

Please ensure that all Expression of Interest details specified in this document are covered but responses are concise.

#### CONDITIONS:

##### 1. EOI Presentations

Lloyd Street Primary (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, 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 the 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 concerning the EOI must be made to the following Contact Person:

Name: Elizabeth Howard

Title: Business Manager

Email: [lloydstreetps@education.vic.gov.au](mailto:lloydstreetps@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 EOI's 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 EOI's 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

Lloyd Street Primary School is located in Lloyd Street, Malvern East, Victoria and currently has a total of 381 students with the following profile:

|             |  |
|-------------|--|
| Foundation: | 50 students (30 male, 20 female, 0 self described) |
| Year 1:     | 51 students (32 male, 19 female, 0 self described) |
| Year 2:     | 67 students (28 male, 39 female, 0 self described) |
| Year 3:     | 48 students (26 male, 22 female, 0 self described) |
| Year 4:     | 52 students (28 male, 24 female, 0 self described) |
| Year 5:     | 60 students (35 male, 25 female, 0 self described) |
| Year 6:     | 53 students (29 male, 24 female, 0 self described) |

Currently, new and second- hand uniform can be purchased at the School uniform shop on Tuesday mornings (during term times) and at other times if required by circumstances. The current provider also offers a retail option, which extends the time and opportunity for parents to purchase of new uniform.

Approximate turnover in the two (2) years prior to the introduction of the School Savings Bonus (SSB) was as follows:

|      |                |           |           |          |           |
|------|----------------|-----------|-----------|----------|-----------|
| 2022 | Total:\$55,250 | T 1 - 28% | T 2 – 19% | T 3 – 8% | T 4 – 45% |
| 2023 | Total:\$52,750 | T 1 – 32% | T 2 – 14% | T 3 – 9% | T 4 – 45% |

All students from Foundation Year to Year 5 wear a relaxed style uniform, primarily in the colour combination of aqua and bottle green. School logos appear on the polos, bomber jackets and hoodies. The aqua polo is integral to the history of the school.

Year 6 students have the opportunity to wear a special Year 6 polo and hoodie in the combination of light grey and bottle green along with the full range of other uniform items available.

Foundation students have the option of wearing a special Foundation t-shirt in bottle green and aqua, along with the full range of other uniform items available.

The range of uniform items is attached (Attachment 1). Existing uniform items can be viewed as a component of the EOI by requesting an appointment at the School.

As part of your EOI response, please provide any details of suggested changes to the uniform to modernize and reduce potential cost to end purchaser. These will be considered in conjunction with or may replace the existing uniform range.

The School may from time to time pay for individual items as part of a welfare action and may request delivery of such items to the School. The provider must also process State Schools Relief uniform vouchers as part of this scheme.

The School requires the provider to continue to provide uniforms as per the above document and including any agreed additions to the uniform range, in a seasonally appropriate timeline. The School reserves the right to ask the shortlisted supplier to provide samples of the offered items (free of charge).

As part of the EOI, the provider should notify the School whether a delivery option to the School will be available for parents to select.

The School reserves the right to sell second hand uniform as donated by parents at the School.

## **2. Scope**

Length of Service:

The contracted period will 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

- School site visit date: by appointment up to and including the 11<sup>th</sup> December, 2025.
- EOI Closing date: 18<sup>th</sup> December, 2025
- EOI proposals shortlisted by: Monday 2<sup>nd</sup> February, 2026
- Decision made regarding preferred service provider: Monday 9<sup>th</sup> February, 2026
- Preferred service provider informed of decision and beginning of contract negotiations by: Tuesday 10<sup>th</sup> February, 2026
- Commencement of service to the School: 1<sup>st</sup> July, 2026

### 3. Selection Criteria

The following selection criteria are not presented in any particular order of ranking:

1. Quality and Value: The provider must demonstrate experience as an approved provider of quality uniform items.

The provider must demonstrate the ability to provide uniform items that are consistently available to the School Community. There will be no on-site location for the purchase of new uniform.

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 any new items in the uniform range as agreed by the Principal.
5. School uniform compliance standards:
  - Uniforms must meet the state compliance code for schools including ensuring the uniform is affordable, inclusive and meets human rights and anti discrimination laws, and considers health and safety.

### 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 DET 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 the payment for the uniform will be made directly by the student parent and the School is not liable for any purchases by parents.