



Contract Number: GBA098252014

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# Group Buying Arrangement for the Provision of Bulk Food and Groceries for the Great Southern Region

1 February 2015 – 31 January 2017

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# ABOUT THE CONTRACT

<b>Contract Number</b>	<b>GBA098252014</b>
<b>Contract Term</b>	<b>1 February 2015 – 31 January 2016</b>
<b>Status</b>	<b>Non-mandatory in the Great Southern Region</b>
<b>Categories</b>	<ul style="list-style-type: none"><li>• <b>Shelf Stable or Non Perishable Groceries</b></li><li>• <b>Dairy and Margarine Products</b></li><li>• <b>Bread and Bakery Products</b></li><li>• <b>Fresh Meat, Fish and Poultry</b></li><li>• <b>Frozen and Processed Meats and Savoury Products</b></li><li>• <b>Fresh Fruit and Vegetables</b></li><li>• <b>Frozen Fruit and Vegetables</b></li></ul>

**Key Features and Benefits**      **The Group Buying Arrangement (GBA) is for the supply and delivery of bulk food and grocery products for Government agencies in the Great Southern Region.**

**Key features and benefits include:**

- **Support local suppliers in the Great Southern Region.**
- **Fast track purchases to save time and effort – the Department of Finance has already tested the market and selected suppliers that offer the best value for money.**
- **Purchase goods under contract terms and conditions that protect you as a buyer.**
- **Have direct access to a range of food related products.**

## Contract Manager

A dedicated contract manager is available to help you to understand and get the most out of this contract. If you have any queries about this contract or this publication, please contact:

<b>Carol Sadler</b>	Department of Finance
Senior Contracts Officer	Southern Region - Bunbury
Phone: (08) 9781 4101	Department of Finance
Email: <a href="mailto:Carol.Sadler@finance.wa.gov.au">Carol.Sadler@finance.wa.gov.au</a>	Level 8, 61 Victoria Street
	BUNBURY WA 6230

# HOW DO I USE THIS CONTRACT?

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## Step 1

### What's on Offer?

Choose **products** that best meet your needs.

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## Step 2

### Who are the Contractors?

A list of the qualified contractors.

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## Step 3

### How much will it cost?

**Compare prices** and brands before deciding on which contractor to buy from.

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## Step 4

### Buy it!

Buy directly from contractors.

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# WHAT'S ON OFFER?

## Category 1

### Shelf Stable or Non Perishable Groceries

Category 1 includes non-perishable or stable shelf lines that generally have long expiry dates and are provided as canned, bottled or packaged goods with nutritional information and expiry dates labelled in accordance with appropriate standards.

The range of goods in Category 1 includes, but is not limited to:

- Canned fruit, vegetables and baked beans;
- Biscuits, cake mixes and desserts;
- Cereals, pasta, rice, flour;
- Herbs and spices;
- Condiments, pickles, spreads and sauces;
- Powdered and concentrated beverages and soups;
- Assorted fresh fruit juices (refrigerated), bottled water and carbonated drinks; and
- Eggs

## Category 2

### Dairy and Margarine Products

Category 2 includes refrigerated and frozen dairy products and margarine.

The range of goods in Category 2 includes, but is not limited to:

- Ice-cream and flavoured ice products;
- Fresh milk (flavoured and non-flavoured);
- Yoghurt and cream; and
- Cheese, butter and margarine.

## Category 3

### Bread and Bakery Products

Category 3 is for fresh bread/ bakery products that includes, but is not limited to:

- Fresh bread;
- Rolls and buns; and
- Cakes and other bakery products.

## Category 4

### Fresh Meat, Fish and Poultry

The range of goods in Category 4 includes, but is not limited to:

- Fresh beef, lamb and pork;
- Fresh fish; and
- Fresh poultry.

When requested by the Customer, products shall be vacuum packed and possess labelling detailing weight, date packed, product name, content and expiry.

## Category 5

### Frozen and Processed Meats and Frozen Savoury Products

Category 5 is for frozen and processed meats, smallgoods, frozen savoury products and associated products (excluding products included in Category 1).

The range of goods in Category 5 includes, but is not limited to:

- Frozen meat products;
- Frozen savoury products (pies, sausage rolls etc);
- Frozen chips and hash-browns;
- Cold meats, hams, bacon; and
- Dried sausages and salamis.

