

**CUA Number:** CUAOFP2023  
**Last Updated:** 8 August 2023

# **CUAOFP2023 PANEL A – OFFICE STATIONERY (incl. COPY PAPER) & KITCHEN PROVISIONS Procurement Lifecycle Document**

## **Modern Teaching Aids Pty Ltd**

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# Modern Teaching Aids Australia Pty Ltd



## General Enquiries

### Administration

**Phone:** 1800 251 497

**Email:** [sales@teaching.com.au](mailto:sales@teaching.com.au)

**Website(s):** <https://www.teaching.com.au/>

**Postal Address:** PO Box 1126 Dee Why NSW 2099

### Orders

Email: [sales@teaching.com.au](mailto:sales@teaching.com.au)

Website: <https://www.teaching.com.au/>

Refer to [Buying methods](#) section for further information.

**Hours:** Monday to Friday 7am – 5pm AWST

# Offered Products

## Offered Brands

Complete list of CUA offered products can be found in the Product Catalogue - [Office and Facility Products CUAOFP2023 \(www.wa.gov.au\)](http://www.wa.gov.au).

For over 60 years, MTA have been a trusted source of high-quality resources and products in Australia. Our commitment to quality, safety, service, sustainability, and ethical sourcing has remained steadfast throughout the years and we continue to prioritise these values in everything we do.

At MTA, we believe that sustainability is vitally important for the planet and for the long-term success of the businesses and communities we serve across Western Australia, as well as our own.

MTA is committed to sustainability and reducing our environmental impact through various initiatives. We are committed to sourcing an increasing range of sustainable products, committed to sustainable packaging, and reducing our carbon footprint. In turn, this provides our customers with reassurance that they are choosing a supplier that supports them in achieving their sustainability and environmental goals and values.

Our environmental mission is crosses 4 key targets - prioritising sustainably sourced products, transitioning to more sustainable packaging, reducing our overall waste output and reducing our carbon footprint.

## Sustainability:

### What have we done so far?

- Founding member of Australian Packaging Covenant Organisation (APCO)
- Commitment to the APCO 2025 sustainable packaging targets - 100% of our own product packaging being recyclable, reusable, or compostable by 2025. We actively engage with our suppliers to understand our current packaging output, and to work together to improve the packaging and update non-compliant packaging.
- Removal of expanded polystyrene (EPS) loose fill from our packaging and phasing out all other forms of EPS. We have also started to reuse master cartons to reduce waste in our warehouses.
- Forest Stewardship Council (FSC) promotional license holder - the only educational supplier in Australia to have obtained this. FSC is a leader in sustainable forestry and our membership allows us to promote timber resources which are FSC certified.

- Modern Star has calculated its Greenhouse Gas Emissions to form a baseline. This allows us to implement activities and projects to reduce our carbon emissions in the most effective way in the future. Changes that have already been implemented include changing over all lighting in offices and warehouses to LED lighting.

Our ability to support initiatives that improve environmental outcomes and assist in the transition of customers to products that generate less waste or include less environmentally harmful components or by-products includes:

- Increasing the breadth of products within our range that meet the objective of generating less waste, reducing the amount of harmful ingredients, or offering greater sustainability.
- Work with our suppliers to evolve their products to be more environmentally sustainable.
- Promote products that are refillable and reusable to generate less waste.
- Promote green products on our website and in our catalogues by advertising the following environmental symbols – FSC, PEFC, Environmentally Aware, Natural Choice and Fairtrade.
- Removing products from our range that include less environmentally harmful components or by-products (including, but not limited to, microbeads, non-sustainably farmed palm oil, hazardous materials, and non-biodegradable waste products)
- Providing samples to customers of environmentally sustainable alternate products for testing to alleviate any product quality concern or performance and increase transition.
- Promote products that are available in larger pack quantities with less packaging for e.g., Pack of 100 Pens, instead of 10 x Packs of 10 Pens, to reduce packaging.

We aim to empower our customers with the choices they need to be stewards of the environment and advocate for sustainable practices and products with competitive sustainable alternate product choices.

MTA requests suppliers and manufacturers to validate all claims made regarding sustainability. MTA requires proof in the form of testing, certification and/or SDS documentation and detail. Examples of standards and certification include FSC, PEFC, AFS alliance and independent certification organisations.

