



QUOTATION #

DFAT230412_SMARTRAVELLER_v3

TOTAL INC GST	\$16,120.50
Reference:	
Quote Date:	17-Apr-2024
Expiry Date:	17-May-2024
Description:	Smarttraveller April 24

Attn to: **s 22(1)(a)(ii)**
 DFAT - Smarttraveller

Item #	Image	Description	Embellishing	Lead time (working days)	Unit Price (ex GST)	Qty	TOTAL Ex GST
1		Full Colour Luggage Strap	Prints in Full Colour	20	s 47G(1)(a)	s 47G(1)(a)	\$11,865.00
2		Aero Luggage Tag	Direct Digital Print, 1 pos	7	s 47G(1)(a)	s 47G(1)(a)	\$2,790.00
	Logo:					Delivery Included	
Total							\$14,655.00
GST							\$1,465.50
Total Inc							\$16,120.50

SPECIAL INSTRUCTIONS / NOTES

ACCEPTANCE OF **s 22(1)(a)(ii)**
 Authorised Signatur

ER_v3

Position: *A/g Director, Smarttraveller Communications*

TERMS

Quote is subject to Wirrigan Business Services Terms and Conditions of trade which can be found here

Payment Terms are either 14 Days from Invoice (Existing customers with approved credit account) or upfront payment via credit card (1.75% transaction fee) or direct deposit

This quote does not constitute a guarantee of supply and supply will be confirmed upon receipt of order

Goods remain the property of Wirrigan Business Services until all outstanding monies have been paid in full

Galimbang Pty Ltd t/as
 Wirrigan Business Services

ABN 93 645 394 494
 Ph: 1300 391 813

From: s 22(1)(a)(ii)
To:
Subject: RE: Seeking your s23 Approval to Commit and Enter into an Arrangement with Galimbang Pty Ltd, t/a Wirrigan Business Services [WBS] for Smartraveller campaign for merch items [SEC=OFFICIAL]
Date: Tuesday, 23 April 2024 1:38:39 PM
Attachments: [image002.png](#)
[image004.png](#)
[image005.png](#)

OFFICIAL

HI s 22(1)(a)(ii)

Thank you for pulling this together. Happy to approved the cost of up to \$16,500 (GST inclusive) for the purchase of Smartraveller luggage tags and luggage straps.

In approving this proposal, I confirm that it is consistent with required policies and process, including the *Public Governance Performance and Accountability Act 2013* (Section 23 DFAT's Financial Framework) and DFAT's Procurement Policy as relevant. There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

I have left some feedback in the contract for action, before you proceed please. Also, if you can ask Procurement/FND for the most up to date contract, that would be great.

Kind regards,

s 22(1)(a)(ii)

A/g Director, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade
Ps 22(1)(a)(ii) | E s 22(1)(a)(ii) | [@dfat.gov.au](mailto:dfat.gov.au)

s 22(1)(a)(ii)

smartraveller.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#)



We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, April 23, 2024 10:37 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: Seeking your s23 Approval to Commit and Enter into an Arrangement with Galimbang Pty Ltd, t/a Wirrigan Business Services [WBS] for Smartraveller campaign for merch items [SEC=OFFICIAL]

OFFICIAL

Dear s 22(1)(a)(ii)

Grateful for your PGPA Act s23 approval for the Galimbang Pty Ltd, t/a Worrigan Business Services [WBS] to cover the costs associated with Smartraveller merch for campaign.

Please see the attached quote from the supplier and link below for contract for your review and approval.

Contract link - [Contract - Worrigan - Merch for Smartraveller - April 2024.docx](#)

Purpose

This request seeks your approval for:

- a. a commitment of relevant money under s23 of the Public Governance Performance and Accountability Act 2013 (PGPA Act);
- b. entering into an arrangement under s23 of the Public Governance Performance and Accountability Act 2013 (PGPA Act);

Title	Smartraveller campaign – Merch items		
Initial Period (start date – end date)	29 April 2024 – 30 June 2024	Value (GST inclusive)	Up to \$16,500.00
Extension Period & Estimated Value (For information – a separate s23 Approval will be sought if extension is required)	N/A	Funding Source	Departmental
Procurement Method	Limited Tender	Cost Centre/GL Code	s 22(1)(a)(ii)
Agreement commencement date	TBC	Risk – overall assessment	Low
Contingent Liability Value	N/A		

Requirement

DFAT has a requirement for campaign merch to support of Smartraveller campaign, which includes Full colour Luggage straps and Aero Luggage tags.

Procurement Method

The approach to market will be through Limited Tender to 1 supplier.

- Galimbang Pty Ltd, t/a Worrigan Business Services [WBS]

Limited tender is the chosen procurement method as the value of the arrangement does not meet the \$80K threshold to open tender requirement.

Evaluation Process

Quotes were received Worrigan and they are already providing to merch to our CALD supplier for Smartraveller Campaign events and they have provided the most competitive price and assured the timely delivery of merch items.

Value for Money Consideration

These merch items are required and has been selected after comparison with other comparable products.

Agreement/Contract Templates Used

N/A

-

Funding breakdown

There is sufficient uncommitted budget available to meet the commitment. The amounts payable in under this commitment, including GST, are detailed below:

2023-24	Amount (Ex GST)	GST	Total (Inc GST)
Pull-up banners, A2 Posters and other printing related services	\$15,000.00	\$1,500.00	Up to \$16,500.00
Total	\$15,000.00	\$1,500.00	Up to \$16,500.00

Risk

The procurement remains to be low risk.

-

Contingent Liability Compliance

The proposed agreement does not contain contingent liabilities.

-

Recommendation

It is recommended you approve to commit and enter into the arrangement with Galimbang Pty Ltd, t/a Wirrigan Business Services [WBS] for up to \$16,500 (GST Inc) in accordance with the outcome outlined in this approval.

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Attachments

- Quote received from the supplier
- Contract

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Declaration by financial Delegate

In approving this proposal, I confirm that it is consistent with required policies and process, including the *Public Governance Performance and Accountability Act 2013* (Section 23 DFAT's Financial Framework) and DFAT's Procurement Policy as relevant. There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

Thank you,

Warm Regards,

s 22(1)(a)(ii)

Corporate Services Officer, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade

P +s 22(1)(a)(ii) M +s 22(1)(a)(ii)

E: [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)

[smartraveller.gov.au](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)



[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.



Commonwealth Contract - Services



Australian Government

Commonwealth Contract

Customer

Customer Name:
Customer ABN:
Address:

Department of Foreign Affairs and Trade 47 065 634 525
DFAT RG Casey Building John McEwen Crescent
Barton ACT 221

Supplier

Full Name of the Legal Entity:
Supplier ABN:

Galimbang Pty Ltd, t/a Wirrigan Business Services [WBS]
93 645 394 494

Address:

Level 3, 456 St Kilda Road,

Melbourne, Victoria, 3004

Commonwealth Contract - Services

Statement of Work**C.A.1 Key Events and Dates**

This Contract commences on the Contract Start Date or the date this Contract is executed, whichever is the latter, and continues for the Contract Term unless it is terminated earlier. The Contract is informed by the Supplier's quote terms and conditions (Printing quote: DFAT230412_SMARTRAVELLER_v3) and related emails.

Event	Details
Contract Start Date:	Upon execution
Contract Term:	This Contract will terminate on 30 June 2024
Contract Extension Option:	N/A

C.A.2 The Requirement

The supplier will provide Smartraveller merchandise to the Smartraveller team, which includes ^{s 47G(1)(a)} Full colour Luggage straps and ^{s 47G(1)(a)} Aero Luggage tags.

C.A.2(a) Standards

The Supplier must ensure that any goods and services provided under this Contract comply with all applicable Australian standards (or in its absence an international standard) including any requirements or standards specified in this Statement of Work of Work.

Web Content Accessibility

As applicable, the Supplier must ensure that any website, associated material and/or online publications (where applicable) complies with the Web Content Accessibility Guidelines available at: <https://www.w3.org/WA1/intro/wcag>.

Australian Standards

The Supplier must comply with the following Australian Standard(s): N/A

C.A.2(b) Security Requirements

N/A

C.A.2(c) Work Health and Safety

Prior to commencement of this Contract, the Customer's Contract Manager and the Supplier's Contract Manager will identify any potential Work Health and Safety issues anticipated to arise during the term of this contract and assign management of each issue identified to the party best able to manage it.

The Supplier will provide the Customer with a plan for approval.

