

## Tax Invoice

Invoice Number: INV-24508

Date: 03/09/2024

**Geared Up Culcha**

1/24 Bluestone Cct,, Seventeen Mile Rocks, QLD, 4073, Australia

P: +61737158419

E: [accounts@geardupculcha.com.au](mailto:accounts@geardupculcha.com.au)W: <http://www.geardupculcha.com.au>

ABN: 42 162 599 813

**Bill To**

Department of Foreign Affairs and Trade  
 Department of Foreign Affairs and Trade  
 255 London Cct  
 Canberra ACT 2601  
 Australia

**Ship To**

s 22(1)(a)(ii)  
 Dept of Foreign Affairs & Trade  
 s 22(1)(a)(ii)  
 dfat@nationalmailing.com.au  
 National Mailing & Marketing  
 11 Tralee Street  
 Hume ACT 2620  
 Australia

Terms	Due Date	PO No.	Shipping Method	Ship Date	Tracking No.
Net 30	03/10/2024	S23560 - Polos - Australia Awards	Direct from Manufacturer	02/09/2024	3152680041073

Item	Qty	Units	Rate	Amt	GST	GST Amt	Gross Amount
PS60-14-NAV Lucky Bamboo Ladies Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal	150	Ea	\$22.78	\$3,417.00	10%	\$341.70	\$3,758.70
Lead-time: 4-6 weeks							
PS60-16-NAV Lucky Bamboo Ladies Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal.	400	Ea	\$22.78	\$9,112.00	10%	\$911.20	\$10,023.20
Lead-time: 4-6 weeks							
PS60-18-NAV Lucky Bamboo Ladies Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal.	450	Ea	\$22.78	\$10,251.00	10%	\$1,025.10	\$11,276.10
Lead-time: 4-6 weeks							
PS60-20-NAV Lucky Bamboo Ladies Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal.	200	Ea	\$22.78	\$4,556.00	10%	\$455.60	\$5,011.60
Lead-time: 4-6 weeks							
PS60-22-NAV Lucky Bamboo Ladies Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal.	200	Ea	\$22.78	\$4,556.00	10%	\$455.60	\$5,011.60
Lead-time: 4-6 weeks							
PS59-XL-NAV Lucky Bamboo Mens Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal.	400	Ea	\$22.78	\$9,112.00	10%	\$911.20	\$10,023.20
Lead-time: 4-6 weeks							
PS59-2XL-NAV Lucky Bamboo Mens Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal.	300	Ea	\$22.78	\$6,834.00	10%	\$683.40	\$7,517.40
Lead-time: 4-6 weeks							

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Item	Qty	Units	Rate	Amt	GST	GST Amt	Gross Amount
PS59-3XL-NAV Lucky Bamboo Mens Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal.	300	Ea	\$22.78	\$6,834.00	10%	\$683.40	\$7,517.40
Lead-time: 4-6 weeks							
PS59-4XL-NAV Lucky Bamboo Mens Polo Bamboo Charcoal Interlock 165gsm - 50% polyester, 50% bamboo charcoal.	244	Ea	\$22.78	\$5,558.32	10%	\$555.83	\$6,114.15
Lead-time: 4-6 weeks							

s 47G(1)(a), s 47G(1)(b)

<b>Subtotal</b>	\$60,230.32
<b>GST Total</b>	\$6,023.03
<b>Total</b>	\$66,253.35

<b>Amount Paid</b>	\$0.00
<b>Amount Due</b>	\$66,253.35

## Tax Invoice

Invoice Number: INV-24211

Date: 12/08/2024

**Geared Up Culcha**

1/24 Bluestone Cct., Seventeen Mile Rocks, QLD, 4073, Australia

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 Australia

Terms	Due Date	Shipping Method	Ship Date	Tracking No.
Net 30	11/09/2024	Direct from Manufacturer	08/08/2024	MultipleTrackingNumbers-SeeSpreadsheet

Item	Qty	Units	Rate	Amt	GST	GST Amt	Gross Amount
200233-NAT Phoenix Recycled Soft Cover Notebook Unique notebook with a soft cover which is manufactured from recycled leather, giving the notebook a textured finish and a natural look. The notebook is presented in an unbleached cardboard sleeve and has 80 pages (160 leaves) of 70gsm lined cream paper with a date grid printed on each page. Other features include a bookmark ribbon, an elastic band closure and a recycled leather icon on the back cover.	5,000	Ea	\$5.86	\$29,300.00	10%	\$2,930.00	\$32,230.00