## Category 6

### Fresh Fruit and Vegetables

Category 6 is for fresh fruit and vegetables (excluding canned & shelf stable products listed in Category 1).

## Category 7

### Frozen Fruit and Vegetables

Category 7 is for frozen fruit and vegetables and associated products.

The range of goods in Category 7 includes, but is not limited to:

- Frozen fruit;
- Frozen peas, carrots, corn and other vegetables; and
- Frozen vegetable mixes.

# SERVICE LOCATIONS

Contractors can deliver to all, some or one of the following locations. Please refer to each contractor details entry for delivery locations.

Each of the locations is defined as follows:

Location	Definition / Description
<b>General Locations:</b>	
Albany	All Delivery Places within a 15km radius of the Albany PO
Denmark	All Delivery Places within a 10km radius of the Denmark PO
Katanning	All Delivery Places within a 10km radius of the Katanning PO
Kojonup	All Delivery Places within a 10km radius of the Kojonup PO
Mount Barker	All Delivery Places within a 10km radius of the Mount Barker PO
<b>Specific Location:</b>	
Pardelup Prison Farm	Muir's Highway, Mount Barker

## WHO ARE THE CONTRACTORS?

The matrix below lists all contractors on the GBA and the goods/services they have been contracted to provide and discount rate provided.

Contractor	Shelf Stable Products		Dairy and Margarine Products		Bread and Bakery Products		Fresh Meat, Fish and Poultry		Frozen and Processed Meats and Savoury Products		Fresh Fruit and Vegetables		Frozen Fruit and Vegetables	
<u>Albany Vegetable Export Growers</u>	n/a		n/a		n/a		n/a		n/a		✓	10%	n/a	
<u>Denmark IGA Express</u>	✓	5%	✓	5%	✓	5%	✓	5%	✓	5%	✓	5%	✓	5%
<u>Grande Food Service</u>	✓	12.5%	✓	12.5%	✓	12.5%	✓	6%	✓	12.5%	n/a		✓	12.5%
<u>IGA Katanning</u>	✓	2.5%	✓	2.5%	✓	2.5%	✓	2.5%	✓	2.5%	✓	2.5%	✓	2.5%
<u>Kojonup IGA</u>	✓	10%	✓	10%	✓	10%	✓	10%	✓	10%	✓	10%	✓	10%
<u>Mount Barker Cooperative Ltd</u>	✓	0%	✓	0%	✓	0%	✓	0%	✓	0%	✓	0%	✓	0%
<u>PFD Food Services Pty Ltd</u>	✓	15%	✓	15%	n/a		n/a		✓	15%	✓	15%	✓	15%
<u>Plantagenet Meats</u>	n/a		n/a		n/a		✓	10%	n/a		n/a		n/a	
<u>Reeves on Campbell</u>	n/a		n/a		n/a		✓	*	n/a		✓	*	n/a	
<u>The Vegie Shop</u>	✓	*	✓	*	✓	*	✓	*	✓	*	✓	*	✓	*
<u>Wing Hong Food Services</u>	n/a		n/a		n/a		✓	0%	✓	0%	n/a		n/a	

\* Dependent on product – check price and discount offered prior to purchase  
n/a means Contractor does not supply that category of product

## Albany Vegetable Export Growers

**ABN No: 11 102 959 357**

- **Fresh Fruit and Vegetables**

**Narelle and Jason Batchelor**

**T:** (08) 9841 4188

**F:** (08) 9841 1890

**E:** [hotpinkladies@bigpond.com](mailto:hotpinkladies@bigpond.com)

**Address:**

Unit G, 42 Sanford Road, Albany, WA, 6330

**Orders Via:**

Email, Fax and Phone

**Hours of Service:**

7.00am – 5.00pm Monday to Saturday

**Location Supplied:**

Albany area

**Deliveries:**

Delivery times as agreed with the customer.  
Deliveries free to store.

**Discount Rate:**

10% off final invoice total.