Throughout the Contract Term, the Customer and the Supplier will proactively identify and cooperate to manage any Work Health and Safety issues that arise.

C.A.2(d) Delivery and Acceptance

Where the Customer rejects any deliverables under Clause C.C.11 [Delivery and Acceptance] the Customer will specify a timeframe in which the Supplier is required to rectify deficiencies, at the Supplier's cost, so that the deliverables meet the requirements of this Contract. The Supplier must comply with any such requirement, Rectified deliverables are subject to acceptance under Clause C.C.11 [Delivery and Acceptance].

The Supplier will refund all payments related to the rejected deliverables unless the relevant deliverables are rectified and accepted by the Customer.

If the Supplier is unable to meet the Customer's timeframe, the Customer may terminate this Contract in accordance

Commonwealth Contract - Services

with Clause C.C.16 [Termination for Cause].

Milestone Description	Contact for Delivery	Delivery Location/Email	Due Date
Provide proofs to the department for review prior to printing.	s 22(1)(a)(ii)	s 22(1)(a)(ii)@dfat.gov.au	30 June 2024
Deliver all products to Canberra address, as provided by the department			

C.A.2(e) Meetings

N/A

C.A.2(f) Facilities and Assistance Offered by the Customer

N/A

C.A.2(g) Customer Material

Smartraveller brand material will be provided to the supplier logo, brand guide and QR codes

C.A.2(h) Conflicts of Interest

The Supplier has declared that it has no actual, perceived or potential conflicts of interest relevant to the performance of its obligations under this Contract.

C.A.2(i) Public Interest Disclosure

Public officials (including service providers under a Commonwealth contract) who suspect wrongdoing within the Commonwealth public sector can raise their concerns under the *Public Interest Disclosure Act 2013* (PIO Act). Prior to making a disclosure, refer to information available at: <http://www.ombudsman.gov.au/about/making-a-disclosure/information-for-disclosers>.

All Public Interest Disclosure matters (relating to this procurement) should be referred to:

Name: s 22(1)(a)(ii)

Email: s 22(1)(a)(ii)@dfat.gov.au

Phone: s 22(1)(a)(ii)

C.A.2(j) Complaints Handling

Any complaints relating to this procurement should be referred to: s 22(1)(a)(ii) @dfat.gov.au

C.A.3 Contract Price

The maximum Contract Price inclusive of GST and all taxes and charges will not exceed **\$16,500.00** as set out below.

Price (including all expenses) facility in line with the Supplier's quote terms and conditions (quote # DFAT230412_SMARTRAVELLER_v3) and related emails.

Commonwealth Contract - Services

2023-24	Amount (Ex GST)	GST	Total (Inc GST)
^{s 47(1)(a)} Full colour Luggage straps and ^{s 47(1)(a)} Aero Luggage tags.	\$15,000.00	\$1,500.00	Up to \$16,500.00
Total	\$15,000.00	\$1,500.00	Up to \$16,500.00

Total maximum Contract Price for Services \$16,500.00 GST Inclusive As above.

C.A.3(a) Payment Schedule

Payment terms are 14 Days from Invoice.

C.A.4 Contract Managers and Addresses for Notices

Contract Managers are responsible for issuing or accepting any written Notices under this Contract and are the contact points for general liaison.

C.A.4(a) Customer's Contract Manager:

The person occupying the position of: Corporate Services Manager
Currently: ^{s 22(1)(a)(ii)}
Telephone: Mobile: ^{s 22(1)(a)(ii)}
Email Address: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)
Postal Address: DFAT
RG Casey Building Barton ACT 0221

C.A.4(b) Customer's Address for Invoices:

Addressee Name/Position Title: Smartraveller ^{s 22(1)(a)(ii)}
Telephone: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)
Email Address: Postal Address: DFAT; RG Casey Building John McEwen Crescent Barton ACT 221

The Customer's preferred method of invoicing is by email.

C.A.4(c) Supplier's Contract Manager:

Name: ^{s 47F(1)}
Position Title: Head of Marketing Services & Workwear
Telephone: 1300 391 813
Mobile: ^{s 47F(1)}
Email Address: ^{s 47F(1)} [@wirriganb2b.com.au](mailto:wirriganb2b.com.au)
Postal Address: Level 3, 456 St Kilda Road Melbourne, Victoria, 3004
ABN 93 645 394 494

Commonwealth Contract - Services

C.A.4(d) Supplier's Address for Notices

As above

C.A.5 Specified Personnel

None Specified

C.A.6 Subcontractors

None Specified

Additional Contract Terms**C.B.1 Intellectual Property**

The Supplier owns the intellectual property rights (including copyright) in its materials and tools (in any format, including online and digital) it uses to directly deliver the Service (Supplier Product). This includes the Supplier's:

- a) training tools, presentation material and design, written and digitally formatted materials on plain English practice, and training information
- b) related digital and online resources, including the Supplier's software, instructions, internet-based services, support services and related printed or electronic materials that are also subject to its website terms at <https://www.plainenglishfoundation.com/user-terms>.

The Supplier grants the Customer a non-exclusive, non-transferrable licence allowing the Customer to use the Service-related Supplier Product:

- a) for the agreed scope and intention of the specified Services
- b) only for registered training participants to use for their training participation and subsequent personal reference.

The licence as above does not include the right for the Customer to use or repurpose the Supplier Product for commercialisation or in a way that includes:

- a) communicating or publishing it to the public or a third party, including any external advisers for consultants, or another government department or agency
- b) amending or adapting it for other purposes
- c) copying, recording, photographing or streaming it
- d) posting it on a website or social media
- e) manufacturing or selling it, or hiring it out
- f) using it to develop a product with the same primary function
- g) otherwise exploiting it or performing an act that would infringe the Supplier's intellectual property rights.

The Supplier warrants that it is entitled to grant this licence to the Customer, and that the provision of the Goods and/or Services and any Material by the Supplier under this Contract, and its use by the Customer, in accordance with this Contract, will not infringe any third party's Intellectual Property Rights and Moral Rights.

Intellectual Property Rights in Goods provided under this Contract or pre-existing Intellectual Property of the Supplier, set out below (if any), will not change as a result of this Contract.

Pre-Existing Intellectual Property of the Supplier

The Supplier's Pre-Existing Intellectual Property is included in the Supplier Product as in the above clause CB1.

C.B.2 Confidential Information of the Supplier

Commonwealth Contract - Services

The Supplier's commercial business information remains confidential.

C.B.3 Interest on Late Payments

Where the Customer and the Supplier both have the capability to deliver and receive e-Invoices through the Pan-European Public Procurement On-Line (PEPPOL) framework and have agreed to use electronic invoicing (e-Invoicing), the Customer will pay the amount of a Correctly Rendered Invoice to the Supplier within five (5) calendar days after receiving it, or if this day is not a business day, on the next business day.

In all other circumstances, the Customer will pay the amount of a Correctly Rendered Invoice to the Supplier within fourteen (14) calendar days after receiving it, or if this day is not a business day, on the next business day.

If the total initial value of the Contract (excluding any options, extensions, renewals or other mechanisms that may be executed over the life of the contract) is less than A\$1 million (GST inclusive) and the Customer fails to make a payment to the Supplier by the business day it is due, the Customer will pay the unpaid amount plus interest on the unpaid amount, provided the amount of interest payable under this clause exceeds A\$100.

Interest payable under this clause will be simple interest calculated in respect of each calendar day from the day after the amount was due and payable, up to and including the day that the Customer effects payment, calculated using the General Interest Charge Rate available on the Australian Taxation Office website as it applies on the day the amount was due and payable expressed as a daily rate.

C.B.4 Fraud

C.B.4.1 This clause replaces clause C.C.22.F [*Fraud*] of the Commonwealth Contract Terms. For the purposes of this clause, 'Fraud' means, in delivering the Goods and/or Services under the Contract, dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes suspected, alleged or attempted fraud.

C.B.4.2 The Supplier must take all reasonable steps to prevent and detect Fraud in relation to the performance of this Contract.

C.B.4.3 Subject to C.B.4.4, if the Supplier becomes aware of any Fraud, it must report the matter to the Customer in writing within five (5) business days.

C.B.4.4 If the Supplier is under a legal obligation not to report a Fraud to the Customer, but local police or other law enforcement agencies provide an exception to permit reporting, the Supplier must report a Fraud to the Customer within five (5) business days of the exception being granted.

