

Request for Quote



**REQUEST FOR QUOTE (RFQ)**  
**Supply of Satchels for 2026 Census Field staff**  
**ABS2024.189**

This Request for Quote (RFQ), including its attachments, is issued by the Australian Bureau of Statistics in accordance with the Head Agreement under the Services Australia Print Production Panel (SON3661398).

The Australian Bureau of Statistics (ABS) is seeking quotes from panel members with the capacity and capability to supply Satchels for 2026 Census Field staff as outlined in Attachment A: Description of Goods and/or Services.

The ABS may decline to consider a response in which there are alterations, erasures, illegibility, ambiguity, incomplete details, is clearly not competitive, rated unsuitable against one or more criteria or contains electronic files that cannot be read or decrypted by the ABS.

Each respondent to this RFQ is expected to:

- i. fully inform itself on all aspects of the work required to be performed; and
- ii. submit its offer in accordance with this RFQ

Following RFQ closing time, responses will be evaluated to identify the tender/s that represent the best value for money as assessed by the ABS. Value for money is a comprehensive assessment involving a comparative analysis of the relevant financial and non-financial costs and benefits of each tender, including an assessment of risk. The ABS is not bound to accept the lowest price (or any tender) and while tenderers should put their best prices forward, reserves the right to enter into best and final offer negotiations with short listed tenderers.

The evaluation may include interviews, site visits, demonstrations and consider clarifications obtained via written responses, site visits, demonstrations and samples provided, if requested (as applicable).

The ABS, at its discretion, may discontinue this RFQ, decline to accept any offer, decline to issue any Work Order, Purchase Order, or satisfy its requirement separately from this RFQ process.

<b>ABS Reference Number</b>	ABS2024.189
<b>Panel Details</b>	Services Australia Print Production Panel (SON3661398)
<b>Agency Contact Officer (Instructing Officer)</b>	<p>All requests for information should be addressed via email to: <a href="mailto:Tenders@abs.gov.au">Tenders@abs.gov.au</a> for the attention of [REDACTED] and copied to [REDACTED]@abs.gov.au.</p> <p>No other ABS officers should be approached in regard to this procurement, including any other contacts the Tenderer may have within the ABS.</p>
<b>Required time and date</b>	<p>Responses must be lodged by 2.00pm on 11 November 2024 (ACT Local Time) to:</p> <p><a href="mailto:Tenders@abs.gov.au">Tenders@abs.gov.au</a> for the attention of [REDACTED] and copied to [REDACTED]@abs.gov.au.</p>
<b>Requirement date for sample delivery</b>	<p>A sample of the satchel should be delivered by close of business Friday 15 November 2024 to:</p> <p>Australian Bureau of Statistics ABS House 45 Benjamin Way Belconnen ACT 2617 Attention: [REDACTED]</p> <p>Please advise the contact officer of any delays to delivery.</p>
<b>Period of Offer</b>	Tenders are to remain open for a period of three (3) months after the closing date.
<b>Description of goods and/or services</b>	<p>The ABS requires the services of a supplier to provide satchels for 2026 Census Field staff.</p> <p>Please refer to Attachment A for details.</p>
<b>Proposed term and Commencement date</b>	The proposed contract is expected to commence in December 2024 and end 30 September 2026.
<b>Expected Extension Option/s</b>	This contract may be extended for further periods of up to 12 months by the ABS providing written confirmation that it requires an extension, prior to the expiry of the Contract.
<b>Timeframes/ Milestones</b>	Please refer to Attachment A for details.
<b>Specified Personnel</b>	As put forward by the Tenderer and agreed by the ABS.
<b>Subcontractors</b>	Subcontractors will be approved at the discretion of the ABS.