## Denmark IGA Express

**ABN No: 86 287 612 371**

- Shelf Stable or Non Perishable Groceries
- Dairy and Margarine Products
- Bread and Bakery Products
- Fresh Meat, Fish and Poultry
- Frozen and Processed Meats and Savoury Products
- Fresh Fruit and Vegetables
- Frozen Fruit and Vegetables

**Maryann Andacic**

**T:** (08) 9848 1242

**F:** (08) 9848 1250

**E:** [denmarkigaxpress@westnet.com.au](mailto:denmarkigaxpress@westnet.com.au)

**Address:**

4 Hollings Road, Denmark, WA, 6333

**Orders Via:**

Fax, Phone and Email

**Hours of Service:**

7.00am – 7.00pm Monday to Saturday

7.30am – 7.00pm Sunday

**Location Supplied:**

Denmark area

**Deliveries:**

Delivery times as agreed with the customer.  
Deliveries free to store for orders over \$100.  
No minimum order for pick up.

**Discount rate:**

5% off retail prices.

## Grande Food Service

**ABN No: 45 150 845 015**

- Shelf Stable or Non Perishable Groceries
- Dairy and Margarine Products
- Bread and Bakery Products
- Fresh Meat, Fish and Poultry
- Frozen and Processed Meats and Savoury Products
- Frozen Fruit and Vegetables

**Daniel Till**

**T:** (08) 9847 4000

**F:** (08) 9847 4333

**E:** [sales@grandefoods.com.au](mailto:sales@grandefoods.com.au)

**Address:**

23 Kitson Street, Gledhow WA 6330

**Orders via:**

Phone, Fax and Email

**Hours of service:**

6.30am – 4.30pm Monday – Friday (except Public Holidays)

**Locations supplied:**

All areas

**Deliveries:**

Delivery times as agreed with the Customer

Minimum Order \$120

**Deliveries:**

Albany / Denmark / Katanning / Kojonup / Mt Barker – free to store within 4km of CBD

Over 4km of CBD - \$2.50 per carton or \$75 per pallet

Pardelup Prison Farm – Minimum order \$1000 for free delivery

Otherwise \$2.50 per carton or \$75 per pallet

**Discount rate:**

Fresh Meat, Fish and Poultry – 6%

All other categories - 12.5%

## IGA Katanning – BKW Co-op

**ABN No: 76 286 835 304**

- Shelf Stable or Non Perishable Groceries
- Dairy and Margarine Products
- Bread and Bakery Products
- Fresh Meat, Fish and Poultry
- Frozen and Processed Meats and Savoury Products
- Fresh Fruit and Vegetables
- Frozen Fruit and Vegetables

**Graeme Norrish**

**T:** (08) 9821 1577

**F:** (08) 9821 2778

**E:** [iga@bkwco-op.com.au](mailto:iga@bkwco-op.com.au)

**Address:**

72-78 Austral Terrace, Katanning WA 6317

**Orders via:**

Phone, Fax or Email

**Hours of Service:**

8.30am – 5.30pm Monday – Friday

8.30am – 12.00noon Saturday

**Locations supplied:**

Katanning area.

**Deliveries:**

Orders >\$30.00 – free to store

Orders <\$30.00 or additional deliveries – \$5.00

Delivery times as agreed with the customer

**Discount Rate:**

2.5% on retail prices.

The discount rate is not applicable on advertised or in-store specials.

## Kojonup IGA

<b>ABN No: 28 634 684 253</b>	<b>David and Nancy Cooke</b>
<ul style="list-style-type: none"><li>• Shelf Stable or Non Perishable Groceries</li><li>• Dairy and Margarine Products</li><li>• Bread and Bakery Products</li><li>• Fresh Meat, Fish and Poultry</li><li>• Frozen and Processed Meats and Savoury Products</li><li>• Fresh Fruit and Vegetables</li><li>• Frozen Fruit and Vegetables</li></ul>	<p><b>T:</b> (08) 9831 1002 <b>F:</b> (08) 9831 1902 <b>E:</b> <a href="mailto:kojonupiga@iipb.net.au">kojonupiga@iipb.net.au</a></p> <p><b>Address:</b> 116 Albany Highway, Kojonup WA 6395</p> <p><b>Orders via:</b> Fax, Phone and Email</p> <p><b>Hours of service:</b> 8:00am – 6:00pm Monday – Friday 8:00am – 5:00pm Saturday</p> <p><b>Locations supplied:</b> Kojonup area.</p> <p><b>Deliveries:</b> Delivery times as agreed with the customer. Deliveries free to store.</p> <p><b>Discount Rate:</b> 10% off retail prices. The discount rate is not applicable on advertised or in-store specials.</p>

