



## CHEVRON AUSTRALIA – OPERATIONS

**TITLE:** C1449086 – Stationery supply

**DESCRIPTION:** Chevron Australia is seeking expressions of interest from suppliers able to supply stationery and provide stationery management services in support of Purchaser operations.

Scope is as follows:

### **Supply**

- Supply a range of stationery Products to managed cabinets, Delivered at Place (DAP), to Chevron Australia locations in Perth. Products range from Post-It notes, Steel Paper Clips, Foldback Clips, Binding coils, Suspension files, Artline Markers, range of envelopes and padded bags, scissors, staplers, tape, pens, pencils (regular and retractable and lead refills), highlighters, to correction tape etc. The full Product list will be issued to shortlisted bidders in the Invitation to Tender.
- Supply a range of non-cabinet stationery Products, Delivered at Place (DAP), to Chevron Australia locations in Perth as required (i.e. not for regularly stocking of the cabinets). Products range from Glue-stick, paper (various), Manilla folders, range of batteries, notebooks, tissues, whiteboard supplies etc. The full Product list will be issued to shortlisted bidders in the Invitation to Tender.

### **Services**

- Obsolescence management - obtain Purchaser's prior written approval before substituting a Product if Products become obsolete or specifications change.
- Reporting - Supplier shall provide quarterly reports in Microsoft Excel format to the Purchaser detailing the following:
  - (A) Spend – broken down into classification of Product type and usage of each ordered;
  - (B) Cost expenditure on non-listed and major items
  - (C) Stock availability shortfalls;
  - (D) Recommendations to Purchaser on cost reductions
  - (E) Cabinet usage and stock-take reports
  - (F) Updated list of Cabinet locations – broken down into Cabinets per level in Purchaser's locations
  - (G) Local content reporting
- At no additional cost and as part of the cost of Products, Supplier shall provide surrogate buyer services to Purchaser.
- Supplier shall be responsible for monitoring stock levels, conducting stock-takes, delivery of replacement Products and restocking the

Purchaser's Stationery Cabinets located on multiple levels in Purchaser's locations. The Supplier shall perform fortnightly stock-takes of the Products and complete the re-stock within 4 days of the stock-take, subject to Purchaser approvals. Supplier shall maintain minimum stock levels in consultancy with Purchaser per level and building dependent on staffing levels. To accomplish this, Supplier will raise a requisition in Ariba Buyer for the Purchaser approval in order to place the re-stocked category at the maximum stock level.

- Supplier's activities may be audited from time to time by the Purchaser to ensure that Supplier's ordering recommendations are in accordance with this Contract.
- Supplier shall provide suitable personnel, all equipment, materials and transportation/courier services to provide the surrogate buyer services.
- Within 2 days of delivery to the Destination Point all Cabinet related items are to be unpacked and all Products placed in the stationery cabinets by Supplier.
- The Products listed in the Contract shall be made available to Purchaser for ordering with a 24 hour lead time. No brand substitution shall be permitted without prior written approval of Purchaser.

**Stationery Cabinet Locations:**

Various locations in Perth CBD, including QV1
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Perth Distribution Centre, 42 Ulm Place, Perth Airport, WA
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**Cabinet Removals:**

- On receipt of Purchaser's instruction to remove cabinets, Supplier shall stop performing stocktakes on these cabinets in a timeframe as agreed between Purchaser and Supplier.
- Supplier shall remove all cabinets in accordance with Purchaser's instruction at no additional cost to Purchaser.

**CONTACT:** Industry Capability Network of Western Australia – [www.icnwa.org.au/ContactUs.asp](http://www.icnwa.org.au/ContactUs.asp)

**Please Note:**

**This is a request for specific expressions of interest. Suppliers will be considered for inclusion in the RFP if suitably qualified against this package.**

**PROJECT URL:** <http://www.chevronaustralia.com>

**ATTACHMENT:** NA

**CLOSING DATE:** 30<sup>th</sup> March 2016