MTA's requirements for product selection in this area are documented to ensure we can provide transparency of these standards to our customers.

## **Social Responsibility**

We pride ourselves on world leading products and partnerships. Our passionate team find and create resources that support Government educators and engage students every single day.

MTA is committed to social responsibility and is proud to partner with The Smith Family on the Learning for Life program where we sponsor 75 students.

MTA has an ongoing commitment to tackle modern slavery in our supply chain. Confronting modern slavery is a complex and challenging task, and as part of our long-term commitment MTA has several key policies and procedures in place to enhance our approach to modern slavery risk management and environmental compliance. We also undertake mandatory Commonwealth reporting under the Modern Slavery Act 2018, which required MTA to publish annual statements describing our actions to assess and address modern slavery risks.

When customers choose MTA, they can rely on our local WA team to assist or our friendly and efficient customer service team. Our website is easy to navigate, providing a fast and efficient buying experience.

Choose MTA – your CUA approved partner. We exist so that everyone can learn, lead and play.

## Further Discounts

### Bulk Orders

MTA - is offering CUA buyers an additional bulk order discount of 1% off the Office Stationery category, excluding Batteries, Calculators and Copy Paper. This bulk order discount applies to single orders of \$5,000.00 excluding GST or higher.

Bulk Order Discounts			
Nominated Goods / Categories	Sub-Category (Level 2)	Threshold	Bulk Order Discount
Office Stationery	All sub-category level 2 categories except Batteries, Calculators and Copy Paper	\$5,000.00	1%

## Non-Standard Items

MTA is offering CUA buyers a minimum discount for products that are not listed in the product catalogue. The minimum discount is at a product sub-category level and the discount percentage ranges from 10% down to 3%.

Please note that a limited number of our products are nett priced, meaning they are already discounted and at best price and no further discount will apply. CUA buyers will be presented with agreed pricing and discounts when logging into an eligible account on our website [www.teaching.com.au](http://www.teaching.com.au)

Non-Standard Goods Minimum Discounts			
Category	Sub-Category Level 1	Sub-Category Level 2	% Minimum Discount
Office Stationery	Adhesives, Tapes & Dispensers	Adhesive	10%
Office Stationery	Adhesives, Tapes & Dispensers	Glue Sticks	10%
Office Stationery	Adhesives, Tapes & Dispensers	Tapes	10%
Office Stationery	Books & Pads	Binder Books	3%
Office Stationery	Books & Pads	Exercise Books	3%
Office Stationery	Books & Pads	Graph & Tracing Paper	10%
Office Stationery	Books & Pads	Lecture Books	5%
Office Stationery	Books & Pads	Note Pads - A4	10%
Office Stationery	Books & Pads	Note Pads - Other	10%
Office Stationery	Books & Pads	Notebooks - A4	10%
Office Stationery	Books & Pads	Notebooks - A5	10%



<b>Non-Standard Goods Minimum Discounts</b>			
<b>Category</b>	<b>Sub-Category Level 1</b>	<b>Sub-Category Level 2</b>	<b>% Minimum Discount</b>
Office Stationery	Books & Pads	Notebooks - Other	10%
Office Stationery	Books & Pads	Scrap Book & Drawing Pads	5%
Office Stationery	Calculators	Desktop	10%
Office Stationery	Cash Boxes & Key Accessories	Keytags	10%
Office Stationery	Conference & Presentation	Identification	10%
Office Stationery	Conference & Presentation	Whiteboard Accessories	10%
Office Stationery	Cutters & Trimmers	Scissors	10%
Office Stationery	Desk & Office Accessories	Desk Trays & Stackers	10%
Office Stationery	Desk & Office Accessories	Picture & Certificate Frames	10%
Office Stationery	Desk & Office Accessories	Rubber Bands	10%
Office Stationery	Diaries & Planners	Desk Calendars & Holders	10%
Office Stationery	Diaries & Planners	Diaries - A4	10%
Office Stationery	Diaries & Planners	Diaries - A5	10%
Office Stationery	Electrical Supplies	Power Boards & Cords	10%
Office Stationery	Media & Computer Accessories	Wristrests & Mousepads	10%
Office Stationery	Filing & Storage	Binder - Ring	10%
Office Stationery	Filing & Storage	Binder - Inserts	10%