## Mount Barker Cooperative Ltd

<b>ABN No: 93 135 226 335</b>	<b>Janelle Greeney</b>
<ul style="list-style-type: none"><li>• Shelf Stable or Non Perishable Groceries</li><li>• Dairy and Margarine Products</li><li>• Bread and Bakery Products</li><li>• Fresh Meat, Fish and Poultry</li><li>• Frozen and Processed Meats and Savoury Products</li><li>• Fresh Fruit and Vegetables</li><li>• Frozen Fruit and Vegetables</li></ul>	<p><b>T:</b> (08) 9851 3333 <b>F:</b> (08) 9851 3383 <b>E:</b> <a href="mailto:grocery.manager@mtbarkercoop.com.au">grocery.manager@mtbarkercoop.com.au</a></p> <p><b>Address:</b> 14 Lowood Road, Mount Barker, WA, 6324</p> <p><b>Orders via:</b> Phone or Fax</p> <p><b>Hours of service:</b> 8.00am – 6.00pm Monday – Friday</p> <p><b>Locations supplied:</b> Mount Barker area and Pardelup Prison Farm</p> <p><b>Deliveries:</b> Delivery times as agreed with the customer. Deliveries free to store for Mount Barker area. <b>No</b> delivery to Pardelup Prison Farm.</p> <p><b>Discount Rate:</b> No discount.</p>

## PFD Food Services Pty Ltd

**ABN No: 29 006 972 381**

- Shelf Stable or Non Perishable Groceries
- Dairy and Margarine Products
- Frozen and Processed Meats and Savoury Products
- Fresh Fruit and Vegetables
- Frozen Fruit and Vegetables

**David Thorbjornsen**

**T:** (08) 9841 2618

**F:** (08) 9841 7776

**M:** 0417 943 323

**E:** [dthorbjornsen@pfdfoods.com.au](mailto:dthorbjornsen@pfdfoods.com.au) or  
[nwhite@pfdfoods.com.au](mailto:nwhite@pfdfoods.com.au)

**Address:**

75 Cull Road, Albany, WA, 6330

**Orders Via:**

Email, Online at [www.pfdfoods.com.au](http://www.pfdfoods.com.au), Fax and Phone

**Hours of Service:**

6.00am – 4.00pm Monday to Friday

**Location Supplied:**

All Great Southern locations

**Deliveries:**

Delivery times as agreed with the customer.

Deliveries free to store Monday to Friday within 24 hours of order receipt.

**Discount Rate:**

15%

## Plantagenet Meats

**ABN No: 41 684 127 354**

- Fresh Meat, Fish and Poultry

**Les Gee**

**T:** (08) 9851 1095

**F:** (08) 9851 1095

**E:** [info@plantagenetmeats.com.au](mailto:info@plantagenetmeats.com.au)

**Address:**

30 Lowood Road, Mt Barker, WA, 6324

**Orders Via:**

Fax and Phone

**Hours of Service:**

7.00am – 5.30pm Monday to Friday

6.00am – 12.30pm Saturday

**Location Supplied:**

Mount Barker area

**Deliveries:**

Delivery times as agreed with the customer.

Deliveries free to store.

**Discount Rate:**

10% off retail prices.

## Reeves on Campbell

**ABN No: 28 066 323 064**

- **Fresh Meat, Fish and Poultry**
- **Fresh Fruit and Vegetables**

**Mark Bradley**

**T:** (08) 9841 1344

**F:** (08) 9842 2113

**E:** [info@reevesoncampbell.com.au](mailto:info@reevesoncampbell.com.au)

**Address:**

27 Campbell Street, Albany, WA, 6330

**Orders Via:**

Online at [www.reevesoncampbell.com.au](http://www.reevesoncampbell.com.au), Fax, Phone or Email

**Hours of Service:**

8.00am – 7.00pm Monday to Friday

8.00am – 4.00pm Saturday & Sunday

**Location Supplied:**

Albany area and Pardelup Prison Farm

**Deliveries:**

Delivery times as agreed with the Customer Deliveries.  
Deliveries free to store.