<b>Location</b>	Please refer to Attachment A for details.
<b>Contract Terms and Conditions</b>	The terms and conditions of the Services Australia Print Production Panel (SON3661398) Head Agreement apply including the Standard Terms and Conditions.
<b>ATM terms and Conditions</b>	This quote is being sought under the terms and conditions of the Services Australia Print Production Panel (SON3661398) Head Agreement.
<b>Evaluation Criteria</b>	<p>The Evaluation Criteria below applies:</p> <ul style="list-style-type: none"> <li>• Extent to which the potential Supplier's response meets the requirements set out in the Approach to Market</li> <li>• Potential Supplier's demonstrated capability and capacity to provide the requirement as set out in the ATM</li> <li>• Whole of Life Costs (quoted price and any additional costs incurred as a result of accepting the potential Supplier's Offer).</li> </ul>
<b>Fees, Charges and Disbursements</b>	
<b>Total Cost</b>	
All prices quoted are to show GST inclusive price of the goods and/or services.	
<b>Price Increase Mechanism</b>	
<p>Pricing is to remain fixed for the initial term of the contract. If the Contract is extended by ABS, the Supplier may request a fee increase, but no earlier than 12 months following the Commencement Date. The request for a fee increase is to be no greater than the Australian Bureau of Statistics Consumer Price Index, Australia, ABS Website (see <a href="https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/consumer-price-index-australia">https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/consumer-price-index-australia</a>) increase for the previous 12 months as reported by ABS at the last quarterly report prior to the 12 month anniversary of the Commencement Date.</p>	
<p>Increases will be effective from the time of authorisation by ABS and are not to be retrospective or backdated. A request for a fee increase may only be made once in any 12 month period.</p>	
<b>Conflict of Interest</b>	Potential Contractors are reminded of their obligation to notify ABS of any conflicts of interest. For the purposes of this RFQ a conflict of interest includes any actual, potential, or perceived conflicts. When notifying ABS of any conflicts of interest potential Contractors should detail the proposed strategy to manage the conflict. This will be considered during the evaluation of this RFQ.

<b>ABS Confidential Information</b>	<p><a href="https://www.finance.gov.au/government/procurement/buying-australian-government/confidentiality-throughout-procurement-cycle">https://www.finance.gov.au/government/procurement/buying-australian-government/confidentiality-throughout-procurement-cycle</a></p> <table border="1"> <thead> <tr> <th>Agency Information to be treated as General Confidential information</th><th>Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>           All ABS electronic data (however stored) and physical copies of written or electronic information or data which has not been released to the public by the ABS or is marked as 'Confidential' or similar.         </td><td>           Indefinitely         </td></tr> </tbody> </table>		Agency Information to be treated as General Confidential information	Period of Confidentiality	All ABS electronic data (however stored) and physical copies of written or electronic information or data which has not been released to the public by the ABS or is marked as 'Confidential' or similar.	Indefinitely
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<b>Security requirements</b>	<p>If required, to obtain an ABS Photographic Pass, personnel of the successful Supplier will be required to provide 100 points of identification including one primary document:</p> <ul style="list-style-type: none"> <li>• Australian Birth Certificate, Australian Passport, Australian Citizenship Certificate; or</li> <li>• Proof of current Immigration status, current passport (any nationality), current Australian visa with working entitlements</li> <li>• A National Police Records Check.</li> </ul> <p>The Supplier must ensure that its Personnel cooperate with any reasonable requests for information and provide documentation requested by ABS to support it undertaking security assessments as determined by ABS.</p> <p>Supplier personnel may be required to sign an ABS deed of confidentiality.</p>					
<b>Insurance Requirements</b>	<ul style="list-style-type: none"> <li>• Professional indemnity insurance for an insured amount not less than \$5M per claim or series of occurrences giving rise to a claim;</li> <li>• Public liability insurance for an insured amount of \$20M per claim or series of occurrences giving rise to a claim; and</li> <li>• Workers compensation insurance as required by law.</li> </ul> <p>The preferred supplier may be required to provide Certificates of Currency before contract commencement.</p>					