<b>Non-Standard Goods Minimum Discounts</b>			
<b>Category</b>	<b>Sub-Category Level 1</b>	<b>Sub-Category Level 2</b>	<b>% Minimum Discount</b>
Office Stationery	Filing & Storage	Book - Display	10%
Office Stationery	Filing & Storage	Clipboards	10%
Office Stationery	Filing & Storage	Dividers & Indices	10%
Office Stationery	Filing & Storage	Document Tray	10%
Office Stationery	Filing & Storage	File - Lever Arch	10%
Office Stationery	Filing & Storage	File - Lateral	10%
Office Stationery	Filing & Storage	File - Organiser	10%
Office Stationery	Filing & Storage	Files & Covers - Report	10%
Office Stationery	Filing & Storage	Sticky Notes & Memos	5%
Office Stationery	Filing & Storage	Flags & Tabs - Adhesive	10%
Office Stationery	Filing & Storage	Folder - Manilla	10%
Office Stationery	Filing & Storage	Protectors - Sheet & Document	10%
Office Stationery	Filing & Storage	Wallet - Document	10%
Office Stationery	Laminating Machines & Supplies	Laminating Machines - A3	5%
Office Stationery	Laminating Machines & Supplies	Pouches - A4	10%
Office Stationery	Laminating Machines & Supplies	Pouches - A5	10%
Office Stationery	Laminating Machines & Supplies	Pouches - A3	10%

<b>Non-Standard Goods Minimum Discounts</b>			
<b>Category</b>	<b>Sub-Category Level 1</b>	<b>Sub-Category Level 2</b>	<b>% Minimum Discount</b>
Office Stationery	Staplers & Fasteners	Clips	10%
Office Stationery	Staplers & Fasteners	Pins	10%
Office Stationery	Staplers & Fasteners	Punches - 2 Hole	10%
Office Stationery	Staplers & Fasteners	Staplers - Desktop	10%
Office Stationery	Staplers & Fasteners	Staples & Staple Removers	10%
Office Stationery	Torches & Batteries	Batteries - Alkaline	5%
Office Stationery	Torches & Batteries	Batteries - Rechargeables	5%
Office Stationery	Torches & Batteries	Batteries - Specialty	5%
Office Stationery	Writing Instruments	Correction Products	10%
Office Stationery	Writing Instruments	Erasers	10%
Office Stationery	Writing Instruments	Highlighters	10%
Office Stationery	Writing Instruments	Markers - Permanent	10%
Office Stationery	Writing Instruments	Markers - Whiteboard	10%
Office Stationery	Writing Instruments	Pencils - Coloured	10%
Office Stationery	Writing Instruments	Pencils - Lead	10%
Office Stationery	Writing Instruments	Pencils - Sharpener	10%
Office Stationery	Writing Instruments	Pens - Ballpoint Ink	10%

<b>Non-Standard Goods Minimum Discounts</b>			
<b>Category</b>	<b>Sub-Category Level 1</b>	<b>Sub-Category Level 2</b>	<b>% Minimum Discount</b>
Office Stationery	Writing Instruments	Pens - Ballpoint Ink - Retractable	10%
Office Stationery	Writing Instruments	Pens - Fine Line	10%
Office Stationery	Writing Instruments	Pens - Fountain	10%
Office Stationery	Writing Instruments	Pens - Ballpoint Gel	10%
Office Stationery	Writing Instruments	Pens - Rollerball Ink	10%
Office Stationery	Writing Instruments	Pens - Rollerball Ink - Retractable	10%
Office Stationery	Writing Instruments	Pens - Rollerball Gel	10%
Office Stationery	Writing Instruments	Pens - Rollerball Gel - Retractable	10%
Office Stationery	Writing Instruments	Rulers & Tape Measurers	10%
Office Kitchen Provisions	Office Kitchen Provisions	Cleaning Wipe	5%
Office Kitchen Provisions	Office Kitchen Provisions	Confectionery and Biscuits	3%
Office Kitchen Provisions	Office Kitchen Provisions	Dishwashing liquid and cleaners	3%
Office Kitchen Provisions	Office Kitchen Provisions	Kitchen Utensils and Containers	5%
Office Kitchen Provisions	Office Kitchen Provisions	Paper Towels, Facial Tissues, Napkins	3%
Office Kitchen Provisions	Office Kitchen Provisions	Tea, Coffee, Sugar and Beverages	3%