C.B.4.5 The Supplier must investigate all Fraud at the Supplier's expense and in accordance with any reasonable directions or standards required by the Customer. After the investigation is finished, the Supplier must promptly report full details of any Fraud to:

- (a) the Customer (unless the Supplier is under a legal obligation not to report a Fraud to the Customer); and
- (b) the local police and any other appropriate law enforcement agency in the country where the incident occurred, unless the Customer agrees otherwise in writing.

C.B.4.6 If the investigation finds Fraud by the Supplier or its officers, employees or agents, or the Supplier has failed to take reasonable steps to prevent Fraud by a subcontractor, the Supplier must, if directed by the Customer, promptly reimburse or compensate the Customer in full.

C.B.4.7 This clause is a material term of the Contract and survives the termination or expiry of the Contract.

C.B.5 Prohibited dealings

C.B.5.1 The Supplier must ensure that it and its officers, employees, agents and subcontractors involved in delivering Goods and or Services under this Contract are not:

Commonwealth Contract - Services

- (a) directly or indirectly engaged in preparing, planning, assisting or fostering a terrorist act;
- (b) listed terrorist organisations for the purposes of the Criminal Code Act 1995 (Cth) (details of listed terrorist organisations are available at: <https://www.nationalsecurity.gov.au/Listedterroristorganisations/Pages/default.aspx>);
- (c) subject to sanctions or similar measures under the Charter of the United Nations Act 1945 (Cth) or the Autonomous Sanctions Act 2011 (Cth) (details of individuals and entities are available at: <https://dfat.gov.au/international-relations/security/sanctions/Pages/consolidated-list.aspx>);
- (d) listed on the 'World Bank's Listing of Ineligible Firms and Individuals' posted at: <http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>;
- (e) owned, controlled by, acting on behalf of, or at the direction of persons, or entities referred to in clauses C.B.5.1(a) to C.B.5.1(d) above; or
- (f) providing direct or indirect support, resources or assets (including any grant monies) to persons or entities referred to in clauses C.B.5.1(a) to C.B.5.1(e) above.

C.B.5.2 Where the Supplier becomes aware that there are reasonable grounds to suspect it or any of its officers, employees, agents and subcontractors has or may have contravened any part of clause C.B.5, the Supplier must:

- (a) notify the Customer and confirm that information in writing as soon as possible, which must be no later than within 24 hours;
- (b) immediately take all reasonable action to mitigate the risks; and
- (c) take any other action reasonably required by the Customer.

C.B.5.3 The Supplier must ensure that any subcontract entered into by the Supplier for the purposes of fulfilling its obligations under this Contract imposes on the Subcontractor the same obligations that the Supplier has under this clause C.B.5.

C.B.5.4 This clause is a material term of the Contract and survives the termination or expiry of the Contract.

C.B.6 Anti-corruption

C.B.6.1 The Supplier warrants that the Supplier, its officers, employees, agents and subcontractors have not made or caused to be made, or received or sought to receive, any offer, gift or payment, consideration or benefit of any kind, which would or could be construed as an illegal or corrupt practice, either directly or indirectly to any party, as an inducement or reward in relation to the execution or performance of the Contract.

C.B.6.2 The Supplier must not, and must ensure that its officers, employees, agents and subcontractors, do not:

- (a) make or cause to be made, or receive or seek to receive, any offer, gift or payment, consideration or benefit of any kind, which would or could be construed as an illegal or corrupt practice, either directly or indirectly to any party, as an inducement or reward in relation to the performance of the Contract; and/or
- (b) engage in any practice that could constitute the Australian offence of bribing a foreign public official in relation to the performance of the Contract.

C.B.6.3 If the Supplier becomes aware of any practice, as described in C.B.6.2 (a) or (b), then it must report the matter to the Customer within five (5) business days.

C.B.6.4 This clause is a material term of the Contract and survives the termination or expiry of the Contract.

C.B.6.5 The Supplier must comply, and must ensure that its officers, employees, agents

Commonwealth Contract - Services

and subcontractors comply with the Department of Foreign Affairs and Trade's Child Protection Policy, accessible at <http://www.dfat.gov.au/childprotection/>.

C.B 6.6 The Customer may conduct a review of the Supplier's compliance with the Child Protection Policy. The Customer will give reasonable notice to the Supplier and the Supplier must participate co-operatively in any such review.

C.B.6.7 If the Customer finds that the Supplier has failed to comply with the Child Protection Policy, the Supplier must promptly, and at the cost of the Supplier, take such actions as are required to ensure compliance with the Child Protection Policy.

C.B 6.8 If an individual, the Supplier must sign and return to the Customer the Child Protection Professional Behaviours at Attachment B to the Child Protection Policy.

C.B 6.9 This clause is a material term of the Contract and survives the termination or expiry of the Contract.

C.B.7 Preventing Sexual Exploitation Abuse and Harassment

C.B.7.1 The Supplier must comply, and must ensure that its officers, employees, agents and subcontractors comply with the Department of Foreign Affairs and Trade's Preventing Sexual Exploitation Abuse and Harassment Policy, accessible at <https://dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default.aspx>

C.B 7.2 The Customer may conduct a review of the Supplier's compliance with the Preventing Sexual Exploitation, Abuse and Harassment Policy. The Customer will give reasonable notice to the Supplier and the Supplier must participate co-operatively in any such review.

C.B.7.3 If the Customer finds that the Supplier has failed to comply with the Preventing Sexual Exploitation, Abuse and Harassment Policy, the Supplier must promptly, and at the cost of the Supplier, take such actions as are required to ensure compliance with the Preventing Sexual Exploitation Abuse and Harassment Policy.

C.B 7.4 This clause is a material term of the Contract and survives the termination or expiry of the Contract.

Commonwealth Contract – Services

Commonwealth Contract Terms

C.C.1 Background:

The Customer requires the provision of certain Goods and/or Services. The Supplier has fully informed itself on all aspects of the Customer's requirements and has responded representing that it is able to meet the Statement of Requirement.

Some terms used in these *Commonwealth Contract Terms* have been given a special meaning. Their meanings are set out either in the *Commonwealth Contracting Suite Glossary* or in the relevant *Commonwealth Contract*.

C.C.2 Relationship of the Parties.

Neither party is the employee, agent, officer or partner of the other party nor, by virtue of this Contract, authorised to bind or represent the other party.

The Supplier must ensure that its officers, employees, agents or Subcontractors do not represent themselves as being an officer, employee, partner or agent of the Customer.

In all dealings related to the Contract, the parties agree to

- (a) communicate openly with each other and cooperate in achieving the contractual objectives; and
- (b) act honestly and ethically; and
- (c) comply with reasonable commercial standards of fair conduct, and
- (d) consult, cooperate and coordinate activities to identify and address any overlapping work health and safety responsibilities aimed at ensuring the health and safety of workers and workplaces; and
- (e) comply with all reasonable directions and procedures relating to work health and safety, record keeping and security in operation at each other's premises or facilities whether specifically informed or as might reasonably be inferred from the circumstances.

C.C.3 Conflict of Interest:

The Supplier has either declared any real or perceived conflicts of interest that might arise, or states that no conflicts of interest exist or are anticipated, relevant to the performance of its obligations under the Contract.

If any conflict or potential conflict arises during the Contract Term, the Supplier will immediately notify the Customer and comply with any reasonable Notice given to the Supplier by the Customer in relation to the conflict. As soon as practicable, any verbal advice must be followed by written confirmation.

C.C.4 Precedence of Documents:

The Contract is comprised of

- (a) *Additional Contract Terms* (if any);
- (b) *Statement of Work*,
- (c) *Commonwealth Contract Terms*
- (d) *Commonwealth Contracting Suite Glossary*; and
- (e) *Contract Annex 1- Supplementary information* (if any).

unless otherwise agreed in writing between the parties.

If there is ambiguity or inconsistency between documents comprising the Contract, the document appearing higher in the list will have precedence.

The Contract may be signed and dated by the parties on separate, but identical, copies. All signed copies constitute one (1) Contract.

C.C.5 Governing Law:

The laws of the Australian Capital Territory apply to the Contract.

C.C.6 Entire Agreement:

The Contract represents the Parties' entire agreement in relation to the subject matter, at the time this Contract was entered.

Anything that occurred before the making of this Contract shall be disregarded (unless incorporated into the Contract in writing).

However, the Supplier represents that the claims made in its Response to the ATM were correct when made and remain correct.