<b>Public Disclosure</b>	<p>Public officials (including service providers under a Commonwealth contract) who suspect wrongdoing within the Commonwealth public sector can raise their concerns under the Public Interest Disclosure Act 2013 (PID Act). Prior to making a disclosure, refer to information available at: <a href="#">How to make a complaint   Commonwealth Ombudsman</a></p> <p>All Public Interest Disclosure matters (relating to this procurement) should be referred to:</p> <table border="1" data-bbox="546 646 1441 781"><tr><td data-bbox="546 646 965 698">Name/Position:</td><td data-bbox="965 646 1441 698">Director, Policy &amp; Legislation</td></tr><tr><td data-bbox="546 698 965 781">Email Address:</td><td data-bbox="965 698 1441 781"><a href="mailto:PID@abs.gov.au">PID@abs.gov.au</a></td></tr></table>	Name/Position:	Director, Policy & Legislation	Email Address:	<a href="mailto:PID@abs.gov.au">PID@abs.gov.au</a>
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<b>Complaints</b>	<p>Any complaints relating to this procurement should be referred to:</p> <table border="1" data-bbox="546 983 1441 1140"><tr><td data-bbox="546 983 965 1035">Name/Position:</td><td data-bbox="965 983 1441 1035">Director, Procurement</td></tr><tr><td data-bbox="546 1035 965 1140">Email Address:</td><td data-bbox="965 1035 1441 1140"><a href="mailto:Procurement@abs.gov.au">Procurement@abs.gov.au</a></td></tr></table>	Name/Position:	Director, Procurement	Email Address:	<a href="mailto:Procurement@abs.gov.au">Procurement@abs.gov.au</a>
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Email Address:	<a href="mailto:Procurement@abs.gov.au">Procurement@abs.gov.au</a>				

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## Attachment A: Statement of Requirements - Description of Goods to be provided

### 1 PURPOSE/OUTCOME

The Commonwealth of Australia (Commonwealth) represented by the Australian Bureau of Statistics (ABS) is seeking offers from panel members to supply satchels for 2026 Census Field staff.

### 2 BACKGROUND

The 2026 Census of Population and Housing will be Australia's 19th Census. It will provide the basis for the official count of Australians and the dwelling in which they live. It will also provide a snapshot of the economic, social and cultural makeup of the nation, and tell the story of how Australia has changed.

ABS will engage a large temporary workforce of approximately 30,000 people as Census Field staff over a short-term. Census Field staff are required to carry material needed to undertake Census activities. Satchels will be required for:

- Operational Readiness Exercise (ORE): Census Test scheduled Aug 2025, where a small number of Census Field staff will distribute materials to households in selected areas, and
- Main Event (ME): refers to Census Night scheduled 11 Aug 2026, where Census Field staff all over Australia will be in the field to distribute and collect Census material.

*NOTE: Planning for 2026 Census is ongoing and the information provided in this document is intended as a guide only. ABS will provide detailed information to any successful supplier as it becomes available.*

### 3. REQUIREMENTS

#### 3.1 Specifications

Quantity	<p><b>30,000 (to be confirmed)</b></p> <p>Breakdown</p> <ul style="list-style-type: none"> <li>• Qty for ORE: <b>500 units (approx.)</b></li> <li>• Qty for ME: <b>29,500 units (approx.)</b></li> </ul>
Approximate dimensions	<p>Height: <b>290mm</b></p> <p>Width: <b>390mm</b></p> <p>Depth: <b>150mm</b></p>
Colour / External features	<ul style="list-style-type: none"> <li>• Yellow</li> <li>• Reflective strip on front – 38mm wide</li> <li>• No branding/printing</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Strong, lightweight, flexible and waterproof</li> <li>• Padding on strap</li> <li>• Optional features <ul style="list-style-type: none"> <li>▪ Insulated pocket for water bottle</li> <li>▪ Pocket/slot for laptop</li> </ul> </li> </ul>
Packaging	Packed into cardboard boxes

3.2 Satchels should be made from recyclable materials, meeting the Commonwealths policy on environmental sustainability of proposed goods and services (such as energy efficiency, environmental impact and use of recycled products).

