

CUAOFP2023 PANEL A & B – OFFICE STATIONERY (incl. COPY PAPER) & KITCHEN PROVISIONS / JANITORIAL & PERSONAL ITEMS

Procurement Lifecycle Document

Kulbardi Pty Ltd

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Last updated: 26 October 2023

Kulbardi Pty Ltd



General Enquiries

Administration

Phone: 1300 551 042

Email: customersupport@kulbardi.com.au

Website(s): www.kulbardi.com.au

Postal Address – 11-15 Mackay Street Kewdale WA 6105

Orders

Email: customersupport@kulbardi.com.au

Website(s): www.kulbardi.com.au

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

Hours

8am – 5pm Monday to Friday

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).

Kulbardi has rapidly forged a reputation as Australia's largest and best-known Indigenous Office Supply Company, with a national footprint covering the major cities and a reach Australia-wide.

51% Aboriginal owned, with Kim Collard as the Founder and Executive Chairman, Kulbardi was formed to create and maintain strategic, sustainable, partnerships with Aboriginal to non-Aboriginal businesses for the local or nation-wide supply of Office Products, Workwear and PPE Products, Furniture, Print/Promo and related consumables to the Finance, Mining, Energy, Government and Corporate sectors.

Kulbardi is a wholly Western Australian owned Company who have been operating for over nine years, servicing some of the largest and most prestigious corporate and government clients

Social Responsibility:

The Bibbulmun Fund

Kulbardi is geared to provide great benefit, socially and economically, to Aboriginal Communities, through specific programs designed and implemented by the Bibbulmun Fund.

The Bibbulmun Fund follows clear objectives, presenting deliverable benefits back to Indigenous Communities and provides for holistic and comprehensive growth outcomes for Aboriginal Australia. The Bibbulmun Fund, is unique in Australia and unique in this industry.

A top priority, as the Bibbulmun Fund grows, is to contribute monies back into Aboriginal communities, developing programs such as; Education, Numeracy & Literacy; Youth Aspiration Programs; Work-Ready Programs; Youth Scholarships, Health Programs, Entrepreneurs Programs along with Cultural Identity and Language Programs.

Part of Every Dollar Spent with Kulbardi, On Any Product, Flows Back into the Bibbulmun Fund.

Further Discounts

Non-Standard Items

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	10%
Office Stationery	Books & Pads	Exercise Books	10%
Office Stationery	Books & Pads	Graph & Tracing Paper	10%
Office Stationery	Books & Pads	Lecture Books	10%
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%
Office Stationery	Books & Pads	Notebooks - Other	10%

Non-Standard Goods Minimum Discounts			
Category	Sub-Category Level 1	Sub-Category Level 2	% Minimum Discount
Office Stationery	Books & Pads	Scrap Book & Drawing Pads	10%
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%

Non-Standard Goods Minimum Discounts			
Category	Sub-Category Level 1	Sub-Category Level 2	% Minimum Discount
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	10%
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	10%
Office Stationery	Laminating Machines & Supplies	Pouches - A4	10%
Office Stationery	Laminating Machines & Supplies	Pouches - A5	10%

Non-Standard Goods Minimum Discounts			
Category	Sub-Category Level 1	Sub-Category Level 2	% Minimum Discount
Office Stationery	Laminating Machines & Supplies	Pouches - A3	10%
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	10%
Office Stationery	Torches & Batteries	Batteries - Rechargeables	10%
Office Stationery	Torches & Batteries	Batteries - Specialty	10%
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%

Non-Standard Goods Minimum Discounts			
Category	Sub-Category Level 1	Sub-Category Level 2	% Minimum Discount
Office Stationery	Writing Instruments	Pencils - Sharpener	10%
Office Stationery	Writing Instruments	Pens - Ballpoint Ink	10%
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	5%
Office Kitchen Provisions	Office Kitchen Provisions	Dishwashing liquid and cleaners	5%
Office Kitchen Provisions	Office Kitchen Provisions	Kitchen Utensils and Containers	5%

Non-Standard Goods Minimum Discounts			
Category	Sub-Category Level 1	Sub-Category Level 2	% Minimum Discount
Office Kitchen Provisions	Office Kitchen Provisions	Paper Towels, Facial Tissues, Napkins	5%
Office Kitchen Provisions	Office Kitchen Provisions	Tea, Coffee, Sugar and Beverages	5%
Office Kitchen Provisions	Office Kitchen Provisions	Waste Bins and Bin Liners	5%
Copy Paper	Copy Paper	Copy Paper	5%

Buying methods

Orders can be placed by:

Phone – 1300 551 042

Fax – 1300 139 488

Email – customersupport@kulbardi.com.au

Web store – www.kulbardi.com.au

Delivery

Timeframes and Fees

Delivery Fee/Lead Time by Location				
Region / Location	Postcodes / Areas Included	Deliverable Location (Yes/No)	Delivery	
			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	1
Gascoyne Region: Shire of Carnarvon LGA (within 20km of Carnarvon town)	6701 (where deemed Regional, not Remote)	YES	\$90.00	7
Gascoyne Region: All Other Locations	All Gascoyne except listed in 2.1	YES	\$90.00	7
Goldfields-Esperance: Shire of Esperance LGA (Only within 20km of Esperance Town)	6450 (where deemed Regional, not Remote)	YES	\$45.00	5
Goldfields-Esperance: City Kalgoorlie-Boulder LGA (specified postcodes only)	6430, 6431, 6432	YES	\$45.00	5
Goldfields-Esperance: All Other Locations	All Goldfields-Esperance except listed in 3.1 & 3.2	YES	\$45.00	5
Great Southern: City of Albany LGA	6327, 6328, 6330	YES	\$45.00	5
Great Southern: All Other Locations	All Great Southern except listed in 4.1	YES	\$45.00	5

Delivery Fee/Lead Time by Location				
Region / Location	Postcodes / Areas Included	Deliverable Location (Yes/No)	Delivery	
			CUA Cost (\$)	Lead Time (Business Days)
Kimberley: Shire of Broome LGA (Only within 20km of Broome town required)	6725 (where deemed Regional, not Remote), 6726	YES	\$90.00	7
Kimberley: Shire of Wyndham-East Kimberley LGA (Only within 20km of Kununurra town)	6740 (where deemed Regional, not Remote)	YES	\$90.00	7
Kimberley: Other Locations	All Kimberley except listed in 5.1 and 5.2	YES	\$90.00	7
Mid-West: City of Greater Geraldton LGA (specified postcodes)	6530, 6532	YES	\$45.00	5
Mid-West: All Other Locations	All Mid-West except listed in 6.1	YES	\$45.00	5
Peel: All Locations Except City of Mandurah	All Peel except City of Mandurah (6180, 6210, 6211)	YES	\$25.00	2
Pilbara: Town of Port Hedland LGA including Port Hedland, South Hedland and Wedgefield.	6721, 6722	YES	\$90.00	7
Pilbara: City of Karratha LGA	6713, 6714, 6718, 6720	YES	\$90.00	7
Pilbara: All Other Locations	All Pilbara except listed in 8.1 & 8.2	YES	\$90.00	7
South West: City of Bunbury LGA and surrounds (including Australind)	6230, 6231, 6232, 6233	YES	\$45.00	2
South West: City of Busselton LGA	6280, 6281, 6282	YES	\$45.00	2

Delivery Fee/Lead Time by Location				
Region / Location	Postcodes / Areas Included	Deliverable Location (Yes/No)	Delivery	
			CUA Cost (\$)	Lead Time (Business Days)
South West: All Other Locations	All South West except listed in 9.1 & 9.2	YES	\$45.00	2
Wheatbelt: Shire of Northam LGA	6401, 6403, 6560, 6562, 6564	YES	\$45.00	2
Wheatbelt: All Other Locations	All Wheatbelt except listed in 10.1	YES	\$45.00	2

All deliveries typically arrive between 8AM and 5PM.

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)
N/A	\$100 + GST	N/A	Yes	\$10.95 Inc. GST

Perth metropolitan area

Once an order has been placed either on-line, or via fax, email or by phone with our Customer Service Team, it generates a picking slip for one of our WA warehouses and orders are then systematically processed ready for delivery.

Regional Deliveries

Once an order has been placed either on-line, or via fax, email or by phone with our Customer Service Team, it generates a picking slip for one of our WA warehouses and orders are then systematically processed ready for delivery.

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: Kulbardi Pty Ltd

BSB: 036 022

Account: 227657

Email remittances: accountsreceivable@kulbardi.com.au

Credit Card – Payment can be made via credit card, either upon checkout when placing an order online, or by phone – 1300 551 042 or by email – customersupport@kulbardi.com.au

7. Takeback Services

N/A

8. Disposal and recycling

N/A

9. Return of rejected goods

Please call – 1300 551 042 or email – customersupport@kulbardi.com.au

10. Account management and invoicing

Who	Service	Contact Details
Karen Parish	Account Management	Phone: 1300 551 042 Mobile: 0461 512 839 Email: Karen.Parish@kulbardi.com.au
Alka Parikh	Accounts, invoicing etc.	Phone: 1300 551 042 Email: accountsreceivable@kulbardi.com.au

Contractor information

ABN: 39 166 659 525

ACN: 166 659 525

Contractor Details

Contact Information

NAME: Karen Parish

Account Manager

Phone: 1300 551 042

Mobile: 0461 512 839

Email: Karen.Parish@kulbardi.com.au

NAME: Simon Gallagher

National Sales Manager

Phone: 1300 551 042

Mobile: 0412 041 401

Email: Simon.Gallagher@kulbardi.com.au

Business Hours:

8am – 5pm Monday to Friday

Orders Via:

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By fax – 1300 139 488

By email – customersupport@kulbardi.com.au

By our web store – www.kulbardi.com.au