The Parties agree that no agreement or understanding varying or extending the Contract will be legally binding upon either Party unless in writing and agreed to by both Parties.

If either Party does not exercise (or delays in exercising) any of its contractual rights, that failure or delay will not prejudice those rights.

C.C.7 Survival:

All Additional Contract Terms (if any), plus Clauses C.C.14 (*Ability of the Supplier*), C.C.17 (*Supplier Payments*), C.C.20 (*Transition Out*), C.C.22 (*Compliance with Commonwealth laws and Policies*), C.C.22(A) (*Access to Supplier's Premises and Records*),

C.C.22(F) (*Fraud*) survive termination or expiry of the Contract.

C.C.8 Notices:

A Notice is deemed to be effected

- (a) if delivered by hand - upon delivery to the relevant address;
- (b) if sent by registered post - upon delivery to the relevant address; or
- (c) if transmitted electronically - upon actual delivery as evidenced by an acknowledgement of receipt from the recipient's system by any means (including by means of delivery receipt).

A Notice received after 5:00pm, or on a day that is not a working day in the place of receipt, is deemed to be effected on the next working day in that place.

C.C.9 Assignment:

The Supplier may not assign any rights under the Contract without the Customer's written consent. To seek consent, the Supplier must provide the Customer with a Notice, which includes full details of the proposed assignee and the rights the Supplier proposes to assign.

To decline consent, the Customer must provide a Notice to the Supplier setting out its reasons, within twenty-eight (28) calendar days of receiving the Notice seeking consent. Otherwise, the Customer is taken to have consented.

C.C.10 Subcontracting:

Subcontracting any part of or the entire Supplier's obligations under the Contract, will not relieve the Supplier from any of its obligations under the Contract.

The Supplier must ensure that Subcontractors specified in Item C.A.6 (*Subcontractors*) (if any) perform that part of the Services Specified in that item. Unless otherwise agreed by the Customer (in writing) the Supplier must not subcontract any part of its obligations under the Contract other than to Subcontractors named in Item C.A.6. The Supplier must ensure that specified Subcontractors (if any) are not replaced without the prior written consent of the Customer. The Customer's written consent will not be unreasonably withheld.

At the Customer's request, the Supplier at no additional cost to the Customer must promptly remove from involvement in the Contract any Subcontractor that the Customer reasonably considers should be removed.

Commonwealth Contract - Services

Commonwealth Contract Terms

The Supplier must make available to the Customer the details of all Subcontractors engaged to provide the Goods and/or Services under the Contract. The Supplier acknowledges that the Customer may be required to publicly disclose such information.

The Supplier must ensure that any subcontract entered into by the Supplier, for the purpose of fulfilling the Supplier's obligations under the Contract, imposes on the Subcontractor the same obligations that the Supplier has under the Contract (including this requirement in relation to subcontracts).

C.C.11 Delivery and Acceptance:

The Supplier must provide the Goods and/or Services as specified in the *Statement of Work* and meet any requirements and standards specified in the *statement of Work*.

The Supplier must promptly notify the Customer if the Supplier becomes aware that it will be unable to provide all or part of the Goods and/or Services specified in the *Statement of Work* and advise the Customer when it will be able to do so.

Any Goods must be delivered free from any security interest. Unless otherwise stated in the Contract, Goods must be new and unused. Any Services must be provided to the higher of the standard that would be expected of an experienced professional supplier of similar services and any standard specified in the *statement of Work*.

The Customer may reject the Goods and/or Services within fourteen (14) calendar days after delivery or such longer period specified in the Contract at Item CA.2(d) (*Delivery and Acceptance*) if the Goods and/or Services do not comply with the requirements of the Contract ('Acceptance Period').

If during the Acceptance Period circumstances outside the Customer's reasonable control cause a delay in the Customer's evaluation of the compliance of the Goods and/or Services with the Contract, the Customer may give the Supplier a Notice before the end of the original Acceptance Period, setting out the reason for the delay and the revised Acceptance Period date (which must be reasonable having regard to the circumstances causing the delay).

If the Customer does not notify the Supplier of rejection within the Acceptance Period (as extended if applicable) the Customer will be taken to have accepted the Goods and/or Services, though the Customer may accept the Goods and/or Services sooner. Title to Goods transfers to the Customer only on acceptance.

If the Customer rejects the Goods and/or Services, the Customer must issue a Notice clearly stating the reason for rejection and the remedy the Customer requires. No payment will be due for rejected Goods and/or Services until their acceptance.

C.C.12 Licences Approvals and Warranties:

At no cost to the Customer, the Supplier must obtain and maintain all Intellectual Property Rights, licences or other approvals required for the lawful provision of the Goods and/or Services and arrange any necessary customs entry for any Goods.

The Supplier must provide the Customer with all relevant third Party warranties in respect of Goods. If the Supplier is a manufacturer, the Supplier must provide the Customer with all standard manufacturer's warranties in respect of the Goods it has manufactured and supplied.

To the extent permitted by laws and for the benefit of the Customer, the Supplier consents, and must use its best endeavours to ensure that each author of Material consents in writing, to the use by the Customer of the Material, even if the use may otherwise be an infringement of their Intellectual Property Rights and/or Moral Rights.

C.C.13 Specified Personnel:

The Supplier must ensure that the Specified Personnel set out in Item C.A.5 (*Specified Personnel*) Of any perform the part of the Services specified in that item. The Supplier must ensure that Specified Personnel Of any are not replaced without the prior written consent of the Customer. The Customer's written consent will not be unreasonably withheld.

At the Customer's reasonable request, the Supplier, at no additional cost to the Customer, must as soon as reasonably practical replace any Specified Personnel that the Customer reasonably considers:

- is not performing the Supplier's obligations under the Contract to the standard or within the timeframe reasonably required by the Customer;
- is not a fit and proper person; or
- is not suitably qualified to perform the Services.

Any Specified Personnel must be replaced with personnel that are acceptable to the Customer.

C.C.14 Liability of the Supplier:

The Supplier will indemnify the Customer and its officials against any claim, loss or damage arising in connection with any negligent or wilful breach of the Supplier's obligations or representations under the Contract.

The Supplier's obligation to indemnify the Customer and its officials will reduce proportionally to the extent that any act or omission, on the part of the Customer or its officials contributed to the claim, loss or damage.

The Supplier's liability under this clause shall not exceed the maximum applicable amount that applies to the claim, loss or damage under a scheme operating under Schedule 4 of the *Overseas Trade (Wrongs) Act 2002* (ACT), or any corresponding State, Territory or Commonwealth legislation that limits the civil liability of members of particular professions arising from the performance of their professional services, where the Supplier is a member of that scheme and where that scheme applies to the Goods and/or Services delivered under the Contract.

The Supplier will maintain adequate insurances for the Contract and provide the Customer with proof when reasonably requested.

C.C.15 Termination or Reduction for Convenience:

In addition to any other rights either party has under the Contract:

- the Customer acting in good faith, may at any time; or
- the Supplier, acting in good faith, may notify that it wishes to terminate the Contract or reduce the scope or quantity of the Goods and/or Services by providing a Notice to the other Party.

If the Supplier issues a Notice under this clause, the Supplier must comply with any reasonable directions given by the Customer. The Contract will terminate or the scope will be reduced in accordance with the Notice when the Supplier has complied with all of

those directions.

If the Customer issues a Notice under this clause, the Supplier must stop or reduce work in accordance with the Notice and comply with any reasonable directions given by the Customer.

Commonwealth Contract - Services

Commonwealth Contract Terms

In either case, the Supplier must mitigate all loss and expenses in connection with the termination or reduction in scope (including the costs of its compliance with any directions). The Customer will pay the Supplier for Goods and/or Services accepted in accordance with clause C.C.11 [Delivery and Acceptance] and item C.A.2(d) [Delivery and Acceptance] before the effective date of termination or reduction.

If the Customer issues a Notice under this clause, the Customer will also pay the Supplier for any reasonable costs the Supplier incurs that are directly attributable to the termination or reduction, provided the Supplier substantiates these costs to the satisfaction of the Customer.

Under no circumstances will the total of all payments to the Supplier exceed the Contract Price. The Supplier will not be entitled to loss of anticipated profit for any part of the Contract not performed.