Lead-time: 4-6 weeks

s 47G(1)(a), s 47G(1)(b)

<b>Subtotal</b>	\$29,300.00
<b>GST Total</b>	\$2,930.00
<b>Total</b>	\$32,230.00

<b>Amount Paid</b>	\$0.00
<b>Amount Due</b>	\$32,230.00

## Tax Invoice

Invoice Number: INV-24292

Date: 19/08/2024

**Geared Up Culcha**

1/24 Bluestone Cct., Seventeen Mile Rocks, QLD, 4073, Australia

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Terms	Due Date	PO No.	Shipping Method	Ship Date	Tracking No.
Net 30	18/09/2024	S23562 - Stickers - Australia Awards	Direct from Manufacturer	13/08/2024	MP0044198490

Item	Qty	Units	Rate	Amt	GST	GST Amt	Gross Amount
Decal/Sticker Monomeric Gloss Stickers CMYK front print. Kiss Cut to single finish. Size: 50x50mm  Lead-time: 3-4 weeks	10,000	Ea	\$0.21	\$2,100.00	10%	\$210.00	\$2,310.00

s 47G(1)(a), s 47G(1)(b)

Subtotal \$2,100.00

GST Total \$210.00

Total \$2,310.00

Amount Paid \$0.00

Amount Due \$2,310.00

## Tax Invoice

Invoice Number: INV-24293

Date: 19/08/2024

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Terms	Due Date	PO No.	Shipping Method	Ship Date	Tracking No.
Net 30	18/09/2024	S23561 - Phone Wallets - Australia Awards	Direct from Manufacturer	13/08/2024	411619621074

Item	Qty	Units	Rate	Amt	GST	GST Amt	Gross Amount
107627-DRK BLUE Silicone Phone Wallet Soft-touch silicone wallet which adheres securely to the back of a phone or phone case with strong 3M adhesive that won't leave marks if it is removed. It is ideal for holding a driver's licence, ID, hotel key, credit card or business cards.	10,000	Ea	\$1.61	\$16,100.00	10%	\$1,610.00	\$17,710.00

Lead-time: 3-4 weeks

s 47G(1)(a), s 47G(1)(b)

<b>Subtotal</b>	\$16,100.00
<b>GST Total</b>	\$1,610.00
<b>Total</b>	\$17,710.00

<b>Amount Paid</b>	\$0.00
<b>Amount Due</b>	\$17,710.00

## Tax Invoice

Invoice Number: INV-24294

Date: 19/08/2024

**Geared Up Culcha**

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Terms	Due Date	PO No.	Shipping Method	Ship Date	Tracking No.
Net 30	18/09/2024	S23559 - Bottles - Australia Awards	Direct from Manufacturer	13/08/2024	411619626753

Item	Qty	Units	Rate	Amt	GST	GST Amt	Gross Amount
120900-NAV Venus Aluminium Bottle Deluxe 600ml aluminium drink bottle with a timeless design and a smart painted finish. It is BPA-free, has a secure stainless-steel screw on lid. The bottle is not dishwasher safe, and handwashing is recommended.  Lead-time: 3-4 weeks	100	Ea	\$5.78	\$578.00	10%	\$57.80	\$635.80
120900-WHT Venus Aluminium Bottle Deluxe 600ml aluminium drink bottle with a timeless design and a smart painted finish. It is BPA-free, has a secure stainless-steel screw on lid. The bottle is not dishwasher safe, and handwashing is recommended.  Lead-time: 3-4 weeks	730	Ea	\$5.78	\$4,219.40	10%	\$421.94	\$4,641.34

s 47G(1)(a), s 47G(1)(b)