Non-Standard Goods Minimum Discounts			
Category	Sub-Category Level 1	Sub-Category Level 2	% Minimum Discount
Office Kitchen Provisions	Office Kitchen Provisions	Waste Bins and Bin Liners	5%
Copy Paper	Copy Paper	Copy Paper	3%
<p><b>Please note that a limited number of our products are nett priced, meaning that they are already discounted and at best price. These products are marked as such in our catalogue and online, and no further discount will apply.</b></p>			

## Settlement Discount

MTA is offering CUA buyers a settlement discount of 0.5% if payment is received within 14 days. The 14 days is calculated from the invoice date.

Settlement Discount	
Discount offered if payment of the Price or part of that Price is made within the timeframe specified below:	% Discount (e.g. 10%)
7 Days	0.5%
14 Days	0.5%
20 days	0%

# Buying methods

MTA Ordering options include:

MTA Website: <https://www.teaching.com.au/>

*Log in to see your exclusive CUA pricing.*

Email: [sales@teaching.com.au](mailto:sales@teaching.com.au)

Phone: 1800 251 497

Fax: 1800 151 492

WA Government Agencies can utilise existing Purchase Order forms.

## **Perth based Account Management**

Our friendly local representatives can assist with your orders. Contact details below:

### **Naaman Ward**

WA State Manager

E: [nward@teaching.com.au](mailto:nward@teaching.com.au)

M: 0459 290 575

### **Frank de Rooy**

WA Area Manager

E: [fderooy@teaching.com.au](mailto:fderooy@teaching.com.au)

M: 0409 113 745

### **Sandy Jones**


WA Area Manager

E: [sjones1@teaching.com.au](mailto:sjones1@teaching.com.au)

M: 0407 195 606


# Delivery

## Timeframes and Fees


Delivery Fee/Lead Time by Location					
Region / Location	Postcodes / Areas Included	Deliverable Location (Yes/No)	Delivery		Details/Exceptions
			CUA Cost (\$)	Lead Time (Business Days)	
Perth Metropolitan Region & City of Mandurah	All Perth Metro and City of Mandurah (6180, 6210, 6211) Postcodes	YES	Free	5 - 6	
Gascoyne Region: Shire of Carnarvon LGA (within 20km of Carnarvon town)	6701 (where deemed Regional, not Remote)	YES	As per freight schedule	5 - 6	Attachment MTA - CUAOFP2023 Freight Schedule   Toll Global Express.pdf
Gascoyne Region: All Other Locations	All Gascoyne except listed in 2.1	YES	As per freight schedule	5 - 6	
Goldfields-Esperance: Shire of Esperance LGA (Only within 20km of Esperance Town)	6450 (where deemed Regional, not Remote)	YES	As per freight schedule	6 - 7	
Goldfields-Esperance: City Kalgoorlie-Boulder LGA (specified postcodes only)	6430, 6431. 6432	YES	As per freight schedule	5 - 6	
Goldfields-Esperance: All Other Locations	All Goldfields-Esperance except listed in 3.1 & 3.2	YES	As per freight schedule	5 - 6	



