

Darwin High School Uniform School Procurement Scope of Requirement

School Procurement Guidelines –Scope of requirement	
Topic	Detail
Procurement title	2027 – 2029 Darwin High School Uniform Supply
Procurement approved by	Principal and School Board
Scope of requirement prepared by	Sally Walker
Date	01.09.2026

1. Introduction

Darwin High School is seeking to appoint a supplier for the design, manufacture and supply of its new compulsory school uniform for 2027–2029, with scope to expand the range as required.

The new uniform is a key deliverable of the school's rebrand and unification as a Years 7–12 school. As the largest school in the Northern Territory, Darwin High School requires a uniform that caters for students aged approximately 11–18 years, reflects the school's long history and reputation, and establishes a consistent and contemporary identity across the school community.

The uniform must balance professional presentation, quality, comfort, durability and affordability, while being appropriate for Darwin's tropical climate.

2. Background

This will be the first time in many years that Darwin High School has operated with a compulsory uniform. The new uniform is a key component of the school's rebrand and unification as a Years 7–12 school, providing a consistent identity across the school community.

Material, fit and fabric preferences have been informed through consultation with students and staff and approved by the school's Executive Team. These requirements balance comfort and suitability for Darwin's tropical climate with durability, ease of care and a professional appearance.

The standard uniform is intended to be semi-formal rather than a sports uniform. Garments should be lightweight and breathable while maintaining a polished and professional school-uniform appearance appropriate for students aged approximately 11–18 years.

Affordability is an important consideration, particularly during the transition to a compulsory uniform

The initial range will comprise a standard school polo shirt, including a coordinated long-sleeve option, and school shorts in unisex and female-cut styles, with potential to expand to House shirts, staff uniforms and other items as required.

3. Objective or purpose

To appoint a supplier that can provide Darwin High School with a high-quality, durable, comfortable and affordable uniform that:

- Reflects the school's new brand, history and professional reputation.
- Is suitable for Darwin's hot and humid climate.
- Incorporates student-informed preferences for fit, fabric and comfort.
- Provides an appropriate range of sizes for the Years 7–12 student cohort.
- Offers value for money for families and the school.
- Can support an initial cohort of approximately 2,000 students and ongoing supply requirements.
- Provides flexibility to expand the range during the 2027–2029 period.
- Can meet the required January 20, 2027 delivery deadline.

Key Specifications

Standard Polo – Must Have

- Ability to accurately reproduce the supplied design concept, including approved colours, branding, graphics and other design elements.
- Material options that allow for both sublimation and embroidered printing.
- Collared, semi-formal and professional appearance.
- Lightweight, breathable and heat-friendly fabric suitable for Darwin's tropical climate.
- UPF 50+ / UV 50+ sun protection.
- Antibacterial and odor-resistant fabric properties to minimise the retention of body odor during daily school use.
- Good airflow and moisture management to support comfort in hot and humid conditions.
- Comfortable and durable for daily school wear and frequent laundering.
- Fabric and garment construction must be suitable for regular school use and maintain performance and appearance over time.
- Wide size range suitable for Years 7–12.
- Quote for both unisex and female cut.
- Coordinated long-sleeve option.

School Shorts – Must Have

- Lightweight, breathable and durable stretch fabric.
- Suitable for everyday school wear and Darwin's climate.
- Unisex and female-cut options.
- A modernised, comfortable and high-quality version of the current shorts, incorporating the new Darwin High School design while retaining the functionality and practicality students value.

- Must include secure/zipped pockets.

Future/Optional Requirements

- House shirts for approximately eight Houses.
- Staff shirts/uniforms.
- Extended size ranges.
- Additional functional features or garments as required for example long pants.

4. Deliverables

The successful supplier will be expected to:

1. Design development and sampling

- Demonstrate an understanding of Darwin High School, its history, brand, school context and student cohort, as well as the local climate and practical requirements of operating a school in Darwin.
- Work collaboratively with Darwin High School to finalise the approved uniform design and provide high-quality initial samples in person for review.
- Ensure samples accurately reflect the supplied design concept, proposed fabrics, colours, fit and garment construction so the school can make timely and informed decisions.
- Provide additional samples where required. Minor design or specification changes may be reviewed online, where appropriate.
- Be available for in-person meetings when required, particularly for significant design, sampling or quality decisions.

