

## DoE Floor Covering Prequalification Scheme Frequently Asked Questions

The Department of Education (DoE) has established a prequalified list of providers for the supply and installation of floor coverings (DoE525688877), which incorporates a piggy back option to include other Government buyers as eligible customers and is for an initial term of three years to 2019, with options for 2 x 1 year extensions.

**Q1 Is there a provision for agencies outside of the DoE to utilise the DoE's floor coverings prequalification scheme?**

Yes. Clause 27 of the scheme conditions states that if any other government agency (as defined in the Public Works and Procurement Act 1912) requires the supplier to supply floor coverings to it then the supplier agrees that it will enter into a separate contract with that Government agency on terms provided in this scheme as though the Department entered into this scheme on behalf of that Government agency, having regard only to necessary changes to reflect that the goods are to be supplied to the Government agency.

**Q2 What is the term of the scheme?**

The scheme commenced on 14 January 2016 and will be available to the Department's customers and any interested NSW Government agencies for an initial term of three years with options to extend for two further years.

**Q3 What are the product categories included in the scheme?**

The scheme covers the following floor coverings categories:

- Commercial carpet /carpet tile
- Commercial resilient flooring (including linoleum, rubber, safety flooring and vinyl)
- Commercial floor matting

- Professional expertise and services pre and post installation.

**Q4 Are there any product and installation standards specified under the scheme?**

Yes. Product and installation standards have been specified in schedule 5 of the scheme conditions. All products must meet the relevant and current Australian and international standards. Suppliers must ensure the products are fit-for-purpose in a commercial environment. All installations should be installed in accordance with Australian and New Zealand standards and manufacturer's instructions.

**Q5 How many suppliers will be selected in each category?**

There is no limit to the number of suppliers accepted to the scheme. There will be multiple suppliers selected by category and region.

**Q6 Is the scheme targeted at floor covering manufacturers?**

The scheme is targeted at floor covering suppliers who are manufacturers, importers or resellers.

**Q7 How are suppliers selected to participate in the Scheme? What features and benefits will be the leading motivators for choosing suppliers?**

Suppliers complete an application via the Department's Contract ReSource (Ariba) platform and are considered by

the Department if the application complies with the mandatory requirements under the scheme, these include:

- A valid Australian Business Number (ABN)
- Fulfilling supply and installation of floor coverings orders in Australia for longer than three years
- ISO9001 Quality Management System Certification
- ISO14001 Environmental Management System Certification.

**Q8 How can I engage a supplier on the Scheme?**

A customer can engage a supplier by one of the following methods:

- Issuing an order to a single supplier
- Sending a Request for Quote (RFQ) to one or more Suppliers.

**Q9 How are suppliers expected to price floor coverings competitively?**

Pricing aspects are not relevant to the scheme. Competitive pricing will be relevant when suppliers respond to individual RFQs from customers.

**Q10 Are supplier required to provide pricing for floor coverings that is inclusive of freight and installation?**

Freight and installation charges are not relevant to acceptance onto the scheme. Freight and installation will be relevant when agencies release RFQs for specific floor coverings requirements.

**For more information contact**

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