



PALM ISLAND ABORIGINAL SHIRE COUNCIL

Supply of Uniforms and Safety Footwear

Supplier Brief and Request for Quotation 2026-03

Part 1 – Preamble

Palm Island Aboriginal Shire Council invites submissions from suitably qualified suppliers for the supply of corporate and operational uniforms, high-visibility workwear, branding/embroidery services, safety footwear, sample garments, sizing sets and on-Island staff try-on support. The purpose of this procurement is to identify a supplier or suppliers able to provide practical, durable, comfortable and culturally appropriate uniform options that meet the needs of Council's diverse workforce and operating environment.

Council requires a coordinated uniform range suitable for administration, customer-facing, community-facing, field-based and operational roles. Suppliers must demonstrate how they will support staff to review samples and confirm sizes on Palm Island before final orders are placed.

Part 2 – General Information

Contract / procurement details	Supply of uniforms and safety footwear, including sample garments, sizing sets, branding/embroidery and on-Island staff try-on support.
Communications by suppliers	All supplier questions and clarification requests must be directed to the nominated Council contact by the closing date for questions. Council may issue written responses or addenda where required to ensure all suppliers receive the same information.
Briefing or site inspection	Not applicable unless otherwise advised by Council. Suppliers must, however, outline how samples and sizing support will be delivered to Palm Island.
Submission of supplier response	Supplier responses must be submitted by the closing date and time specified in this document. Suppliers should allow sufficient time for all supporting documents, catalogues, schedules and attachments to be submitted before the closing time.
Term of contract	Two (2) years, commencing 1 January 2027 and ending 31 December 2028
Validity period	Supplier pricing and offers should remain valid for a minimum of 90 calendar days after the closing date, unless otherwise agreed by Council.
Complaints or procurement concerns	Any complaint or concern about the procurement process should be directed to the nominated Council contact or Council's complaints process, as applicable.

Evaluation considerations

- Compliance with the scope and specification requirements.
- Completion of required response information, pricing schedules and supporting documentation.
- Suitability, quality, comfort, durability and presentation of proposed uniform and footwear options.
- Availability of inclusive sizing across male, female and unisex fits.
- Supplier methodology for sample provision, on-Island fitting support, order recording, delivery and returns.
- Relevant experience, organisational capacity, communication and after-sales support.
- Value for money, including item pricing, branding, freight, sample costs, returns and ongoing reorder arrangements.
- Local benefit, where relevant, including the supplier's ability to support Palm Island Council's operational needs and community context.

Indicative procurement timetable

Activity	Indicative date
Issue supplier brief / request	26 October 2026
Closing date and time for submissions	26 November 2026

Part 3 – Procurement Process Conditions

The procurement process is governed by this supplier brief, Council's procurement requirements and any written addenda or clarification issued by Council. By submitting a response, suppliers acknowledge that they have read the requirements and have provided information that is accurate, complete and capable of being relied upon by Council during evaluation.

- Council is not bound to accept the lowest priced submission or any submission.
- Council may seek clarification, additional information, samples, demonstrations, catalogues or pricing confirmation from suppliers during evaluation.
- Council may consider value for money, fit-for-purpose outcomes, quality, supplier capacity, delivery arrangements, returns support, local benefit and operational suitability.
- Suppliers are responsible for all costs associated with preparing and submitting their response, including any samples or supporting documentation unless otherwise agreed in writing.
- Suppliers must identify any assumptions, exclusions, minimum order quantities, freight costs, sample costs, return conditions and lead times.
- Any proposed substitution of products after award must be approved by Council before supply.
- Suppliers must comply with applicable laws, workplace health and safety requirements, relevant Australian Standards, product labelling requirements and any Council branding approval process.
- Confidential information provided by Council must only be used for the purpose of responding to this procurement process.

Where Council proceeds with a supplier, the final arrangement may be confirmed by purchase order, quotation acceptance, contract, preferred supplier arrangement or other written agreement approved by Council. The anticipated contract term is two (2) years, commencing 1 January 2027 and ending 31 December 2028, with ordering arrangements and any other final terms to be confirmed before supply commences.

Key requirement

Suppliers must outline how sample uniforms, sizing sets and safety footwear fitting options will be made available on Palm Island, including how staff try-on sessions will be supported, recorded and converted into final orders.

Part 4 - Scope of Supply

- Uniforms suitable for administration, front-counter, community-facing, field-based and operational roles.
- A coordinated range with options for shirts, blouses, skirts, pants, trousers, jackets, cardigans, knitwear, high-visibility workwear and other operational uniform items, where available.
- Safety footwear suitable for relevant Council duties, including compliant boots or shoes appropriate to the work environment and role requirements.

- Inclusive sizing across male, female and unisex fits, including options suitable for different body shapes and comfort preferences.
- Council branding, including embroidery or approved logo application where requested.
- Sample garments, sizing sets and safety footwear fitting options to be provided on Island for staff try-on sessions.
- Ordering, returns, faulty product replacement and reorder support.

Part 5 - Required Uniform and Safety Footwear Range

Category	Indicative items	Colour / presentation	Notes
Upper garments - corporate	Button shirts & blouses	Council-approved colour palette. Supplier may propose coordinated colourways.	Must be appropriate for warm and humid conditions and suitable for public-facing roles.
Upper garments – operational	Hi-vis long sleeve shirt – no reflective tape	Yellow/Navy	Options for long sleeve with buttons and long sleeve polo
Upper garments – operational;	Hi-vis long sleeve – reflective tape	Yellow/Navy	Options for long sleeve with buttons and long sleeve polo
Lower garments	Pants, trousers, skirts and other corporate bottoms	Neutral corporate colours that coordinate with upper garments.	Must be comfortable, durable and easy-care.
Jackets & knitwear - corporate	Cardigans, knitwear or jackets	Coordinated colours.	Suitable for office air-conditioning and travel.
Jackets/vests – operational	Hi-vis jacket or vest	Yellow/Navy	Suitable for all weather purposes
Safety footwear	Safety boots, safety shoes or other compliant footwear options	Appropriate colours and finishes suitable for Council work environments.	Supplier to identify applicable safety standards, slip resistance, durability and suitability for tropical conditions.
Branding	Embroidery, logo application and/or name embroidery	Council logo placement to be approved before production.	Supplier to provide mock-ups before bulk production.