2. Consultation and ongoing support

- Provide ongoing advice and support throughout finalisation of the uniform design, fabric, fit, sizing and samples.
- Provide advice and support for future uniform items, including House shirts and staff uniforms, where these require consultation with students and staff.
- Provide timely, clear and responsive communication throughout the project to support the school's decision-making and critical delivery timeframe.

3. Approvals and reporting

- Provide clear documentation, samples, specifications and pricing to support the school's approval processes.
- Allow sufficient time within the project schedule for uniform designs and significant variations to be approved by the Principal and School Board, either at their monthly meeting or, where required, out of session.

- Clearly identify any decisions, approvals or actions required from the school to maintain project timelines.

4. Manufacturing and quality

- Manufacture approved garments to the agreed design, specifications, fabric, fit and sizing requirements.
- Ensure consistency in colour, branding, sizing, garment construction and print quality across production.
- Maintain quality standards consistent with the school's expectations for a high-quality, durable and professional uniform.

5. Supply, storage and replenishment

- Provide a detailed production and delivery schedule demonstrating capacity to meet the January 20, 2027 delivery deadline.
- Supply the initial order for approximately 2,000 students, with quantities informed by pre-orders and an appropriate buffer.
- Provide off-site storage/stockholding where required by the school to support ongoing uniform availability and reduce the need for the school to hold large quantities of stock on site.
- Provide no minimum order requirement for routine replenishment, allowing the school to order stock as required based on enrolments, demand and replacement needs.
- Provide reliable and timely reorder and replenishment arrangements throughout 2027 – 2029.

6. Future flexibility

- Provide advice, samples and pricing for additional uniform items as required, including House shirts, staff uniforms and other approved garments.
- Support modifications or additions to the uniform range while maintaining consistency with the established design, quality and specifications.

5. Ordering

A purchase order will be raised under the contract for the initial uniform supply, with subsequent purchase orders issued as required for stock replenishment, additional enrolments and approved additional uniform items throughout the 2027–2029 contract period. The supplier must be able to accommodate replenishment orders without a minimum order requirement.

6. Delivery

- Darwin High School – 10 Atkins Drive, The Gardens NT 0820 (specific location within the school to be provided)
- During business hours: Monday – Friday 7.45am – 3.50pm (public holidays excluded)
- Signature required on delivery

7. Consultation

Suppliers may engage with Darwin High School throughout the procurement process where clarification or further information is required. Engagement can occur via email, online meeting or in-person meeting, subject to availability and the time-sensitive nature of the project.

Where a supplier wishes to engage with relevant school representatives or seek input to inform their proposal, they should contact the nominated school representative to arrange the appropriate consultation.

8. Target audience

The uniform must meet the needs of Darwin High School's diverse Years 7–12 student cohort (approximately 11–18 years) and key stakeholders, including:

- **Students:** comfort, fit, breathability, durability and professional presentation.
- **Families:** affordability, value for money, size availability and reliable access to uniforms.
- **School staff and leadership:** quality, consistency and alignment with the school's brand and standards.
- **School Board:** oversight, quality and alignment with the school's strategic direction.
- **Department of Education and Training:** compliance with relevant School Uniform policy requirements and value for money.
- **School community:** a cohesive uniform that supports the school's rebrand and unification as a Years 7–12 school.

9. Timeframe

This section is suited for any procurement requirement that has time frame requirements and should include key dates or milestones that are required with your procurement.