3.3 In addition, the satchels should be:

- made of strong durable material
- comfortable to carry, allow easy access to contents, and protect the integrity of contents
- made of flexible material to allow packaging in bulk

#### **Samples**

3.4 *Tenderers must provide a sample of the proposed satchel* for ABS review. Samples are to be sent to ABS House, 45 Benjamin Way, Belconnen ACT 2617, Attn: S22 [REDACTED] by close of business Friday 15<sup>th</sup> November 2025.

#### **Production & Delivery**

3.5 The production of the satchels is time-sensitive and must be completed in time for the packing and distribution of materials for ORE and ME. Any successful supplier will work closely with the Logistics Provider (external to the ABS) and the ABS to ensure timelines are met.

*(NOTE: Planning for 2026 Census is ongoing and timelines below are subject to change)*

Activity / Milestone	Period
Contract commencement	Dec 2024
Satchel specifications finalised/approved	Jan 2025
Start production for ORE	
Delivery to ABS Logistics Provider	Mar 2025
Adjustments to satchel specifications if any	Sep 2025
Production of satchels for ME	
Delivery to ABS Logistics Provider	Jan 2026

3.6 Satchels must be delivered undamaged and intact.

3.7 Satchels must be delivered to the warehouse/s of the ABS Logistics Provider.

3.8 The successful supplier will advise the ABS and the ABS Logistics Provider of estimated delivery dates and times, and quantities of satchels being delivered.

#### **4. PROJECT MANAGEMENT**

4.1 The successful supplier must appoint a Project Manager who will be responsible for implementing the Project Plan. The Project Manager will be the main contact for the ABS and will:

- have the authority to make decisions on behalf of the successful supplier
- keep complete and detailed documentations and itemised invoices, and to provide the same to ABS when requested
- liaise with the ABS Logistics Provider on deliveries
- resolve any queries, complaints and quality assurance/control issues

- report any incidents affecting production, quality and delivery, as well as security incidents
- review and provide updates on all phases of the production of satchels.

## 5. QUALITY ASSURANCE & SECURITY

- 5.1 ABS retains the right to reject the finished product if:
  - it does not meet the specifications or match the sample approved by ABS
  - delivered with defects or physical damage
- 5.2 ABS may undertake inspections of the satchels at the suppliers' facilities; successful supplier is to provide access to ABS staff as requested.
- 5.3 The security of Census material is of critical importance, the successful supplier must ensure that satchels remain secure at all times, and are not available or able to be used in Australia following the 2026 Census. This is to mitigate risks, such as someone posing as a Census Field Officer.

End



OFFICIAL ORDER FOR  
2026 CENSUS BULK PRINTING SERVICES  
BETWEEN  
THE AUSTRALIAN BUREAU OF STATISTICS  
AND  
BRANDED PROMOTIONAL PRODUCTS ATF  
BRANDED PRODUCTS

