



St Philomena's School Moree  
55 Boston Street PO Box 669  
MOREE NSW 2400  
Ph 02 6752 1577  
[moradmin@arm.catholic.edu.au](mailto:moradmin@arm.catholic.edu.au)

## Introduction

Thank you for your interest in tendering for the cleaning contract at St Philomena's Catholic School, Moree. St Philomena's is a co-educational central school with a student population of 360 and 65 staff members. It is a well maintained school with excellent facilities that include classrooms; Science laboratory; Industrial Technology rooms; Visual Arts and Music rooms; large Learning Centre Library, and a Hall. Inspection of the site/facilities can be arranged on Wednesday 4 February by contacting the school office by phone on 02 6752 1577 or [moradmin@arm.catholic.edu.au](mailto:moradmin@arm.catholic.edu.au).

## Completing the Tender

Tender submissions should include:

- a statement of capacity to complete the work schedule (attached)
- details of current and/or previous cleaning experience
- the names of at least two professional referees
- details of your Quality Assurance Policy or Statement and Quality Assurance processes
- a breakdown of costs, including labour, cleaning products and related equipment
- copies of current workers compensation and public liability insurance \$20 million

## Terms of Contract

The contract will be for a term of three years. The successful tenderer will be required to commence on 2 March 2026.

The Contractor must provide at its own cost and expense all labour, cleaning materials, plant and equipment necessary for the completion of the cleaning requirements.

The Contractor must provide current Working With Children Check (WWCC) for all cleaning staff members. Under no circumstances should a cleaning staff member access the school site without a current WWCC being provided to the school for verification.

During the school term access to the school for cleaning purposes is available between the hours of 3:15pm and 8:30am.

The contractor will ensure all offices/rooms are locked when unattended and that all exterior doors are locked unless otherwise instructed and that all entrances, access and exit doors to the building are securely locked at all times during cleaning unless otherwise directed. Upon leaving the School, the Contractor must ensure all

windows and doors opened in the course of cleaning are closed and locked, that any air conditioners are turned off and that the security system is armed provided that no other school staff are on the premises.

A walk-around inspection and follow-up meeting will be conducted each term.

Following two unsatisfactory assessments, the contractor will be required to show cause as to why the contract should not be cancelled. Following three unsatisfactory assessments the contract may be cancelled.

## **Terms of Payment**

The contractor will be required to submit a Tax Invoice monthly for the previous month's cleaning. Payment will be by direct credit to the contractor's nominated bank account.

## **Holiday Cleaning**

Windows to be cleaned two times per year during holiday breaks.

Store Rooms are to be vacuumed and dusted each holiday break.

Refrigerators and freezers etc in the canteen and staffroom are to be moved and cleaned behind/under every holiday.

Ceiling fans are to be cleaned twice per year during holiday breaks. One exception is the Big Fan in the Hall where the school will make arrangements for this to be cleaned.

Any tender for this cleaning proposal is to include the supply of:

- All labour and associated costs
- Chemicals/cleaning agents/bin liners
- All cleaning equipment
- \$20 million public liability insurance

St Philomena's School... will provide:

- hand soap for toilets
- paper towel for toilets and staff lunch area
- toilet paper

## **Selection Criteria**

- Assessed ability to fulfil the contract (capacity to complete the schedule of works and services)
- Price
- Quality Assurance processes
- Compliance with Monthly Slavery guidelines
- Experience (including referee's reports)

Tenders close at 3.00pm, Wednesday 11 February, 2026 and should be addressed to:

The Principal  
St Philomena's Catholic School  
PO Box 669  
MOREE NSW 2400