Deliverable	To be completed by
Research potential suppliers and share scope of work	Early April 2026
Engage with suppliers for material samples/options	May – June 2026
Consultation sessions with students and staff re material/fabric fit and feel	Mid July 2026
School Board approval of uniform design and recommendation	25 August 2026
Advertising period commences	8 September – 20 October (6 weeks)

(Facebook post and school webpage)	
Assessment panel evaluates submissions and creates recommendation for Board and Principal	22 October 2026
School Board approval of procurement	29 October 2026
Design finalisation and confirmation of specifications	30 October 2026
Initial samples provided for review and approval	13 November 2026
Final production quantities confirmed	20 November 2026
Bulk production completed	Mid December 2026
Initial uniform stock delivered and available to the school	No later than 20 January 2027
The January 2027 delivery deadline is critical to allow sufficient time for uniform distribution and preparation for the commencement of the 2027 school year. Suppliers should clearly identify any risks or dependencies that may affect these timeframes in their response.	
Stockholding/replenishment arrangements established	March 2027

10. Reporting

The supplier will be expected to provide timely and accurate reporting throughout the procurement and supply process, including:

- Project progress updates against agreed design, sampling, production and delivery milestones.
- Early notification of any risks, delays or issues that may affect agreed timeframes, quality or supply.
- Updated pricing, specifications and production information where changes are proposed.
- Confirmation of production and delivery status for the initial order and subsequent replenishment orders.
- Information required by the school to support Principal and School Board approval where applicable.
- Reporting may be provided by email, online meeting or in person, depending on the nature of the matter.
- Provide delivery tracking and regular updates on freight and shipment status, including early notification of any potential delays, to ensure the agreed January 2027 delivery deadline is met.

11. Key performance indicators

The supplier's performance will be assessed against the following measurable KPIs:

KPI	Performance Measure
Delivery timeframe	Initial uniform order production by mid December 2026 .
Design finalisation and flexibility	Supplier provides a streamlined design review process and accommodates unlimited reasonable design amendments during the design finalisation and sampling phase without additional design or amendment costs, until final approval is provided.
Production milestones	Agreed design, sampling and production milestones achieved within the approved timeframe.
Sample quality	Samples accurately reflect the approved design, colours, fabric, fit and specifications and are provided within agreed timeframes.
Product quality	Uniforms supplied consistently meet the approved design, materials, fit and specifications selected through student and staff consultation and endorsed by the School Board, and comply with the requirements of NTG School Uniforms and dress code Policy and Sun Safety in schools Policy. The final product must be durable and suitable for standard daily use in a school environment and Darwin's tropical climate, including frequent laundering. Garments should resist retaining odour and stains and remain in reasonably good condition for a minimum of 12 months of normal use, including maintaining fabric integrity, colour, print/branding, fit and garment construction. Any defects or non-conformances are to be addressed promptly.
Affordability and value for families	Pricing supports the school's objective of maximising the number of complete uniform sets families can purchase within the \$200 Back to School credit, with a target of at least two complete standard uniform sets where practicable.
Responsiveness	Supplier responds to enquiries, requests and required approvals within 2 business days, unless otherwise agreed.
Communication and reporting	Progress, production and delivery updates provided as agreed, with immediate notification of any risks to timeframe or supply.
Delivery tracking	Freight tracking provided for all shipments, with proactive updates to ensure delivery deadlines are maintained.
Replenishment	Stock replenishment orders fulfilled within agreed lead times and without a minimum order requirement and within a 10 week delivery timeframe.
Stock availability	Agreed stockholding arrangements maintained to support ongoing enrolments and replacement requirements.

Project completion	All initial uniform requirements, including delivery and agreed supporting documentation, completed no later than 20 January 2027.
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12. Travel

No travel expenses will be reimbursed by Darwin High School in connection with this procurement or the resulting contract.

Where travel is required by a supplier, including travel for site visits, meetings, sampling, presentations, consultations or other tender-related activities, all associated costs are to be organised and paid for by the supplier.

13. Invoicing and payments

Invoicing and payments will be managed in accordance with the NT Government standard Conditions of Contract and the terms of the resulting contract.