**Discount Rate:**

Albany Area - 10% - Fresh Meat, Fish and Poultry, no discount Fresh Fruit and Vegetables

Pardelup Prison Farm – No discount Fresh Meat, Fish and Poultry, 10% - Fresh Fruit and Vegetables

## The Vegie Shop

**ABN No: 74 205 812 053**

- Shelf Stable or Non Perishable Groceries
- Dairy and Margarine Products
- Bread and Bakery Products
- Fresh Meat, Fish and Poultry
- Frozen and Processed Meats and Savoury Products
- Fresh Fruit and Vegetables
- Frozen Fruit and Vegetables

**Mario Lionetti**

**T: 0498 232 004**

**F: (08) 9842 8880**

**E: [m.vlionetti@bigpond.com](mailto:m.vlionetti@bigpond.com)**

**Address:**

**Unit 1, 35 Lower Denmark Road, Albany, WA, 6330**

**Orders Via:**

**Fax and Phone**

**Hours of Service:**

8.00am – 5.30pm Monday to Friday

8.00am – 12.00pm Saturday

**Location Supplied:**

**All Great Southern locations**

**Deliveries:**

Delivery times as agreed with the customer.

Deliveries free to store within 24 hours of ordering.

**Discount Rate:**

5 - 25% discount offered on all bulk purchases (depending on category)



## Wing Hong Food Services

**ABN No: 29 057 245 404**

- Fresh Meat, Fish and Poultry
- Frozen and Processed Meats and Savoury Products

**Jeremy, Kai or Michael**

**T:** (08) 9456 2830

**F:** (08) 9456 0844

**E:** [wh.sales@wh-food.com.au](mailto:wh.sales@wh-food.com.au)

**Address:**

8 Madison Street, Canning Vale WA 6155

**Orders Via:**

Fax, Phone and Email

**Hours of Service:**

6.30am to 4.00pm Monday to Friday

7.00am to 1.00pm Saturday

**Location Supplied:**

Albany area, Denmark area, Katanning area, Kojonup area, Mount Barker area

**Deliveries:**

Delivery times:

Albany – Mon, Tue, Wed, Thu, Fri

Denmark – Mon

Katanning – Wed, Fri

Kojonup – Tue, Thu

Mount Barker – Mon

Minimum order \$500 per delivery

Order by 12 noon, delivery the following day (or specified delivery day). Urgent orders may be dispatched same day.

Free to Store

**Discount Rate:**

No discount offered, wholesale rates.

# BUYING RULES

## Buying Direct

Public Authorities in the Great Southern region may purchase from the GBA as outlined below.

The suppliers will provide a discount to the retail price (shelf price) or wholesale price for products purchased from this GBA.

Buyers can pick and buy products from any of the contracted suppliers and from any product category in accordance with the following Buying Rules:

MONETARY THRESHOLD	BUYING PROCESS
Products valued up to \$50,000 per order	Panel suppliers may be accessed directly.
Products valued above \$50,000 per order	Formally request sufficient number of written quotations from relevant Panel Members.

Orders should be placed directly with contractors using one of the methods indicated in each contractor’s details.

Buyers should check each individual contractor’s details as to which communication method is preferred for placing orders.

If you are using a contractor for the first time, you will probably need to establish a new account.

## Retail Purchases

The GBA is established for purchasing food and grocery products. Contracts are a combination of local retailers and wholesalers. Buyers should use the GBA as much as possible and look to consolidate their food and grocery purchases to avoid potential surcharges.

## Payments

The Contractor will invoice the buyer directly and the buyer will pay the contractor directly. No surcharges are applicable for payment by Corporate Credit Card/Government Purchasing Card.

### Payment by Purchasing Card

The Government Purchasing Card offers a quick and convenient method of payment allowing many goods and services to be efficiently purchased.

Always remember to inform the supplier that you will be paying by Government Purchasing Card, at the time of ordering the product or service, and ensure they clearly understand that they must send the tax invoice directly to you, the cardholder.

## Delivery Details

Refer to the [Contractor Details](#) to find out if various supplier freight charges are applicable. In some instances, delivery is free-into-store for Public Authorities located within the Contractor's nominated location/s.

## Discount Rate

Suppliers have offered a Discount Rate to the retail or wholesale price for all food and grocery products in the relevant category. The discount applies to the retail or wholesale price on the day of the order.