### Delivery Fee/Lead Time by Location

Region / Location	Postcodes / Areas Included	Deliverable Location (Yes/No)	Delivery		Details/Exceptions
			CUA Cost (\$)	Lead Time (Business Days)	
<b>Great Southern: City of Albany LGA</b>	6327, 6328, 6330	YES	As per freight schedule	5 - 6	<p style="text-align: center;">Attachment MTA - CUAOFP2023 Freight Schedule</p> <p style="text-align: center;"> Toll Global Express.pdf</p>
<b>Great Southern: All Other Locations</b>	All Great Southern except listed in 4.1	YES	As per freight schedule	5 - 6	
<b>Kimberley: Shire of Broome LGA (Only within 20km of Broome town required)</b>	6725 (where deemed Regional, not Remote), 6726	YES	As per freight schedule	7 - 8	
<b>Kimberley: Shire of Wyndham-East Kimberley LGA (Only within 20km of Kununurra town)</b>	6740 (where deemed Regional, not Remote)	YES	As per freight schedule	8 - 9	
<b>Kimberley: Other Locations</b>	All Kimberley except listed in 5.1 and 5.2	YES	As per freight schedule	5 - 6	
<b>Mid-West: City of Greater Geraldton LGA (specified postcodes)</b>	6530, 6532	YES	As per freight schedule	5 - 6	
<b>Mid-West: All Other Locations</b>	All Mid-West except listed in 6.1	YES	As per freight schedule	5 - 6	
<b>Peel: All Locations Except City of Mandurah</b>	All Peel except City of Mandurah (6180, 6210, 6211)	YES	As per freight schedule	5 - 6	

### Delivery Fee/Lead Time by Location

Region / Location	Postcodes / Areas Included	Deliverable Location (Yes/No)	Delivery		Details/Exceptions
			CUA Cost (\$)	Lead Time (Business Days)	
<b>Pilbara: Town of Port Hedland LGA including Port Hedland, South Hedland and Wedgefield.</b>	6721, 6722	YES	As per freight schedule	6 - 7	<p style="text-align: center;">Attachment MTA - CUAOFP2023 Freight Schedule</p> <p style="text-align: center;"> Toll Global Express.pdf</p>
<b>Pilbara: City of Karratha LGA</b>	6713, 6714, 6718, 6720	YES	As per freight schedule	6 - 7	
<b>Pilbara: All Other Locations</b>	All Pilbara except listed in 8.1 & 8.2	YES	As per freight schedule	6 - 7	
<b>South West: City of Bunbury LGA and surrounds (including Australind)</b>	6230, 6231, 6232, 6233	YES	As per freight schedule	5 - 6	
<b>South West: City of Busselton LGA</b>	6280, 6281, 6282	YES	As per freight schedule	5 - 6	
<b>South West: All Other Locations</b>	All South West except listed in 9.1 & 9.2	YES	As per freight schedule	5 - 6	
<b>Wheatbelt: Shire of Northam LGA</b>	6401, 6403, 6560, 6562, 6564	YES	As per freight schedule	5 - 6	
<b>Wheatbelt: All Other Locations</b>	All Wheatbelt except listed in 10.1	YES	As per freight schedule	5 - 6	

## MTA - CUAOFP2023 Freight Schedule



Toll Global  
Express.pdf

All deliveries typically arrive between:

- Schools: between 9:00am – 3:00pm
- Government Departments (other than Schools): between 9:00am – 5:00pm

## Minimum Orders

Minimum Order Threshold Product Conditions	Threshold	Volume Threshold (e.g. Cartons)	Orders Below Threshold Accepted (YES/NO)	Delivery Fee (for orders below Threshold)
Orders below \$199.00 ex GST will be accepted however, a fee will apply	\$199.00 Excluding GST	N/A	YES	\$14.90 Excluding GST

### Perth metropolitan area

MTA's end-to-end approach for handling deliveries to CUA Customers is not determined by geographic location as we apply the same approach to all customer orders and locations. TOLL like all other logistics partners will utilise local shipping partners in some rural and remote areas.

- Purchase - Order placed via the customer agreed or preferred channel
- Order confirmation - emailed to the customer on completion of order entry
- Order entered into our Order Management system against the customer's account
- Order sent to warehouse for pick and pack
- Order consignment - prepared for shipping and collected by our logistics partner
- Invoice or delivery note included with the delivery and via agreed communications
- Freight label includes order specific details such as purchase order reference, delivery instructions and attention to
- Fulfillment Status updates - order is despatched and automated notification sent to confirm order is on the way
- Live Track and Trace - provided as part of the despatch notification, enabling customers to view the status of their delivery via online portal
- Carrier Status updates - are provided via automated email notifications to the customer
- Account Management, including any product or warranty issues

### Toll Service delivery agreement with MTA

- No Split deliveries, allowing our customers to receive their order in full
- Proof of delivery – copies available via customer account in the MTA web portal

- No contact delivery available - Toll allows for non-contact delivery if preferred
- Authority to leave – can set priority to leave on customer request

## Regional Deliveries

MTA's end-to-end approach for handling deliveries to CUA Customers is not determined by geographic location as we apply the same approach to all customer orders and locations. TOLL like all other logistics partners will utilise local shipping partners in some rural and remote areas. Please refer to the 'Perth metropolitan area' for details.