Part 6 - Samples and Sizing on Palm Island

Requirement	Supplier response required	Minimum expectation
Sample range	List garments, footwear options, colourways, fabric/material options and fit options that can be physically supplied for review.	A practical range of core uniform items, alternative fits and safety footwear options.
Sizing set	Confirm available garment and footwear sizes and whether samples cover male, female and unisex fits.	Broad size coverage suitable for workforce diversity.
On-Island try-on session	Describe how samples will be delivered, displayed and	Samples to be available on Island

Requirement	Supplier response required	Minimum expectation
	supported on Palm Island.	for staff to try on uniforms and safety footwear before final order.
Fit records	Explain how staff selections, garment sizing, footwear sizing and fit preferences will be recorded.	Clear size/order sheets or digital equivalent.
Exchange support	Describe arrangements for incorrect fit, faulty garments and returns.	Transparent return and replacement process.

Part 7 - Fit, Fabric and Quality Requirements

- Uniforms and safety footwear should be breathable, durable, easy-care where applicable and suitable for tropical island conditions.
- Garments should not be see-through and should retain colour and shape after normal laundering.
- Safety footwear should be appropriate for relevant Council duties and identify applicable safety standards, protective features, slip resistance and warranty information.
- Labels should identify size, fibre content, care instructions and manufacturer details.
- The corporate range should include practical options that support staff comfort, mobility and professional presentation.
- Suppliers should identify any Australian Standards, quality controls or garment warranties relevant to the proposed range.

Part 8 - Price

Price means the rates, charges and costs submitted by the supplier for the supply of uniforms, safety footwear, branding, embroidery, freight, samples, sizing support, returns and any other goods or services required under this supplier brief.

The submitted pricing is to remain firm for the first twelve (12) months from the commencement of any approved arrangement, unless otherwise agreed by Council in writing.

A supplier may apply for a review of pricing after the initial twelve (12) month period. Any request for a pricing review must be submitted to Council in writing at least three (3) months prior to the end of the relevant twelve (12) month period.

All requests for a pricing review must be supported by evidence demonstrating the reason for the requested price increase, including changes in supplier costs, manufacturer costs, freight, supply chain costs or other relevant cost impacts.

Council is not obliged to approve any requested price adjustment. Any approved adjustment must be confirmed in writing by Council before revised pricing applies.

Where significant variations to cost occur, the supplier may apply for a pricing review supported by evidence demonstrating the cost increase passed on from the manufacturer or supply chain.

Suppliers must clearly identify any applicable freight costs, branding costs, embroidery costs, sample costs, return costs, minimum order quantities, lead times and any other charges that may apply to Council orders.

Part 9 - Submission Requirements

- Completed supplier response schedule.
- Uniform and safety footwear catalogue or product sheets showing proposed items, colour options, materials and relevant specifications.
- Pricing schedule, including uniform items, safety footwear, branding, freight, sample and return costs.
- Sample and sizing plan for Palm Island staff try-on arrangements, including safety footwear fitting arrangements.
- Details of returns, faulty product management and reorder process.
- Details of delivery timeframes and any minimum order quantities.
- Evidence of insurance and any relevant compliance documentation if requested by Council.

Part 10 - Evaluation Considerations

Evaluation criterion	Weighting	Assessment considerations
Compliance with scope and submission requirements	Pass / fail	Supplier has submitted all required information, accepts the scope requirements, identifies any exclusions, and demonstrates capacity to meet Council's procurement, insurance, safety and documentation expectations.
Product suitability, quality and durability	25%	Quality, comfort, durability, fabric performance, safety footwear suitability, care requirements, professional presentation and suitability for tropical island conditions.
Inclusive sizing, fit and staff comfort	15%	Range of sizes, male/female/unisex fit options, comfort, mobility, cultural comfort, suitability for different body shapes and ability to support staff choice within a coordinated Council range.
Samples, sizing support and on-Island service model	20%	Practicality of sample provision, sizing sets, safety footwear fitting support, staff try-on arrangements, order recording, return processes and ability to support Palm Island-based staff before final orders are placed.
Supplier capability, communication and after-sales support	15%	Relevant experience, reliability, delivery arrangements, lead times, stock availability, account management, issue resolution, reorder support, warranty management and responsiveness to Council requirements.
Value for money	20%	Whole-of-life cost, item pricing, safety footwear pricing, branding and embroidery costs, freight, sample costs, return costs, minimum order quantities, reorder costs and overall benefit to Council.
Local benefit and alignment with Council needs	5%	Understanding of Council's operating environment, ability to support remote delivery, consideration of Palm Island community context and alignment with Council's operational and presentation requirements.

Council may undertake an initial compliance review before weighted evaluation. Submissions that do not meet mandatory requirements may be excluded from further assessment. Council reserves the right to seek

clarification, request samples, undertake product review, negotiate with one or more suppliers, or select the submission that offers the best overall value for money and operational outcome for Council.

9. Contact and Lodgement

Council contact	Governance Officer
Email	governance@palmcouncil.qld.gov.au
Closing date/time	27 November 2026
Submission method	Email or Post