- The supplier must submit itemised tax compliant invoices to Darwin High School for approved goods and services supplied.
- Invoices must reference the relevant purchase order number and include sufficient details to verify the goods or services supplied.
- Payment will be made in accordance with the agreed contract payment terms following receipt and acceptance of the goods or services.
- The initial uniform order will be subject to the agreed purchase order and delivery arrangements.
- Subsequent purchase orders may be issued for replenishment, additional enrolments and approved additional uniform items throughout the contract period.
- No payment will be made for goods or services that have not been approved or supplied in accordance with the contract.
- Any invoicing discrepancies or disputed charges must be resolved with the school prior to payment.
- The supplier must provide any required tax invoices and supporting documentation in accordance with applicable requirements.

14. Standards

The supplier must comply with all applicable Northern Territory Government legislation, policies, standards and procurement requirements, together with relevant Australian Standards and industry requirements applicable to the manufacture and supply of school uniforms.

At a minimum, the supplier must:

- Comply with the NT Government procurement requirements and Conditions of Contract applicable to the procurement.
- Comply with the School Uniforms and Dress Codes Policy and Sun Safety in Schools Policy, including requirements relating to sun protection and appropriate school uniform design.
- Ensure all garments, materials, dyes, printing and manufacturing processes comply with applicable Australian consumer product safety, labelling and textile requirements.
- Ensure garments are appropriately labelled with size, fibre content and care instructions, as required by applicable legislation and standards.
- Meet applicable requirements for workplace health and safety, environmental practices and ethical sourcing associated with the manufacture and supply of the uniforms.
- Maintain appropriate quality assurance processes to ensure consistency of fabric, colour, sizing, fit, construction, branding and print quality throughout the contract.
- Hold and maintain all insurances required under the NT Government standard Conditions of Contract, including appropriate public liability and workers compensation insurance, and provide evidence of currency when requested.
- Notify Darwin High School promptly of any product safety issue, non-compliance, recall or other matter that may affect the quality, safety or availability of supplied uniforms.
- Ensure any subcontractors or third parties engaged in the manufacture, printing, storage or supply of uniforms meet the same applicable contractual and compliance requirements.

Relevant policies and requirements:

- NT Government – School Uniforms and Dress Codes Policy
- NT Government – Sun Safety in Schools Policy
- NT Government procurement rules and standard Conditions of Contract – as applicable to the procurement.

Insurance:

The successful supplier will be required to maintain the insurance cover specified in the applicable NT Government standard Conditions of Contract for the duration of the contract and provide certificates of currency on request.

15. Warranty

The supplier must provide an appropriate warranty for all uniform garments supplied under the contract and comply with applicable Australian Consumer Law requirements.

At a minimum:

- The supplier warrants that all garments supplied will conform to the approved design, specifications, materials, fit, construction and quality requirements.

- Uniforms must be fit for their intended purpose and suitable for regular daily use in a school environment and Darwin's tropical climate.
- The supplier must warrant that garments will remain in reasonably good condition for a minimum of 12 months under normal use and care, including maintaining fabric integrity, colour, print/branding, fit and garment construction.
- Warranty claims must cover manufacturing defects, faulty materials, premature deterioration and other defects attributable to the supplier or manufacturing process.
- The warranty does not need to cover damage resulting from misuse, accidental damage, inappropriate care or normal wear and tear.
- Where a product is found to be defective or does not meet the agreed specifications, the supplier must, at the school's discretion, repair, replace or otherwise rectify the item at no additional cost.
- The supplier must provide a clear and straightforward process for warranty claims, returns and replacement of defective garments.
- Warranty claims should be assessed and resolved within an agreed timeframe, with the supplier responsible for reasonable costs associated with the return and replacement of defective goods.
- The supplier must advise the school of any known product defect, quality issue or recall affecting supplied garments.
- Warranty obligations will continue to apply to goods supplied during the 2027–2029 contract period, including replenishment orders.

Warranty period:

The supplier should clearly state the proposed warranty period and warranty conditions in its tender response, including any manufacturer warranties that apply to fabrics, printing, garment construction or other components.

16. Assessment criteria and weighting

Quotations will be assessed on the following criteria:

1. Price (10% weighting)
2. Local content (30% weighting)
3. Capacity (10% weighting)
4. Timeliness (20% weighting)
5. Scope (30% weighting)