## 6. Payment of invoices

Pay on your account via the following options:

### EFT / Direct Deposit

Pay on your Account via EFT – Account details as follows:

**Account Name:** Modern Teaching Aids Pty Ltd

**BSB:** 032191

**Account:** 217945

**Email remittances:** [accounts@teaching.com.au](mailto:accounts@teaching.com.au)

### Credit Card

- VISA and Mastercard (1% surcharge applies)
- American Express (1.5% surcharge applies)

### Other Payment Methods

- PayPal (1% surcharge applies)
- Zip (1% surcharge applies)
- Money Order
- Cheque

## 7. Takeback Services

MTA is constantly looking for opportunities to reduce the impact our business operations have on the environment and the communities that we operate in, and we have developed a suite of policies that outline the commitments we have made in this regard.

Our Packaging Policy statement which states our commitment to ensuring all our product packaging is reusable, recyclable or compostable by 2025 or earlier. We are also a signatory to the APCO and report on our progress towards this goal annually.

As part of our Special Projects service for larger orders of \$10k and above, we provide a Packaging Take-Back program with Kwik Skips a waste and rubbish removal company based in Rockingham, WA. Kwik Skips is fully accountable to the landfill facilities and ensuring they recycle as much of the waste as possible. Terms and conditions apply including a fee for service that is quoted on request.

## 8. Disposal and recycling

MTA's Packaging Policy statement which states our commitment to ensuring all our product packaging is reusable, recyclable or compostable by 2025 or earlier. We are also a signatory to the APCO and report on our progress towards this goal annually.

As part of our Special Projects service for larger orders of \$10k and above, we provide a Packaging Take-Back program with Kwik Skips a waste and rubbish removal company based in Rockingham, WA. Kwik Skips is fully accountable to the landfill facilities and ensuring they recycle as much of the waste as possible. Terms and conditions apply including a fee for service that is quoted on request.

## 9. Return of rejected goods

Please call 1800 251 497 or email [sales@teaching.com.au](mailto:sales@teaching.com.au)

## 10. Account management and invoicing

Please include general information.

Who	Service	Contact Details
Customer Service Team	Sales, orders and delivery management, enquiries, new account creation, returns, website support, log in assistance.	1800 251 497 <a href="mailto:sales@teaching.com.au">sales@teaching.com.au</a>
Accounts Team	Billing, invoicing and credits, account enquiries.	1800 251 497 <a href="mailto:sales@teaching.com.au">sales@teaching.com.au</a>
Account Management	Locally based in WA to support CUA customers with sales and orders.	<b>Naaman Ward</b> WA State Manager E: <a href="mailto:nward@teaching.com.au">nward@teaching.com.au</a> M: 0459 290 575
		<b>Frank de Rooy</b> WA Area Manager E: <a href="mailto:fderooy@teaching.com.au">fderooy@teaching.com.au</a> M: 0409 113 745
		<b>Sandy Jones</b> WA Area Manager E: <a href="mailto:sjones1@teaching.com.au">sjones1@teaching.com.au</a> M: 0407 195 606

# Contractor information

**ABN:** 98 000 628 786

**ACN:** 000 628 786

## Contractor Details

### Contact Information

#### Primary Contact

Tenneille Langton

Strategic Partnership Manager

**Mobile:** 0429 119 267

**Email:** [tlangton@teaching.com.au](mailto:tlangton@teaching.com.au)

#### Business Hours:

Monday to Friday 7am – 5pm AWST

#### Secondary Contact

Bernie Schultz

National Strategic Partnership Manager

**Mobile:** 0408 762 286

**Email:** [bschultz@teaching.com.au](mailto:bschultz@teaching.com.au)

#### Business Hours:

Monday to Friday 7am – 5pm AWST

#### Orders Via:

Phone: 1800 251 497

Email: [sales@teaching.com.au](mailto:sales@teaching.com.au)

Website: <https://www.teaching.com.au/>