AGENCY REFERENCE: ABS2024.189

## PRINTING AND PRODUCTION PANEL – SHORT FORM OFFICIAL ORDER

<b>Official Order Number – ABS2024.189</b>			
<b>Date</b> – The contract will commence from the date of execution			
Branded Promotional Products Pty Ltd ABN 36 367 285 695 as Trustee for Branded Products has offered under clause 5.1 of the Head Agreement specified at item 1 below to provide the Services to the Participating Agencies. The Commonwealth of Australia (Commonwealth) as represented by the Australian Bureau of Statistics ABN 26 331428 522 (Participating Agency) accepts this offer on the terms and conditions set out in the Head Agreement and in this Official Order and issues this Official Order in accordance with clause 5.4 of the Head Agreement.			
Unless otherwise specified in the Official Order, if there is an inconsistency between this Official Order and any other provisions of the Head Agreement, the Head Agreement will prevail to the extent of any inconsistency.			
Item number	Description	Standard Terms and Conditions Clause Reference	Details
<b>General</b>			
1.	<b>Head Agreement No. and description</b>	1.1	Deed no: P10 Dated 17 February 2020 For the provision of Printing and Production Services (Services Australia Print Management Panel SON3661398)
2.	<b>Services</b>	<b>Schedule 2 of the Head Agreement</b>	Working in collaboration with the Participating Agency, the Contractor will provide satchels for the Census 2026 as specified at Attachment A <b>S22</b> of this Official Order. This Official Order includes the following attachments: <ul style="list-style-type: none"> <li>• Attachment A – Statement of Requirements</li> <li>• <b>S22</b></li> </ul>
3.	<b>Participating Agency</b>	1.1	Australian Bureau of Statistics, 45 Benjamin Way Belconnen ACT 2616, ABN 26 331428 522
4.	<b>Participating Agency Representative</b>	1.1 and 11	<b>S47F</b> 45 Benjamin Way, Belconnen ACT 2617 02 6252 5769 <b>S47F</b> @abs.gov.au
5.	<b>Contractor Representative</b>	1.1 and 11	<b>S47F</b> 8 Paneka Court Cranbourne West VIC 3977 03 9708 5792 <b>S47F</b> @brandedproducts.com.au
6.	<b>Contract Period</b>	1.1 and 2.1	From the date of execution and end 30 September 2026

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7.	<b>Contract Option Period</b>	2.2	This contract may be extended for further periods of up to 6 months.
8.	<b>Contract Option Notice Period</b>	2.2	By the ABS providing written confirmation that it requires an extension, prior to the expiry of the Contract.
9.	<b>Specified Personnel</b>	1.1 and 14	<p>[REDACTED] S47F Project Manager</p> <p>[REDACTED] S47F Business and Operations Support</p> <p>[REDACTED] S47F Product Coordinator</p> <p>[REDACTED] S47F China Branch Manager</p>
10.	<b>Subcontractors</b>	4.11	Any Sub-Contractors proposed to provide Services must be approved by the Participating Agency Representative in writing.
11.	<b>Other Contractors</b>	1.1 and 7	No other Contractors.
12.	<b>Notices</b>	35	<p><b>Participating Agency:</b>  [REDACTED] S47F  45 Benjamin Way, Belconnen ACT 2617  02 6252 5769  [REDACTED] S47F @abs.gov.au</p> <p><b>Contractor:</b>  [REDACTED] S47F  8 Paneka Court, Cranbourne West VIC 3977  03 9708 5792  [REDACTED] S47F @branded products.com.au</p>
13.	<b>Governing law and jurisdiction</b>	36.14	As specified in the Standard Terms and Conditions, this Contract is governed by the law of the Australian Capital Territory and each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of that jurisdiction.
<b>Services</b>			
14.	<b>Description of Services including the purpose of the Services, Milestone Dates, and Delivery Place</b>	1.1, 4, 4.3(d) and 4.4	As specified in Attachment A.
15.	<b>Measuring performance</b>	13	Meet requirements set out in the head agreement
16.	<b>Reporting requirements</b>	11.2	As agreed between the parties in writing.
17.	Not used	-	-