<b>Subtotal</b>	\$4,797.40
<b>GST Total</b>	\$479.74
<b>Total</b>	\$5,277.14

<b>Amount Paid</b>	\$0.00
<b>Amount Due</b>	\$5,277.14

## Tax Invoice

Invoice Number: INV-24422

Date: 28/08/2024

**Geared Up Culcha**

1/24 Bluestone Cct., Seventeen Mile Rocks, QLD, 4073, Australia

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E: [accounts@gearedupculcha.com.au](mailto:accounts@gearedupculcha.com.au)W: <http://www.gearedupculcha.com.au>

ABN: 42 162 599 813

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 dfat@nationalmailing.com.au  
 National Mailing & Marketing  
 11 Tralee Street  
 Hume ACT 2620  
 Australia

Terms	Due Date	PO No.	Shipping Method	Ship Date	Tracking No.
Net 30	27/09/2024	S23559 - Bottles - Australia Awards	Direct from Manufacturer	28/08/2024	413593155880

Item	Qty	Units	Rate	Amt	GST	GST Amt	Gross Amount
120900-NAV Venus Aluminium Bottle Deluxe 600ml aluminium drink bottle with a timeless design and a smart painted finish. It is BPA-free, has a secure stainless-steel screw on lid. The bottle is not dishwasher safe, and handwashing is recommended.  Lead-time: 3-4 weeks	2,400	Ea	\$5.78	\$13,872.00	10%	\$1,387.20	\$15,259.20
120900-WHT Venus Aluminium Bottle Deluxe 600ml aluminium drink bottle with a timeless design and a smart painted finish. It is BPA-free, has a secure stainless-steel screw on lid. The bottle is not dishwasher safe, and handwashing is recommended.  Lead-time: 3-4 weeks	1,770	Ea	\$5.78	\$10,230.60	10%	\$1,023.06	\$11,253.66

s 47G(1)(a), s 47G(1)(b)

<b>Subtotal</b>	\$24,102.60
<b>GST Total</b>	\$2,410.26
<b>Total</b>	\$26,512.86

<b>Amount Paid</b>	\$0.00
<b>Amount Due</b>	\$26,512.86



**PRINTING AND PRODUCTION PANEL – SHORT FORM OFFICIAL ORDER**

<b>Official Order Number – SON3661398</b>			
<b>Date – 3 July 2024</b>			
<p>Geared Up Culcha Pty Ltd, ABN 42 162 599 813, has offered under clause 5.1 of the Head Agreement specified at item 1 below to provide the Services to the Participating Agencies. The Commonwealth of Australia (Commonwealth) as represented by the Department of Foreign Affairs and Trade, RG Casey Building John McEwen Crescent Barton ACT 0221 ACT 2900 ABN 47 065 634 525 (Participating Agency) accepts this offer on the terms and conditions set out in the Head Agreement and in this Official Order and issues this Official Order in accordance with clause 5.4 of the Head Agreement.</p> <p>Unless otherwise specified in the Official Order, if there is an inconsistency between this Official Order and any other provisions of the Head Agreement, the Head Agreement will prevail to the extent of any inconsistency.</p>			
<b>Item number</b>	<b>Description</b>	<b>Standard Terms and Conditions Clause Reference</b>	<b>Details</b>
<b>General</b>			
1.	<b>Head Agreement No. and description</b>	1.1	PNL1858 SON3661398 Dated 03/07/2024 For the provision of Printing and Production Services
2.	<b>Services</b>	Schedule 2 of the Head Agreement	Corporate Merchandise
3.	<b>Participating Agency</b>	1.1	Commonwealth of Australia (Commonwealth) as represented by the Department of Foreign Affairs and Trade, RG Casey Building John McEwen Crescent Barton ACT 0221 ACT 2900 ABN 47 065 634 525
4.	<b>Participating Agency Representative</b>	1.1 and 11	s 22(1)(a)(ii) , Assistant Director Global Education and Scholarships
5.	<b>Contractor Representative</b>	1.1 and 11	s 47F(1) , General Manager Geared Up Culcha
6.	<b>Contract Period</b>	1.1 and 2.1	3 months
7.	<b>Contract Option Period</b>	2.2	3 months
8.	<b>Contract Option Notice Period</b>	2.2	Nil
9.	<b>Specified Personnel</b>	1.1 and 14	Nil
10.	<b>Subcontractors</b>	4.11	Nil
11.	<b>Other Contractors</b>	1.1 and 7	Nil
12.	<b>Notices</b>	35	<b>Participating Agency:</b>



