

## Stationery and Related Products Purchase Evaluation Form

School Name:

Contact Person:

Position Title:

### Summary of Cost Comparison

Refer to price comparison attachment

Cost of Goods (GST inc):

Add Fees (e.g. delivery):

Less Discounts (i.e. rebates):

Total Spend:

OfficeMax	Staples	Other (Insert supplier)
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$

A copy of your value for money assessment can be attached to this form.

**Other legitimate factors contributing towards exemption (if lowest price not accepted) - e.g. delivery timeframe cannot met, etc:**

On balance XX PS has chosen YY as their supplier because they provide value for money products, excellent service and will supply a small order to the school the day after the order is placed at no cost for delivery. XX PS has an office policy which ensures that value for money comparisons are conducted to ensure that government money is spent wisely and the Governing Council can be assured that parents are getting value for money in regards to school purchases. YY has an established relationship with the office staff and will meet with teachers to answer questions about stationery supplies and offer alternatives.

Chosen Supplier

YY

Principal's (or Delegate's) Signature:

Principal's (or Delegate's) Name:

Insert

Date:

Details of exemptions must be provided to the DECD Procurement Unit by 30 May to enable DECD to provide a summary of exemptions to the Minister for Finance and the Small Business Commissioner by 30 June each year. Sites may wish to notify the Procurement Unit when an exemption process has been undertaken, or may simply provide a consolidated summary by 30 May each year.

If any queries - please contact the DECD Procurement Unit on tel (08) 8226 1610 or email [DECD.ProcurementUnit@sa.gov.au](mailto:DECD.ProcurementUnit@sa.gov.au)