18.	<b>Business Hours</b>	1.1	As specified in the Standard Terms and Conditions								
19.	<b>Relevant Standards</b>	4.1(f)	Refer to the standards set out in the Standard Terms and Conditions. No additional standards, practice or guidelines apply								
20.	<b>Participating Agency requirements</b>	4.1(i)	No additional Participating Agency requirements apply.								
21.	<b>APS Values</b>	4.13	The Standard Terms and Conditions apply.								
22.	<b>Commonwealth Fraud Control Framework</b>	4.14	The Standard Terms and Conditions apply.								
23.	<b>Indigenous Procurement Policy</b>	4.18	The Standard Terms and Conditions apply.								
24.	<b>Security</b>	28.1	No additional security requirements.								
25.	<b>Additional insurance</b>	23.2	<ul style="list-style-type: none"> <li>Professional indemnity insurance for an insured amount not less than \$5 million per claim or series of occurrences giving rise to a claim</li> <li>Public liability insurance for an insured amount \$20 million per claim or series of occurrences giving rise to a claim</li> <li>Workers compensation insurance as required by law.</li> </ul>								
<b>Confidential Information</b>											
26.	<b>Confidential Information</b>	1.1 and 24	<p><b>Participating Agency's Confidential Information:</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Period of confidentiality</th> </tr> </thead> <tbody> <tr> <td>ABS Material All ABS electronic data (however stored) and physical copies of written or electronic information or data, which has not been released to the public by the ABS or is marked as confidential or similar.</td> <td>Indefinitely</td> </tr> </tbody> </table> <p><b>Contractor's Confidential Information:</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Period of confidentiality</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>Nil</td> </tr> </tbody> </table> <p>The Contractor should have regard to the guidelines published by the Department of Finance, available at: <a href="https://www.finance.gov.au/procurement/procurement-">https://www.finance.gov.au/procurement/procurement-</a></p>	Item	Period of confidentiality	ABS Material All ABS electronic data (however stored) and physical copies of written or electronic information or data, which has not been released to the public by the ABS or is marked as confidential or similar.	Indefinitely	Item	Period of confidentiality	N/A	Nil
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			<a href="policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html">policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html</a>
<b>Ownership of Material</b>			
27.	<b>Participating Agency Material</b>	1.1 and 15	As specified in the Standard Terms and Conditions.
28.	<b>Ownership of Contract Material</b>	16.3(a)	Participating Agency to own all Intellectual Property Rights in Contract Material upon its creation.
29.	<b>Licence of Material</b>	16.3(b)	The Standard Terms and Conditions apply.
30.	<b>Moral Rights – Specified Acts</b>	18	As specified in the Standard Terms and Conditions.
<b>Payment</b>			
31.	<b>Payment – Service Charges</b>	19.1	The total cost of the services will not exceed <b>\$259,190.00</b> (GST Inclusive) without the prior written approval of the Participating Agency Representative. S22
32.	<b>Additional invoice requirements</b>	19.3	Accounts Payable, GPO Box 2796Y, Melbourne VIC 3001 Email: <a href="mailto:accounts@abs.gov.au">accounts@abs.gov.au</a> All invoices must include the contract reference number: ABS2024189
33.	<b>Payment period</b>	19.4	As specified in the Standard Terms and Conditions.
34.	<b>Expenses</b>	19.7	Participating Agency will not pay any travel, accommodation or other fees, charges or expenses unless they have been pre-approved in writing by the Participating Agency Representative and detailed in a change request approved by both parties.
<b>Acceptance of Services and other processes</b>			
35.	<b>Acceptance</b>	4.6	As specified in the Standard Terms and Conditions.
36.	<b>Business process requirements</b>	5	As specified in the Standard Terms and Conditions.
37.	<b>Business continuity planning</b>	6	As specified in the Standard Terms and Conditions.
38.	<b>Transition and implementation</b>	9	No Transition and Implementation plan required.
39.	<b>Unwind</b>	10	As specified in the Standard Terms and Conditions.
40.	<b>Progress meetings</b>	11.1	Progress meetings will be determined as required with the Agency's and the Contractor's Representative

41.	<b>Relationship management</b>	12.1	As agreed in writing between the parties.
42.	<b>Operational management meetings</b>	12.2	As agreed in writing between the parties.
43.	<b>Other forums</b>	12.3	There are no other forums required
44.	<b>Removal of Participating Agency Data</b>	28.3	As specified in the Standard Terms and Conditions.
45.	<b>Unforeseen events</b>	31.3	As specified in the Standard Terms and Conditions.
46.	<b>Limitation Amount</b>	22.1	The Contractor's liability to pay any amount to the Participating Agency arising out of this Contract is limited to three times the total value of the contract.

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This Official Order may be executed in two or more counterparts, each of which will be deemed an original and all of which taken together will be deemed to constitute one and the same documents.