C.C.16 Termination for Cause:

The Customer may issue a Notice to immediately terminate or reduce the scope of the Contract if

- (a) the Supplier does not deliver the Goods and/or Services as specified in the Contract, or notifies the Customer that the Supplier will be unable to deliver the Goods and/or Services as specified in the Contract;
- (b) the Customer rejects the Goods and/or Services in accordance with clause C.C.11 [Delivery and Acceptance] and the Goods and/or Services are not remedied as required by the Notice of rejection;
- (c) the Supplier breaches a material term of the Contract and the breach is not capable of remedy;
- (d) the Supplier does not remediate a material breach of the Contract which is capable of remediation within the period specified by the Customer in a Notice of default issued to the Supplier, or
- (e) subject to the Customer complying with any requirements in the *Corporations Act 2001* (Cth), the Supplier:
 - (i) is unable to pay all its debts when they become due;
 - (ii) if incorporated - has a liquidator, receiver, administrator or other controller appointed or an equivalent appointment is made under legislation other than the *Corporations Act 2001* (Cth); or
 - (iii) if an individual - becomes bankrupt or enters into an arrangement under *Part IX* or *Part X* of the *Bankruptcy Act 1966* (Cth).

Termination of the Contract under this clause does not change the Customer's obligation to pay any Correctly Rendered Invoice.

C.C.17 Supplier Payments:

If the Supplier is required to submit an invoice to trigger payment, the invoice must be a Correctly Rendered Invoice.

The Supplier must promptly provide to the Customer such supporting documentation and other evidence reasonably required by the Customer to substantiate performance of the Contract by the Supplier.

Payment of any invoice is payment on account only and does not substantiate performance of the Contract.

If the Supplier owes any amount to the Customer in connection with the Contract, the Customer may offset that amount, or part of it, against its obligation to pay any Correctly Rendered Invoice.

C.C.18 Dispute Resolution.

For any dispute arising under the Contract both the Supplier and the Customer agree to comply with (a) to (d) of this clause sequentially

- (a) both Contract Managers will try to settle the dispute by direct negotiation;
- (b) if unresolved, the Contract Manager claiming that there is a dispute must give the other Contract Manager a Notice setting out details of the dispute and proposing a solution;
- (c) if the proposed solution is not accepted by the other Contract Manager within five (5) business days, each Contract Manager will nominate a more senior representative, who has not had prior direct involvement in the dispute. These representatives will try to settle the dispute by direct negotiation;
- (d) failing settlement within a further ten (10) business days, the Customer will, without delay, refer the dispute to an appropriately qualified mediator selected by the Customer or, at the Customer's discretion, to the chairperson of an accredited mediation organisation to appoint a mediator, for mediation to commence within fifteen (15) business days of the request.

Representatives for the Supplier and the Customer must attend the mediation. The nominated representatives must have the authority to bind the relevant party and act in good faith to genuinely attempt to resolve the dispute.

The Customer and the Supplier will each bear their own costs for dispute resolution. The Customer will bear the costs of a mediator.

If the dispute is not resolved within thirty (30) business days after mediation commences, either the Supplier or the Customer may commence legal proceedings.

Despite the existence of a dispute, the Supplier will (unless requested in writing by the Customer not to do so) continue their performance under the Contract.

This procedure for dispute resolution does not apply to action relating to clause C.C.16 [Termination for Cause] or to legal proceedings for urgent interlocutory relief.

C.C.19 Transition In:

The Supplier must perform all tasks reasonably required to facilitate the smooth transition of the provision of the Goods and/or Services from any outgoing supplier to the Supplier.

C.C.20 Transition Out:

If the Contract expires or is terminated under clause C.C.16 [Termination for Cause] the Supplier must comply with any reasonable directions given by the Customer in order to facilitate the smooth transition of the provision of the Goods and/or Services to the Customer or to another supplier nominated by the Customer.

C.C.21 Compliance with Laws:

The Supplier must comply with, and ensure its officers, employees, agents and subcontractors comply with, the laws from time to time in force in any jurisdiction in which any part of the Contract

is performed.

C.C.22 Compliance with Commonwealth Laws and Policies:

The Supplier must comply with, and ensure its officers, employees, agents and subcontractors comply with, all Commonwealth laws and policies relevant to the Goods and/or Services.

If the Supplier becomes aware of any actual or suspected breach of the requirements set out in clauses A to G below, it must:

Commonwealth Contract - Services

Commonwealth Contract Terms

- (a) immediately report it to the Customer and provide a written report on the matter within five (5) business days; and
- (b) comply with any reasonable directions by the Customer in relation to any investigation or further reporting of the actual or suspected breach.

A. Access to Supplier's Premises and Records: The Supplier must maintain proper business and accounting records relating to the supply of the Goods and/or Services and performance of the Contract.

The Supplier agrees to provide to the Customer, or its nominee, access to the Supplier's, or its Subcontractor's premises, personnel, documents and other records, and all assistance reasonably requested, for any purpose associated with the Contract or any review of the Supplier's or the Customer's performance under the Contract, including (but not limited to) in connection with a request made under the *Freedom of Information Act 1982* (Cth) or audit or review by the Australian National Audit Office. Unless the access is required for the purpose of a criminal investigation into the Supplier, its employees or subcontractors, the Customer will reimburse the Supplier's substantiated reasonable cost for complying with the Customer's request.

The Supplier must not transfer, or permit the transfer of, custody or ownership, or allow the destruction, of any Commonwealth record (as defined in the *Archives Act 1983* (Cth)) without the prior written consent of the Customer. All Commonwealth records, including any held by Subcontractors, must be returned to the Customer at the conclusion of the Contract.

B. Privacy Act 1988 (Cth) Requirements: In providing the Goods and/or Services, the Supplier agrees to comply, and to ensure that its officers, employees, agents and subcontractors comply with the *Privacy Act 1988* (Cth) and not to do anything, which if done by the Customer would breach an Australian Privacy Principle as defined in that Act.

C. Confidential Information: Other than information available in the public domain, the Supplier agrees not to disclose to any person, other than the Customer, any confidential information relating to the Contract or the Goods and/or Services, without prior written approval from the Customer. This obligation will not be breached where the Supplier is required by law or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Customer may at any time require the Supplier to arrange for its employees, agents or subcontractors to give a written undertaking relating to non-disclosure of the Customer's confidential information in a form acceptable to the Customer.

The Customer will keep any information in connection with the Contract confidential to the extent it has agreed in writing to keep such specified information confidential. The Customer will not be in breach of any confidentiality agreement if the Customer is required to disclose the information by law, a Minister or a House or Committee of Parliament.

D. Security and Safety: When accessing any Commonwealth place, area or facility, the Supplier must comply with any security and safety requirements notified to the Supplier by the Customer or of which the Supplier is, or should reasonably be aware. The Supplier must ensure that its officers, employees, agents and subcontractors are aware of, and comply with, such security and safety requirements.

The Supplier must ensure that all information, material and property provided by the Customer for the purposes of the Contract is protected at all times from unauthorised access, use by a third party, misuse, damage and destruction and is returned as directed by the Customer.

The Supplier acknowledges that unauthorised disclosure of security-classified information is an offence. Legislation (including, but not limited to the *Criminal Code Act 1995* (Cth)) contains provisions relating to the protection of certain information and sets out the penalties for the unauthorised disclosure of that information.

E. Criminal Code: The Supplier acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under section 137.1 of the schedule to the *Criminal Code Act 1995* (Cth). The Supplier must ensure that any subcontractor engaged in connection with the Contract is aware of the information contained in this clause.

F. Fraud: For the purposes of this clause, Fraud means dishonestly obtaining a benefit from the Commonwealth or causing a loss to the Commonwealth by deception or other means.

The Supplier must take all reasonable steps to prevent and detect Fraud in relation to the performance of this Contract. The Supplier acknowledges the occurrence of Fraud will constitute a breach of this Contract.

If an investigation finds that the Supplier or its employees have committed Fraud, or the Supplier has failed to take reasonable steps to prevent Fraud by an employee or subcontractor, the Supplier must reimburse or compensate the Customer in full.

G. Taxation: The Supplier agrees to comply, and to require its subcontractors to comply, with all applicable laws relating to taxation.

Contract Signing Page

The Parties agree that by signing this Commonwealth Contract - Services, they enter into a Contract comprising:

- a) Additional Contract Terms (if any);
- b) Statement of Work;
- c) Commonwealth Contract Terms;
- d) Commonwealth Contracting Suite Glossary; and
- e) Contract Annex 1 - Supplementary Information (if any).