			<p><b>s 22(1)(a)(ii)</b>                  RG Casey Building John McEwen Crescent                  Barton ACT 0221  <a href="mailto:australiaawardscommunications@dfat.gov.au">australiaawardscommunications@dfat.gov.au</a></p> <p><b>Contractor:</b>  <b>s 47F(1)</b>                  1/24 Bluestone Cct                  Seventeen Mile Rocks QLD 4073  <b>s 47F(1)</b> <a href="mailto:@gearedupculcha.com.au">@gearedupculcha.com.au</a></p>									
13.	<b>Governing law and jurisdiction</b>	36.14	As specified in the Standard Terms and Conditions									
<b>Services</b>												
14.	<b>Description of Services including the purpose of the Services, Milestone Dates, and Delivery Place</b>	1.1, 4, 4.3(d) and 4.4	<p>DFAT has a requirement to replenish Australia Awards merchandise and to order new stock such as Australia Awards pins, caps, t-shirts, soft toys, backpacks, passport holders, phone cases etc. for our scholars and alumni.</p> <p>Refer to Attachment A for merchandise details (noting that this is not a final quote, still seeking different options for various items).</p> <p>Delivery of stock to the National Mail &amp; Marketing Warehouse, Hume ACT.</p> <p><b>Milestone dates</b></p> <p>Individual payments made after receipt of goods and a correctly rendered invoice</p>									
15.			<table border="1"> <thead> <tr> <th><b>Service Level</b></th> <th><b>Consequences of failure to achieve Service Level</b></th> </tr> </thead> <tbody> <tr> <td>Timely delivery</td> <td>To expedite delivery of the merchandise goods.</td> </tr> <tr> <td>Quality in goods</td> <td>To reproduce more valuable goods and dispose of lesser goods in a sustainable manner.</td> </tr> <tr> <td>Defect in goods</td> <td>To reproduce the goods and dispose of defected goods in a sustainable manner.</td> </tr> </tbody> </table>	<b>Service Level</b>	<b>Consequences of failure to achieve Service Level</b>	Timely delivery	To expedite delivery of the merchandise goods.	Quality in goods	To reproduce more valuable goods and dispose of lesser goods in a sustainable manner.	Defect in goods	To reproduce the goods and dispose of defected goods in a sustainable manner.	
<b>Service Level</b>	<b>Consequences of failure to achieve Service Level</b>											
Timely delivery	To expedite delivery of the merchandise goods.											
Quality in goods	To reproduce more valuable goods and dispose of lesser goods in a sustainable manner.											
Defect in goods	To reproduce the goods and dispose of defected goods in a sustainable manner.											
16.	<b>Reporting requirements</b>	11.2	Nil									

17.	Not used	-	-
18.	<b>Business Hours</b>	1.1	As specified in the Standard Terms and Conditions
19.	<b>Relevant Standards</b>	4.1(f)	Refer to the standards set out in the Standard Terms and Conditions. No additional standards, practice or guidelines apply
20.	<b>Participating Agency requirements</b>	4.1(i)	Refer to the requirements set out in the Standard Terms and Conditions. No additional Participating Agency requirements apply
21.	<b>APS Values</b>	4.13	The Standard Terms and Conditions apply.
22.	<b>Commonwealth Fraud Control Framework</b>	4.14	The Standard Terms and Conditions apply.
23.	<b>Indigenous Procurement Policy</b>	4.18	The Standard Terms and Conditions apply.
24.	<b>Security</b>	28.1	No additional security requirements apply.
25.	<b>Additional insurance</b>	23.2	Nil
<b>Confidential Information</b>			
26.	<b>Confidential Information</b>	1.1 and 24	The Standard Terms and Conditions apply. The Contractor should have regard to the guidelines published by the Department of Finance, available at: <a href="https://www.finance.gov.au/government/procurement/buying-australian-government/confidentiality-throughout-procurement-cycle">https://www.finance.gov.au/government/procurement/buying-australian-government/confidentiality-throughout-procurement-cycle</a>
<b>Ownership of Material</b>			
27.	<b>Participating Agency Material</b>	1.1 and 15	Nil
28.	<b>Ownership of Contract Material</b>	16.3(a)	The Standard Terms and Conditions apply.
29.	<b>Licence of Material</b>	16.3(b)	The Standard Terms and Conditions apply.
30.	<b>Moral Rights – Specified Acts</b>	17	As specified in the Standard Terms and Conditions.
<b>Payment</b>			
31.	<b>Payment – Service Charges</b>	19.1	Total value of this official order not to exceed \$450,000 ex. \$45,000 GST. Refer to Attachment A for further details of service requested. Individual payments made after receipt of goods and a correctly rendered invoice.

