

Australian Industry Participation (AIP) Plan Executive Summary

1. General Project Details

Company Name: Complete Office Supplies Pty Ltd

Description of the project: Whole of Government Panel – Stationery and Office Supplies

Estimated total project value: \$84,600,000

- **Estimated value of key goods and services procured for the project (if different to total project value) :** N/A

Project location: Australia wide

Link to project information: www.cos.net.au

Project contact for procurement information: Angeler Notaras, Government Sales Manager, 02 6112 9912, angelern@cos.net.au

2. Opportunities for Australian industry involvement

List of goods and services to be procured for the project and the expected opportunity for industry participation	Opportunities for Australian suppliers	Opportunities for overseas suppliers
Product		
Paper	Yes	No
Janitorial	Yes	Yes
Office Products	Yes	Yes
Canteen	Yes	No
Computer Consumables	Yes	Yes
Filing & Supplies	Yes	Yes
Writing Instruments	Yes	Yes
Office Machines & Accessories	Yes	No
Mailroom & Packaging	Yes	Yes
Computer Accessories	Yes	No
Workplace Health & Safety	Yes	No
Consulting, Contracting & Sub-Contracting Services	Yes	No
Human Resourcing	Yes	No
Transport Expenditure	Yes	No
Occupation & Facilities	Yes	No

Disclaimer: The information provided in the table above is based on an initial assessment by the company. Any questions or issues should be raised with the project contact.

3. Communication Strategy

- Identification of opportunities: COS maintains a database of current and potential suppliers who are contacted on an annual basis and invited to submit a commercial supply proposal. New suppliers can register their interest through the New Supplier Registration page on the COS website (<http://www.cos.net.au/c/contact-us/new-supplier-registration-form>).
- Australian Indigenous Engagement: COS will continue to work with Indigenous businesses to add products to COS' range through its existing supplier relationships and industry networking opportunities to meet and identify new Indigenous suppliers. COS also encourages new

Indigenous suppliers to register their interest through the New Supplier Registration Form on the COS website.

- Small to Medium Enterprises (SME) engagement: COS encourages new SME suppliers to register their interest through the New Supplier Registration Form on the COS website. COS' Family Business Australia (FBA) membership provides a number of networking opportunities to meet and identify new potential SME suppliers.
- Communication of supply opportunities through showcases and professional bodies: COS attends major industry showcases and maintains membership with many professional bodies with the aim to grow COS' supply chain. COS hosts weekly supplier showcases providing suppliers with an opportunity to understand the specific needs of COS' customers.
- Public awareness of industry, COS and supply opportunities: COS strives to share industry knowledge, supply opportunities and information relevant to the public through a number of communication channels.
- Support of cultural diversity, gender equality and core family values: COS plays a vital role in the market in relation to employment of individuals from various cultural backgrounds, equal employment opportunities for women and support of core family values. Employment opportunities are communicated publicly as well as on the Careers page of COS' website.

4. Opportunities through all tiers of supply and in all stages of the project

- COS will use Australian/International standards that are achievable by Australian suppliers.
- COS will ensure that all suppliers, contractors and subcontractors will have the opportunity to engage with COS by communicating opportunities via the actions specified in the Communication Strategy section.
- COS has procedures in place to ensure products purchased from suppliers meet Australian / International standards as detailed in the AIP Plan.
- COS evaluates potential suppliers using a detailed assessment process including product suitability, quality and distribution criteria, as well as compliance to responsible social and environmental practices.
- When engaging a new contractor COS will clearly communicate relevant AIP Plan objectives and requirements prior to appointment.
- COS will ensure its contractors provide access to subsequent tier supply opportunities to subcontractors in accordance to the relevant AIP Plan objectives.

5. Opportunities for longer-term participation

- COS takes an active role in mentoring and developing its suppliers to enable their long term participation in the Australian workplace supplies industry through introduction to global supply chains where appropriate.
- COS will build on its partnership with suppliers and work with them to grow and develop their product range and business.
- COS will support Australian suppliers to adopt Best Practice through a robust supplier registration process which analyses the capability of suppliers to meet product quality and distribution requirements.
- All suppliers, upon appointment, will enter into a binding commercial agreement with COS confirming agreement with COS Best Practice standards including COS' Ethical Sourcing Policy.
- COS encourages suppliers and sub-contractors to develop their capabilities by providing feedback on Contract performance. COS will also provide feedback to unsuccessful suppliers on how to improve performance in future tenders.

6. Procedures and Resources

- The AIP Plan will be implemented by Angeler Notaras, Government Sales Manager, who will have overall responsibility of the Plan, including monitoring of actions and annual reporting.
- COS will communicate relevant strategies outlined in the AIP Plan to local suppliers, contractors and sub-contractors.
- COS will communicate relevant strategies outlined in the AIP Plan to key staff to ensure compliance.

- COS will develop systems to monitor and record results and progress to the AIP plan, reporting back through the business, documenting and actioning progress and identification of areas for improvement.