EXECUTED as an Agreement

Signed for and on behalf of the **Commonwealth of Australia** as represented by Department of Foreign Affairs and Trade

ABN 47 065 634 525 by its duly authorized delegate in the presence of

Signature of witness
s 22(1)(a)(ii)

Signature of de **s 22(1)(a)(ii)**

Name of witness (*print*)
s 22(1)(a)(ii)

Name of delegate (*print*)
s 22(1)(a)(ii)

Position of delegate (*print*) *Campaign Manager*
Date: *2 May 2024*

Executed by Galimbang Pty Ltd, t/a Warrigan Business Services [WBS] ABN 93 645 394 494 in the presence of:

Signature of witness Signature of supplier

s 47F(1)

s 47F(1)

Name of witness (*print*)
s 47F(1)

✓
Name of supplier (*print*)
John McNamara - Director

Date: 01/05/24

From: s 47F(1)
To: [Smartraveller Communications](#)
Cc: s 22(1)(a)(ii)
Subject: [EXTERNAL] Re: WBS Invoice No: 0331 for DFAT Order No: 45057523
Date: Wednesday, 3 July 2024 11:20:02 AM

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Thanks for the chat ^{s 22(1)(a)(ii)} as discussed we will re-issue this invoice with the \$1000 credit removed from the balance to avoid doing the credit card refund - please hold and we will have this updated invoice to you shortly.

Please call me if needed.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Tue, 2 Jul 2024 at 16:28, s 47F(1)
^{s 22(1)(a)(ii)}

@wirriganb2b.com.au> wrote:

Hi

Just chasing up the payment for this order please?

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Thu, 6 Jun 2024 at 11:25, s 47F(1)

[@wirriganb2b.com.au](mailto:s 47F(1)@wirriganb2b.com.au)>

wrote:

Hi ^{s 22(1)(a)(ii)}

Please find attached invoice for SmartravellerLuggage Straps and Tags.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) [@wirriganb2b.com.au](mailto:s 47F(1)@wirriganb2b.com.au)

W: wirriganb2b.com.au

L: s 47F(1)



Wirrigan Business Services

1300 391 813 | wirriganb2b.com.au

Melbourne (Head Office): 30/456 St Kilda Rd, Melbourne VIC 3004

Sydney: Level 1, 13-15 Bridge Street, Rydalmere NSW 2116

100% Indigenous Owned, Managed and Controlled

NSWICC | FACCI Assured

Supply Nation Certified

ISO27001:2013 Certified

Wirrigan Business Services acknowledges the traditional custodians of the lands in which we live and work and pay our respects to Elders, past, present and future.

The content of this email, including any attachments, is a confidential communication between Wirrigan Business Services (Galimbang Pty Ltd ABN: 93 645 394 494) or its related entities (or the sender if this email is a private communication) and the intended addressee and is for the sole use of that intended addressee. If you are not the intended addressee, any use, interference with, disclosure or copying of this material is unauthorised and prohibited. If you have received this email in error please contact the sender immediately and then delete the message and any attachment(s). There is no warranty that this email is error, virus or defect free. This email is also subject to copyright. No part of it should be reproduced, adapted or communicated without the written consent of the copyright owner. If this is a private communication it does not represent the views of Wirrigan Business Services or its related entities. Please be aware that the contents of any emails sent to or from Wirrigan Business Services or its related entities may be periodically monitored and reviewed. Wirrigan Business Services and its related entities respect your privacy.



TAX INVOICE

DFAT

Invoice Date: 05 Jun 2024

Invoice No: ^{s 47G(1)(a)}

Reference: DFAT-Smartraveller - Straps & T

Due Date: 19 Jun 2024

Description	Quantity	Unit Price	GST	Amount
QUOTATION # DFAT230502_CONTRACT_v1				
Client Order No: 45057523 Job No: J000288 Name: Smartraveller Straps & Tags Luggage Tags Luggage Straps				
Aero Luggage Tag	s 47G(1)(a)	s 47G(1)(a)	10%	2,790.00
Full Colour Luggage Strap	s 47G(1)(a)	s 47G(1)(a)	10%	11,865.00
Refund for DFAT-Smartraveller Stickers	1.00	(1,000.00)	10%	(1,000.00)
Subtotal				13,655.00
Total GST 10%				1,365.50
Invoice Total				15,020.50
Total Cr. Notes & Payments				0.00
Amount Due				15,020.50



[View and pay online now](#)

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

Wirrigan Business Services acknowledges the traditional custodians of the lands in which we live and work and pay our respects to Elders, past, present and future.

Galimbang Pty Ltd t/as Wirrigan Business Services ABN: 93 645 394 494

Email: accounts@wirriganb2b.com.au Trading Terms refer to: www.wirriganb2b.com.au/termsoftrade

21 of 50

06/05/2024

ARTWORK APPROVAL



Order Number:

P.O: s 22(1)(a)(ii)

Quantity: s 47G(1)(a)

Product: 116684 Aero Luggage Tag

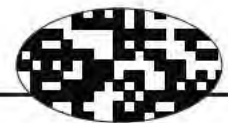
Decoration Size: 49mm x 52mm

Product Colour: Bright Green

100% of Actual Size
Direct Digital



ART SET IN NEUTRAL BACKGROUND
TO SHOW GREEN ELEMENTS



Full Colour Direct Digital

We will attempt to print the artwork as close as possible to the CMYK values and/ or spot colours shown on the proof, or embedded within the artwork. However, some slight colour variation should be considered acceptable.

Disclaimer

This artwork contains art or font that is of a size, style or detail such that it may fill in or may result in parts not being printed. The legibility/clarity of the text/detail can therefore not be guaranteed.

We recommend limiting the characters encoded in a QR code to 50 characters. This is to ensure it is easy to scan.

ARTWORK
APPROVAL



Order Number:

P.O: ^{s 22(1)(a)(ii)}

Quantity: ^{s 47G(1)(a)}

Product: 108051 Full Colour Luggage Strap

Decoration Size: 1700mm x 50mm

Product Colour: N/A

06/05/2024

SEE FOLLOWING PAGE

Dye Sublimation

Please be aware, dye sublimation uses CMYK and Pantone colour matches will be approximate. Due to the nature of sublimation, artwork particularly fine detail/text may experience minor colour bleed across adjacent design elements.

Disclaimer

 PANTONE 375 C

OPTION 2 USED THE VECTOR ART FILE FOR OTHER PRODUCTS (THIS IS JUST A CLOSE MATCH)

Actual Size: 15% when viewed on A4 paper

****Sublimation Print****



Blue dotted line = significant print area
Black solid line = actual product
Pink dotted line = bleed to here

s 22(1)(a)(ii)

From: s 47F(1) @wirriganb2b.com.au>
Sent: Wednesday, 17 April 2024 7:57 PM
To: Smartraveller Communications
Cc: s 22(1)(a)(ii); s 47F(1)
Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for Quotes [SEC=OFFICIAL]
Attachments: DFAT230412_SMARTRAVELLER_v3.pdf

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi ^{s 22(1)(a)(ii)}

Great to hear from you 😊

Please see revised quote attached [DFAT230412_SMARTRAVELLER_v3]

***If you would like to go ahead, we will need this quote signed and an official PO please.*

***Please note that our payment terms are 14 days from invoice date - please let me know if this is going to be a problem, though you are not technically a new customer, we usually ask for a deposit on 1st 3 orders but I will waive that if you think a pre-payment is going to be difficult for the government to navigate?*

In response to your other questions, see responses below:

- Can you advise what the minimum order is for the button badge and lanyard, as we don't need 500 - only a small run maybe 50 or 100?
 - I don't believe there is an MOQ for the badges, I will double check tomorrow.
- Are the button badges magnetic closure or a pin? Also is there a rectangular option (it just works better with our logo)?
 - Any size up to 60 x 40 mm - below is an image of the 3 options for the back of the badges.



- For the sticker sheet we are looking at an A6 size (not A4) and looking for Wirrigan to design this, is this possible or do you need us to create the file?
 - *The request was for A6 sticker sheets (including design options for ST logo – multiple in one sheet – various sizes), please call me to discuss if needed.*
 - The request above was not clear to me so I quoted on A4 sheets with 4 x A6 stickers on each A4 - but we can quote on finished size of A6 or various sizes and all design work I just need to know what is required? Please call me to discuss this one, I can't really give a quote based on what I have been given so far for production or design, though I can do anything you need.
 - I just need an .eps file of the logo, confirmation of Pantone colours and a brief outline of what you want on the stickers though?
 - Logo, text - what if anything?, size A6 is noted, is that the finished size?

