



THE WAREHOUSE GROUP LIMITED

**Merchandise
Request for Tender**

(Enter name of merchandise category being sought)

To

(Name of Potential Supplier)

Issued

(Date)

Response Deadline

(Date)

(Template Version 1.00 dated 19.06.2002)

Notes for Users of this Template

The Request for Tender (RFT) document will be accompanied by a Product Specification and the Terms of Trade which form attachments to the RFT.

Because of the variety of products that we source the template is generic and may need to be adapted for specific products. The template is intended to remind you of all the information that should be supplied in the tender documentation. For specific products some sections may not be relevant so just delete these. Similarly, if there is any information that is not covered in the template please add this in. All comments in italics are for the assistance of users of the template and should be deleted before the specification is sent to potential suppliers.

Invitation

This is an invitation to submit a tender for the supply of *(type of product)* for The Warehouse Group Limited. Tenders should be submitted by *(time and date)*.

First and Final Opportunity

This is the first and final opportunity to quote therefore it is essential that potential suppliers put forward their best offers. However, in some situations an incumbent supplier may be given the opportunity to improve on their first offer if a better offer is received from another supplier.

Overview

The Warehouse Group consists of three retail chains in New Zealand and Australia. The Warehouse “Red Sheds” chain is the largest general retail chain in New Zealand. The Warehouse Stationery chain “Blue Sheds” in New Zealand retails stationery, office equipment, supplies and furniture. The Warehouse Australia chain “Yellow Sheds” is comprised of general retail stores spread through Queensland, New South Wales, ACT and Victoria.

Please refer to the accompanying brochure for more information about The Warehouse Group or visit our website <http://www.thewarehouse.co.nz>

The products sought in this tender are intended for sale in The Warehouse “Red Shed” stores in New Zealand.

Relationship Management

The Warehouse believes that suppliers are one of the five stakeholder groups essential to the success of the business. Our team is committed to the development of mutually beneficial relationships with our key suppliers.

Our Requirements

- Please find attached our Product Specification. This gives details of all our requirements for the product, its packaging and delivery. The product specification outlines all the elements that will affect pricing such as cost of product, packaging design and manufacture (pre-press film, plates, bar-coding, pre-pricing) and freight. In some instances the Warehouse may provide designs for products and/or packaging. Please ensure that you consider all the requirements carefully.
- Also attached is a copy of our Terms of Trade. This document specifies the undertakings of the supplier on acceptance of a Warehouse purchase order. You should familiarise yourself with this document prior to your response to this RFT.

For apparel tenders only include the following:

- The Warehouse Quality Assurance Manual is also attached. Please familiarise yourself with this document prior to your response to this RFT.
- Short-listed respondents may be required to supply samples of products to assist The Warehouse with the evaluation of their responses. All costs including freight are to be borne by the potential supplier.
- The Red Sheds have two Distribution Centres (DCs) – the larger at Wiri in Auckland and a smaller facility in Christchurch. The Warehouse expects that suppliers will bear the cost of freight and that delivery will be: *retain just one of the following options or include other*
 - Free into Distribution Centre (FID) – deliveries are made to one or both DCs.
 - Free Into Store (FIS) – deliveries are made to all or nominated stores.
 - Free on Board (FOB) – delivery to a nominated port in New Zealand.
- Sustainability - The Warehouse prefers products and packaging that are made from sustainable, renewable resources and are recyclable or reusable at the end of their life.

Your Response

- You should respond on the product specification document where shown.
- Your response must stipulate the period for which your response remains valid.
- You must clearly state the name and details of the contact person designated by you through whom all correspondence between the parties will be entered into.

Confidentiality

The Warehouse undertakes that all responses to the tender, particularly pricing information, will remain confidential to The Warehouse and will not be disclosed to any third party. Please note that information contained in the responses may be shared within the Warehouse Group. For example, pricing for a product being sourced for the Red Sheds may be shared with the Yellow Sheds.

The Warehouse requires that all respondents to this tender treat all the information contained in this Request for Tender document as strictly confidential and do not disclose any of the content to any third party without the prior written permission of The Warehouse.

Evaluation Criteria

The Warehouse will base its decision on the following criteria and any others that may arise during consideration of the tenders:

- Price
- Quality of product, packaging and presentation in relation to the product specification
- Fitness for purpose, appearance and finish
- Safety, durability and absence of defects
- Continuity of supply
- Potential for increasing the range of products offered
- Company performance – referees may be sought
- Past Performance
- Sustainability awareness – policies, track record
- Social awareness – refer to the Social Policy section of the Terms of Trade

- Potential to grow the business relationship
- Availability of repairs and spare parts (as required under the Consumer Guarantees Act).

Selection

The Warehouse will endeavour to explain to unsuccessful candidates the reasons why they were not selected, however The Warehouse reserves the right to not justify its selection or to not award the supply contract to any respondent.

Further Information

Please contact *(contact details)* on *(telephone number)* or *(email address)* if you require any further information or clarification. Any significant additional information given to one respondent will be shared with all other respondents.

The Warehouse may require a potential supplier to provide additional information to allow further analysis of their tender.

Disclaimer

The information provided has been compiled with best intentions but may be incomplete and may contain inaccuracies.

Timetable

<i>(Date)</i>	Final deadline for responses to be received by The Warehouse
<i>(Date)</i>	Analysis of responses
<i>(Date)</i>	Receipt of samples if requested
<i>(Date)</i>	Announcement of decision
<i>(Date)</i>	Implementation planning to commence

Submission of Tenders

Please send tenders by email *(and post or deliver hard copy)* to:

(Contact name)
(Title)
(Email address)

The Warehouse
PO Box 33-470
Takapuna
AUCKLAND

Street delivery to: 26 The Warehouse Way
Northcote