



8 April 2016

Department of
**Education, Training
and Employment**

**Queensland State School Principals,
Business Services Managers, P&Cs and School Clothing Shop Convenors**

DETE 101124 SCHOOL UNIFORMS

P&C Uniforms are an approved supplier to the Department of Education, Training and Employment for the provision of wholesale school uniforms to P&C and school run uniform shops on Standing Offer Arrangement (SOA) **DETE 101124 School Uniforms**.

WHAT IS AVAILABLE?

All of the products listed in **P&C Uniforms'** school uniform catalogue are available under the SOA. Schools need to ensure that all goods ordered comply with the School Dress Code and Sun Safety Strategy.

WHAT IS AN SOA?

A Standing Offer Arrangement is a result of a tender process, conducted through the Corporate Procurement Branch, Department of Education, Training and Employment. Products available on an SOA have been evaluated as value for money products and the suppliers have been awarded preferred supplier status.

WHAT ARE THE BENEFITS OF USING THE SOA?

- Pre-negotiated discounts and pricing structures.
- No need to seek quotations when using the SOA.
- SOAs are proactively managed by designated Corporate Procurement staff
- SOAs are governed by the Government Standard Terms and Conditions to protect the buyer

DID YOU KNOW?

DET Customers saved nearly **\$77.2m** by using the Department's Standing Offer Arrangements (SOA) in 2014/15 year.

DO I NEED TO SIGN ANYTHING?

Yes, the Department of Education and Training (DET) recommends that School Principals sign the Operational Agreement – Schedule A and Logo Licence.

Corporate Procurement Branch
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30 Mary Street Brisbane 4000
PO Box 15033 City East
Queensland 4002 Australia
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Facsimile +61 7 3229 1767
Website www.education.qld.gov.au
ABN 76 337 613 647

Operational Agreement:

- The Operational Agreement is generated by DET and will help formalise the agreement between individual Schools and the Supplier under the Arrangement. Schools may choose to sign more than one (1) Operational Agreement with multiple suppliers.
- By signing the Operational Agreement it does not commit the school/P&C to making any purchases. Commitments are made when orders are placed for specific quantities of garments at agreed pricing.

The Operational agreement is the document that sets out the specific requirements for individual schools and will assist the school if there are any Contract Management issues.

Logo Licence:

The Logo Licence is to be signed by the School Principal and the Contractor, a Logo Licence should be actioned for each and every Contractor that reproduces the School Logo on any product. The following applies;

- the School Logo Licence is required to be issued to suppliers who manufacture or sell school uniforms bearing the school logo, whether or not the Operational Agreement is used;
- the School Logo Licence must be signed by the school principal, whether or not the Operational Agreement is used;
- the School Logo Licence has a term of two (2) years if the Operational Agreement is not used;
- where an Operational Agreement is entered into, the School Logo Licence will be applicable for the term of the Operational Agreement.

WHO CAN ACCESS THE SOA?

All State, non-State schools (including Catholic Education and Independent Schools) and TAFE Institutes.

HOW DO I ACCESS THE DEPARTMENT'S PRICING STRUCTURES AND DISCOUNTS?

By quoting the above SOA number when placing your order with **P&C Uniforms**.

WHO CAN I CONTACT FOR FURTHER DETAILS?

<p>PRODUCT INFORMATION AND QUESTIONS REGARDING SUPPLY:</p> <p>Brett Mackay-Payne P&C Uniforms Tel: (07) 3801 3366 Email: info@pcuniforms.com.au</p>	<p>TO REPORT PROBLEMS OR ISSUES WITH THE SUPPLIER OR GENERAL PURCHASING ADVICE:</p> <p>The Contract Manager (School Uniforms) Corporate Procurement Branch Tel: 1300 366612 – Option 4 procurement.ggs@dete.qld.gov.au</p>
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Department of Education, Training