The parties agree that this Official Order may be signed by either or both parties by facsimile or electronically, it represents that it is authorised to execute this document and the parties intend to be bound by the terms and conditions of a fully executed version.

Executed as an agreement by the Australian Bureau of Statistics ABN 26 331 428 522, by its duly authorised delegate:

Signature of Delegate:	S47F
Name of Delegate:	<i>Kathy Belka</i>
Position of Delegate:	<i>Program Manager (a/g) Census Branch</i>
Date:	<i>11 February 2025</i>

Executed as an agreement by Branded Promotional Products Pty Ltd as Trustee for Branded Products ABN 36 367 285 695 by:

Signature of Representative:	S47F
Name of Representative:	S47F
Position of Representative:	<i>MANAGING DIRECTOR</i>
Date:	<i>10/2/2025</i>

## **Attachment A - Services**

The Contractor will undertake and oversee production of up to 30,500 Field Officer Satchels for the 2026 Census, including but not limited to:

### **1. PROJECT MANAGEMENT**

The Contractor has appointed a Project Manager who will be responsible for implementing the Project Plan. The Project Manager will be the main contact for the Participating Agency and will:

- have the authority to make decisions on behalf of the Contractor
- keep complete and detailed documentations and itemised invoices, and to provide the same to Participating Agency when requested
- liaise with the Participating Agency Logistics Provider on deliveries
- resolve any queries, complaints and quality assurance/control issues
- report any incidents affecting production, quality and delivery, as well as security incidents
- review and provide updates on all phases of the production of satchels.

### **2. QUALITY ASSURANCE & SECURITY**

Participating Agency retains the right to reject the finished product if:

- it does not meet the specifications or match the sample approved by Participating Agency
- delivered with defects or physical damage

Participating Agency may undertake inspections of the satchels at the Contractors' facilities.

Contractor is to provide access to Participating Agency staff as requested.

The security of Census material is of critical importance, the Contractor must ensure that satchels remain secure at all times and are not available or able to be used in Australia following the 2026 Census. This is to mitigate risks, such as someone posing as a Census Field Officer.

### **3. PRODUCTION & DELIVERY**

The production of the satchels is time-sensitive and must be completed in time for the packing and distribution of materials for the Operational readiness Exercise (ORE) and Main Event (ME). The Contractor will work closely with the Logistics Provider (external to the Participating Agency) and the Participating Agency to ensure timelines are met.

(NOTE: Planning for 2026 Census is ongoing and timelines below are subject to change)

Activity / Milestone	Period
Contract commencement	Feb 2025
Satchel specifications finalised/approved	Feb 2025
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Adjustments to satchel specifications if any	Sep 2025
Production of satchels for ME	
Delivery to Participating Agency Logistics Provider	Jan 2026

Satchels must be delivered undamaged and intact.

Satchels must be delivered to the warehouse/s of the Participating Agency Logistics Provider.

Branded Products will advise the Participating Agency and the Participating Agency Logistics Provider of estimated delivery dates and times, and quantities of satchels being delivered.

#### 4. SPECIFICATIONS

Quantity	<b>30,500</b> Breakdown <ul style="list-style-type: none"><li>Qty for ORE: <b>500 units (approx.)</b></li><li>Qty for ME: <b>30,000 units (approx.)</b></li></ul>
Approximate dimensions	Height: <b>290mm</b> Width: <b>390mm</b> Depth: <b>150mm</b>
Colour / External features	<ul style="list-style-type: none"><li>Yellow</li><li>Reflective strip on front – 38mm wide</li><li>No branding/printing</li></ul>
Others	<ul style="list-style-type: none"><li>Strong, lightweight, flexible and waterproof</li><li>Padding on strap</li><li>Optional features<ul style="list-style-type: none"><li>Insulated pocket for water bottle</li><li>Pocket/slot for laptop</li></ul></li></ul>
Packaging	Packed into cardboard boxes