Given that the GBA is non-mandatory for the region, if the supplier prices are not competitive, agency buyers have the option to buy elsewhere (however, the agency buyer would then need to ensure that the purchase complied with State Supply Commission requirements).

The Discount Rate is fixed for the first year of the contract. On each anniversary of the contract commencement date (1 February), increases or decreases in the Discount Rate are permitted.

## Backorders/Substitutes

Contractors will take all reasonable steps to ensure that backorders are kept to a minimum throughout the operation of the Contract.

The following procedure applies to all backorders and substitute products:

- Prior notice must be given to the Customer, with an anticipated delivery date;
- The substitute product shall be of equal or superior quality;
- The substitute product shall be supplied at no higher cost than the originally ordered brand; and
- A sample of the substitute or nutritional information about the substitute shall be provided to the Customer, if requested.

## Returns

The contractor is obliged to pay all costs, including freight costs, incurred by the agency as a result of incorrectly supplied products.

## Acceptance of Products

Neither the delivery of the product or payment of the product constitutes acceptance of the product by the buyer.

You should inspect the products on arrival to ensure they match your purchase order and then accept or reject the products.

Products are deemed to have been accepted:

- If the buyer notifies the contractor that the product have been accepted; or
- If the contractor hasn't been notified of a rejection of products within ten (10) business days after the delivery of the product.

## Rejection of Products

Products may be rejected if they do not conform to the specification stated in the contract or purchase order. A notice of rejection may only be issued within ten (10) business days after the delivery of the product to the buyer. If the notice of rejection is not issued within this period, the products will be deemed to have been accepted. Any rejected products must be removed at the expense of the contractors.

## Complimentary Feedback and Complaints Resolution

Government Procurement aims to continuously improve the services it provides to customers and welcomes feedback on the level of satisfaction experienced under this contract or with the contractor(s) performance. If you are dissatisfied with the goods and/or service provided by the contractor or have any specific concerns, these should be discussed in the first instance directly with the contractor.

If the problem or issue is not resolved to your satisfaction, please log your complaints via Finance's [online Feedback Management System](#).

The online system provides for both complimentary feedback and complaint resolution considerations.

# NEED MORE INFORMATION?

## Appendices

- ⇒ [Appendix 1: Glossary of Terms](#)

## Links to CUA information

- ⇒ [Government Contracts Directory](#)

## Still need more information?


- ⇒ [Contact the Contract Manager](#)

# APPENDIX 1: GLOSSARY OF TERMS

Words in this document have the following meaning:

Word	Meaning
<b>Buyer</b>	<p>All Public Authorities as defined in the State Supply Commission Act 1991;</p> <p>Public Benevolent Institutions approved by the State supply Commission (SSC); and</p> <p>Any other organisations approved by the SSC.</p>
<b>Public Authority</b>	<p>For the purpose of defining Public Authority under the State Supply Commission Act 1991, a Public Authority is:</p> <p>A department of the Public Service of the State established or deemed to have been established under the Public Sector Management Act 1984; and</p> <p>An agency, authority or instrumentality of the Crown in right of the State.</p>

# APPENDIX 2: CONTRACTOR'S PERFORMANCE REVIEW FORM

 <p>Government of <b>Western Australia</b> Department of <b>Finance</b> Building Management and Works</p>	<p><b>RECORD OF COMPLIMENT/COMPLAINT</b></p> <p>Return to:  <b>SENIOR PROCUREMENT OFFICER</b>  <b>DEPARTMENT OF FINANCE</b>                  Unit1, 2 Barnesby Drive                  ALBANY WA 6330</p>
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Contract Number	GBA 098252014		
Title of Contract	PROVISION OF BULK FOOD AND GROCERIES GROUP BUYING ARRANGEMENT (Great Southern South Region)		
Supplier / Dealer Involved			
Nature of the review	Compliment <input type="checkbox"/>		Complaint <input type="checkbox"/>
When the review was made			
To whom the review was made			
The highlights and issues involved			
The Contractor's response			
Any other relevant details / Compliments			

**Details of Reviewer**

Name of Officer		Telephone	
Position Title		Facsimile	
Signature / Date		E-mail	

Please fax the completed form to Department of Finance at (08) 9892 6599