I hope I have been able to answer you clearly, let me know if you have any further questions, I look forward to hearing from you.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Wed, 17 Apr 2024 at 16:12, Smartraveller Communications s 22(1)(a)(ii)

@dfat.gov.au> wrote:

OFFICIAL

Hi s 47F(1)

As s 22(1)(a)(ii) is out of the office today, I'll jump in here and provide some feedback on the costings.

Happy with the following. Can we please have a formal quote that include these:

- s 47G(1)(a) Full colour luggage straps - s 47G(1)(a)
- s 47G(1)(a) Areo luggage tags - s 47G(1)(a)
- Delivery to one Canberra address.

Total around \$15,000.00

We're still interested in the lanyard, badges and stickers but will keep this as a separate quote, so we can get things moving 😊

- Can you advise what the minimum order is for the button badge and lanyard, as we don't need 500 - only a small run maybe 50 or 100?
- Are the button badges magnetic closure or a pin? Also is there a rectangular option (it just works better with our logo)?
- For the sticker sheet we are looking at an A6 size (not A4) and looking for Wirrigan to design this, is this possible or do you need us to create the file?

Thank you for your help. Look forward to seeing the formal quote.

Kind regards,

s 22(1)(a)(ii)

Campaign Manager, Smartraveller
Consular Communication & Policy Branch (CIB) | Consular and Crisis Management Division (CCD)

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) | E s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)

s 22(1)(a)(ii)

smartraveller.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#)



We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 47F(1) @wirriganb2b.com.au>
Sent: Wednesday, April 17, 2024 12:21 PM
To: s 22(1)(a)(ii) @dfat.gov.au; Smartraveller Communications
s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 47F(1) @wirriganb2b.com.au>
Subject: Fwd: [EXTERNAL] Promo Catalogues - Urgent request for Quotes [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

I tried giving you a call to follow up with these products and if you received all the login details to our online promo goods?

We look forward to hearing your feedback.

Thank you.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

----- Forwarded message -----

From: s 47F(1) @wirriganb2b.com.au
Date: Tue, 16 Apr 2024 at 11:11
Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for Quotes [SEC=OFFICIAL]
To: s 22(1)(a)(ii) @dfat.gov.au
Cc: s 47F(1) @wirriganb2b.com.au, Smartraveller Communications
s 22(1)(a)(ii) @dfat.gov.au

Hi s 22(1)(a)(ii)

Please find attached quote with a variety of products for you to choose from, hopefully you are happy with our recommendations?

1. We will create a username and password for our PROMO WEBSITE - via email, you will receive your login details (please check your SPAM) folders.
2. Please Log In for prices on the website. These prices are estimates and we can confirm prices for you once you let us know what you like and the quantity for each item.
3. Once we know which products you have chosen, we will send you samples - PLEASE SEND ADDRESS DETAILS, (CONTACT NAME/ADDRESS/PHONE NUMBER).

You can call me to discuss any of the above if needed.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Fri, 12 Apr 2024 at 15:57, s 47F(1)

@wirriganb2b.com.au> wrote:

Hi ^{s 22(1)(a)(ii)}

Quote attached, as discussed we will look into what else might be suitable, if you like the ideas we will organise invoice and samples for you.

Enjoy your weekend.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M:s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Fri, 12 Apr 2024 at 15:35, s 47F(1)

@wirriganb2b.com.au> wrote:

Hi ^{s 22(1)(a)(ii)}

I have a sample of the Luggage Strap & Luggage Straps, I have a lanyard that is printed but not with ST.

I dont have the button or coffee mug with me and if I order them from my supplier it will take about a week to reach you.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Fri, 12 Apr 2024 at 08:50, s 22(1)(a)(ii)

@dfat.gov.au> wrote:

OFFICIAL

Great, thank you so much ^{s 47F(1)} 😊

Can you also please send me the sample of each item in the list asap so we can finalise the order?

Many thanks,

Warm Regards,

s 22(1)(a)(ii)

Corporate Services Manager, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) Ms 22(1)(a)(ii)

E: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)

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From: s 47F(1) [@wirriganb2b.com.au](mailto:dfat.gov.au)>
Sent: Thursday, April 11, 2024 9:13 PM
To: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>
Cc: s 47F(1) [@wirriganb2b.com.au](mailto:dfat.gov.au)>; Smartraveller Communications
s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>
Subject: [EXTERNAL] Re: Promo Catalogues - Urgent request for Quotes [SEC=OFFICIAL]

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Hi s 22(1)(a)(ii)

Wonderful to hear from you.

Thank you for remembering us, we will try and get this back to you tomorrow.

We now have a promo catalogue available too in the link below.

<https://wirriganb2b.com.au/promo-catalogue/>

Talk soon.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Thu, 11 Apr 2024 at 11:05, s 22(1)(a)(ii) @dfat.gov.au> wrote:

OFFICIAL

Dear s 47F(1)

Hope you are well!

Could you please provide the merch quotes for below items asap:

- s 47G(1)(a) luggage straps
- s 47G(1)(a) luggage tags

- A6 sticker sheets (including design options for ST logo – multiple in one sheet – various sizes), please call me to discuss if needed.
- 500/1000 Badges
- 500/1000 Lanyards
- 500/1000 Mugs

All above items needs to Smartraveller logo 😊 and if you need more information please feel free to call me.

Thank you so much in advance.

Warm Regards,

s 22(1)(a)(ii)

Corporate Services Manager, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade
P s 22(1)(a)(ii) M s 22(1)(a)(ii)

E: s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)

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From: s 47F(1) [@wirriganb2b.com.au](mailto:s 47F(1)@wirriganb2b.com.au)>
Sent: Tuesday, November 14, 2023 5:54 PM
To: Smartraveller Communications s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
Cc: s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au); s 47F(1) [@wirriganb2b.com.au](mailto:s 47F(1)@wirriganb2b.com.au)>
Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for final Quotes [SEC=OFFICIAL]

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Ok thanks for letting me know ^{s 22(1)(a)(ii)}

Please reach out if you need anything else.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Tue, 14 Nov 2023 at 14:32, Smartraveller Communications s 22(1)(a)(ii)

@dfat.gov.au wrote:

OFFICIAL

Hi ^{s 47F(1)},

Thank you for sending this through.

We will not be proceeding with the luggage tags at this stage.

Really appreciate you putting the quote together.

Kind regards,

s 22(1)(a)(ii)

Campaign Manager, Smartraveller
Consular Communication & Policy Branch (CIB) | Consular and Crisis Management Division (CCD)

Department of Foreign Affairs and Trade
P s 22(1)(a)(ii) E s 22(1)(a)(ii) @dfat.gov.au

s 22(1)(a)(ii)

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From: s 47F(1) @wirriganb2b.com.au
Sent: Tuesday, 14 November 2023 3:14 PM
To: s 22(1)(a)(ii) @dfat.gov.au; Smartraveller Communications
s 22(1)(a)(ii) @dfat.gov.au
Cc: s 47F(1) @wirriganb2b.com.au
Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for final Quotes [SEC=OFFICIAL]

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Hi s 22(1)(a)(ii)

Hope you have been well.

I got an OOO for s 22(1)(a)(ii) for mid JAN 2024.

Not sure if you needed these luggage tags more urgently as there is low stock - quote attached for your reference.

Look forward to hearing from you.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Tue, 14 Nov 2023 at 13:59, s 47F(1)

@wirriganb2b.com.au> wrote:

Hi ^{s 22(1)(a)(ii)}

Hope you are well.

I just tried giving you a call to follow up on this quote to see if you need to place an order before Christmas rush hits and we are then unable to deliver before Christmas?

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Mon, 6 Nov 2023 at 13:29, s 47F(1)

@wirriganb2b.com.au> wrote:

Hi ^{s 22(1)(a)(ii)}

Great to hear from you, hope you have been well.

Leather tags need a custom quote, this would take us a few days to get back to you by the end of the week.

Please let me know if you would like me to hold either of these for you, they are both low on stock as detailed in our quote.

I have attached a quote for:

1. Aero Luggage Tag - Leather look Polyurethane - Black is in stock for this quantity
2. Westin Luggage Tag - PVC tags - White is in stock for this quantity
3. Branding templates for both of these products

Please let me know if you have any questions.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Mon, 6 Nov 2023 at 12:14, s 22(1)(a)(ii) @dfat.gov.au wrote:

OFFICIAL

Hi s 47F(1)

Hope you are well!