32.	<b>Additional invoice requirements</b>	19.3	No additional invoicing requirements apply.
33.	<b>Payment period</b>	19.4	As specified in the Standard Terms and Conditions.
34.	<b>Expenses</b>	19.7	Nil
<b>Acceptance of Services and other processes</b>			
35.	<b>Acceptance</b>	4.6	As specified in the Standard Terms and Conditions.
36.	<b>Business process requirements</b>	5	Nil
37.	<b>Business continuity planning</b>	6	Nil
38.	<b>Transition and implementation</b>	9	Nil
39.	<b>Unwind</b>	10	Clause 10 is not to apply.
40.	<b>Progress meetings</b>	11.1	Nil
41.	<b>Relationship management</b>	12.1	Nil
42.	<b>Operational management meetings</b>	12.2	Nil
43.	<b>Other forums</b>	12.3	Nil
44.	<b>Removal of Participating Agency Data</b>	28.3	As specified in the Standard Terms and Conditions.
45.	<b>Unforeseen events</b>	31.3	As specified in the Standard Terms and Conditions.
46.	<b>Limitation Amount</b>	22.1	N/A

**Statement of Requirement**

To deliver the goods as outlined in Attachment A (noting this RFQ is still in negotiation to select the exact goods required).

Note: Supplier can supply other items not listed in Attachment A, upon request by DFAT and agreed pricing between DFAT and Supplier.

**Signed** for and on behalf of **Department of Foreign Affairs and Trade** by its duly authorised representative in the presence of

s 22(1)(a)(ii)

s 22(1)(a)(ii)

\_\_\_\_\_  
Signe

\_\_\_\_\_  
Signature

\_\_\_\_\_  
tive

s 22(1)(a)(ii)

s 22(1)(a)(ii)

\_\_\_\_\_  
Name of witness (print)

\_\_\_\_\_  
Name of representative (print)

12-07-24  
Date

Ag DIRECTOR (GLE)  
Position of representative (print)

**Executed** by **Geared up Culcha** in accordance with Section 127 of the *Corporations Act 2001*

s 47F(1)

s 47F(1)

\_\_\_\_\_  
Signature of director

\_\_\_\_\_  
Signature of director/company secretary/sole director and sole company secretary

s 47F(1)

s 47F(1)

\_\_\_\_\_  
Name of director (print)

\_\_\_\_\_  
Name of director/company secretary/sole director and sole company secretary (print)

09/07/2024  
Date

10/07/2024  
Date

# GUC official order

Final Audit Report

2024-07-10

Created:	2024-07-08	
By:	s 47F(1)	@gearedupculcha.com.au)
Status:	Signed	
Transaction ID:	CBJCHBCAABAAyMeimSyCo5nAnf8kyh_ZDPkH3-ppxVG2	

## "GUC official order" History

-  Document created by s 47F(1) @gearedupculcha.com.au  
2024-07-08 - 4:48:55 AM GMT
-  Document emailed to s 47F(1) @gearedupculcha.com.au) for signature  
2024-07-08 - 4:49:01 AM GMT
-  Document emailed to s 47F(1) @gearedupculcha.com.au) for signature  
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2024-07-09 - 1:01:03 AM GMT
-  Email viewed by s 47F(1) @gearedupculcha.com.au)  
2024-07-09 - 3:35:08 AM GMT
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Signature Date: 2024-07-09 - 3:39:09 AM GMT - Time Source: server
-  Document e-signed by s 47F(1) @gearedupculcha.com.au)  
Signature Date: 2024-07-10 - 12:01:54 PM GMT - Time Source: server
-  Agreement completed.  
2024-07-10 - 12:01:54 PM GMT