Could you please advise the price for 10,000 luggage tag in plastic and leather for comparison?

Many thanks,

Warm Regards,

s 22(1)(a)(ii)

Corporate Services Manager, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade
P s 22(1)(a)(ii) Ms 22(1)(a)(ii)

E: s 22(1)(a)(ii) @dfat.gov.au

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From: s 47F(1) @wirriganb2b.com.au>

Sent: Sunday, 22 October 2023 11:34 AM

To: s 22(1)(a)(ii) @dfat.gov.au>

Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for final Quotes [SEC=OFFICIAL]

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Hi s 22(1)(a)(ii)

I thought this might be of interest for you as a possible addition to your merchandise?



Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Thu, 19 Oct 2023 at 07:46, s 22(1)(a)(ii) @dfat.gov.au wrote:

OFFICIAL

Thank you, and will do 😊 and apologies for delay with merch.

Take care

Warm Regards,

s 22(1)(a)(ii)

Corporate Services Manager, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade
P s 22(1)(a)(ii) M s 22(1)(a)(ii)

E: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)

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From: s 47F(1) @wirriganb2b.com.au>
Sent: Wednesday, 18 October 2023 3:51 PM
To: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>
Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for final Quotes [SEC=OFFICIAL]

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Thanks s 22(1)(a)(ii), it has been nice today.

Maybe next time.

Please reach out when you are ready.

Enjoy the rest of your week.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Wed, 18 Oct 2023 at 12:35, s 22(1)(a)(ii) @dfat.gov.au> wrote:

OFFICIAL

Hi s 47F(1)

Thank you for email and apologies for not responding earlier as I was on leave.

Unfortunately this week is pretty tight for s 22(1)(a)(ii) ; with this crisis situation but really appreciated your email 😊

Have a wonderful time in Canberra 😊

Warm Regards,

s 22(1)(a)(ii)

Corporate Services Manager, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) M s 22(1)(a)(ii)

E: s 22(1)(a)(ii) @dfat.gov.au

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From: s 47F(1) <[@wirriganb2b.com.au](mailto:s47f1@wirriganb2b.com.au)>
Sent: Monday, 16 October 2023 9:16 PM
To: s 22(1)(a)(ii) <[@dfat.gov.au](mailto:s221a2@dfat.gov.au)>
Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for final Quotes [SEC=OFFICIAL]

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Hi s 22(1)(a)(ii)

I hope you have been well.

I am in Canberra for the next couple of days, would you be free to catch up?

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) <[@wirriganb2b.com.au](mailto:s47f1@wirriganb2b.com.au)>

L: s 47F(1)

On Mon, 7 Aug 2023 at 08:11, s 22(1)(a)(ii) <[@dfat.gov.au](mailto:s221a2@dfat.gov.au)> wrote:

OFFICIAL

Thank you for your understanding s 47F(1), much appreciated 😊

Warm Regards,

s 22(1)(a)(ii)

Corporate Services Manager, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade
P s 22(1)(a)(ii) M s 22(1)(a)(ii)

E: s 22(1)(a)(ii) @dfat.gov.au

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From: s 47F(1) @wirriganb2b.com.au
Sent: Friday, 4 August 2023 10:43 AM
To: s 22(1)(a)(ii) @dfat.gov.au
Cc: s 47F(1) @wirriganb2b.com.au
Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for final Quotes [SEC=OFFICIAL]

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Ok, thanks ^{s 22(1)(a)(ii)} how long do you think this process will take?

I am worried about items going out of stock?

Also, while waiting could you provide some feedback on the questions regarding the backpack and towels?

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Thu, 3 Aug 2023 at 13:34, s 22(1)(a)(ii)

@dfat.gov.au wrote:

OFFICIALHi ^{s 47F(1)},

Apologies for not getting back to you earlier, we are waiting on budget for this financial year.

Please put a hold on this merch order for now and will advise you further once get more information on budget.

Thank you,

Warm Regards,

^{s 22(1)(a)(ii)}

Corporate Services Manager, Smartraveller Communication
Consular Communication & Policy Branch | Consular and Crisis Management Division

Department of Foreign Affairs and Trade
P ^{s 22(1)(a)(ii)} M ^{s 22(1)(a)(ii)}

E: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)

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From: ^{s 47F(1)} @wirriganb2b.com.au

Sent: Thursday, 3 August 2023 11:55 AM

To: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)

Cc: ^{s 47F(1)} @wirriganb2b.com.au

Subject: Re: [EXTERNAL] Promo Catalogues - Urgent request for final Quotes [SEC=OFFICIAL]

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Hi ^{s 22(1)(a)(ii)}

I hope you are having a good week?

Any updates on the Artwork and this project please?

Please find attached quote for the waterproof phone holder and lanyards you requested, once we have further direction from you on the Waterproof backpack and Compressed towel, we can quote these for you too.

1. Phone pouch options
2. Lanyards

Kind regards,

^{s 47F(1)}

Head of Marketing Services & Workwear

M: ^{s 47F(1)}

E: ^{s 47F(1)} @wirriganb2b.com.au

L: ^{s 47F(1)}

On Thu, 27 Jul 2023 at 16:42, ^{s 47F(1)}

@wirriganb2b.com.au> wrote:

Hi ^{s 22(1)(a)(ii)}

Thanks for the chat, attached is the sample notepad design I was previously given by ^{s 22(1)(a)(ii)} but I dont have the actual artwork, please let me know if/what changes you need to create new artwork for you.

Also please send me the previous stickers you had done and what changes you need and we can do that for you too.

We would typically only need a day or 2 to do these both for you.

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriqanb2b.com.au

L: s 47F(1)

On Thu, 27 Jul 2023 at 16:31, s 47F(1)

@wirriqanb2b.com.au> wrote:

Hi ^{s 22(1)(a)(ii)}

I hope you have been receiving the samples?

Any updates on proceeding with your order?

Please find attached - updated quote to include the cost of artwork creation for:

1. A5 Notepad
2. A4 Sticker sheet (note if you do not have the .jpeg of the aeroplanes you have used in previous artwork we may have an additional charge if we need to buy or redraw the image to make it exactly the same).

Kind regards,

s 47F(1)

Head of Marketing Services & Workwear

M: s 47F(1)

E: s 47F(1) @wirriganb2b.com.au

L: s 47F(1)

On Wed, 19 Jul 2023 at 20:02, s 47F(1)

@wirriganb2b.com.au> wrote:

Hi s 22(1)(a)(ii)

Sorry for the delay, I am just back and catching up.

I have some follow up questions and answers for you below - sorry for the long details and questions - I am happy for you to let me know when you are free for a catch up to go through all of this if it is easier. Thanks.

- **Compressed Towel**
 - Compressed towel was requested
 - Cheap / Nasty / poor quality
 - Single use / once uncompressed
 - **Sports Towel - suggested alternative - are you ok with this suggestion or no? see image below**



- **Waterproof backpack** - seeking clarification on budget and functional expectations to suggest appropriate product options, please see notes/images below, it would be great to get an image or details of maybe something you have made before perhaps?
 - Waterproof Rucksack was requested
 - Not available through current supply chain / not a promo product - **even a water resistant backpack would be an expensive branded product that are water resistant, not water proof and are upwards of \$40 each**

- Suggested alternative a dry bag as below, several options available within our current supply chain.

- **Dry Bag - alternative**
 - Waterproof Rucksack was requested
 - Not available through current supply chain / not a promo product
 - Very expensive item
 - Suggested alternative a dry bag as below, several options available within our current supply chain.



- **Sticker Artwork** - (planes, suitcases etc) is all the information from my last communication with Skye on 14th of June. Unfortunately this is not enough for a brief on designing a sticker. but it helped me get you some pricing for printing it but not the design cost. I assume we are using the travel smart logo (please provide the logo in .eps format) but we would also need the plane that is referenced below so we can use the same one, as I am sure I have seen this in other material, also in .eps format. Also A4 sheet is mentioned below but what size would the sticker be? Round or square or something else? or could you let me know how man

Wirrigan Business Services

1300 391 813 | wirriganb2b.com.au

Melbourne (Head Office): 30/456 St Kilda Rd, Melbourne VIC 3004

Sydney: Level 1, 13-15 Bridge Street, Rydalmere NSW 2116

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Melbourne (Head Office): 30/456 St Kilda Rd, Melbourne VIC 3004
Sydney: Level 1, 13-15 Bridge Street, Rydalmere NSW 2116

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