



Victoria Government Gazette

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PERIODICAL

STATE TENDER BOARD VICTORIA

CONTRACTS ACCEPTED

(SERIES 1993-1994)

SCHEDULE NO. 5/05

SUPPLY

OF

DATA ENTRY SERVICES

FOR

VICTORIAN STATE GOVERNMENT DEPARTMENTS

FROM

1 FEBRUARY 1993 TO 31 DECEMBER 1994

N. L. JORDAN
Secretary of the Tender Board

GENERAL INFORMATION:

ACCESS TO CONTRACTS

Datamine Pty Ltd will accept orders at contract rates from some the following organisations :

- Statutory Authorities
- Local Government
- Waterboards
- Tertiary Educational Institutes
- State Schools
- Private Schools
- Public Hospitals
- Commonwealth Departments and Agencies
- Kindergartens (Part Government funded)
- Charities (Part Government funded)

COMMISSION

Contract rates provide for the payment of a commission to the State Supply Service.

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SCHEDULE NO. 5/05

DATA ENTRY SERVICES

1 February 1993 to 31 December 1994

1993/94 - 138 — Datatime Pty Ltd, 546 Malvern Road, East Prahran, Vic. 3181. Telephone No. (03) 529 1488. Facsimile No. (03) 525 1046.

Cat. No.	Item No	Description	Unit of Measurement	Rate	Name of Contractor
			Keystrokes	\$	
		Up to 9,500 Keystrokes per hour —			
2248	1.0	5.5 hour turnaround	per 1,000	1.48	Datatime Pty Ltd
2249	2.0	up to 24 hour turnaround	per 1,000	1.48	
2250	3.0	25-48 hour turnaround	per 1,000	1.42	
2251	4.0	49-96 hour turnaround	per 1,000	1.40	
2252	5.0	97+ hour turnaround	per 1,000	1.39	
		9,501 to 12,500 keystrokes per hour —			
2253	6.0	5.5 hour turnaround	per 1,000	1.38	
2254	7.0	up to 24 hour turnaround	per 1,000	1.38	
2255	8.0	25-48 hour turnaround	per 1,000	1.37	
2256	9.0	49-96 hour turnaround	per 1,000	1.35	
2257	10.0	97+ hour turnaround	per 1,000	1.32	
		Over 12,501 keystrokes per hour —			
2285	11.0	5.5 hour turnaround	per 1,000	1.24	
2286	12.0	up to 24 hour turnaround	per 1,000	1.23	
2287	13.0	25-48 hour turnaround	per 1,000	1.22	
2288	14.0	49-96 hour turnaround	per 1,000	1.21	
2289	15.0	97+ hour turnaround	per 1,000	1.20	

APPROVED — I W SMITH, MINISTER FOR FINANCE — 4 FEBRUARY 1993

Verification –

1. Orders must stipulate whether verification of data is required.
2. Departments may specify particular data fields for verification if it is considered that verification of all data is not warranted.
3. Method of verification is to key data twice. Verification will double the number of keystrokes.
4. Guaranteed error free rate is 99.96%. If error rate exceeds this percentage, work will be re-keyed at no charge.
5. Data will be keyed by two independent operators. Where differences are encountered, the second operator will determine the correct information. However, should the operator be unable to do so the department will be contacted.

New Jobs –

1. Formats will be written at no cost.
2. Programs will be developed if necessary.
3. Programming is \$25.00 per hour, however, the contractor may elect not to charge for this service.
4. Testing and validation checks will be carried out.

Minimum Job Cost –

1. \$25.00 per job.

Tape Hire –

1. \$5.00 per tape if department elects not to supply blank tapes.
2. \$15.00 if hired tape not returned within 30 days, tape then becomes the property of the department.

Courier Service –

1. Invoice value less than \$100.00, courier will be at cost or department may elect to provide own courier.
2. Invoice value greater than \$100.00, contractor will bear the cost of a single parcel relating to the particular job to and from an area within 5 kilometres of the City Centre.

Settlement Discount –

1. 3% settlement discount for payment received within 7 days of invoice date provided there are no outstanding invoices of an earlier date.

Output –

1. Contractor is able to provide output utilizing various media. Additional charges may apply.

Reports –

1. Contractor will supply computer generated reports showing job statistics on request at no cost.

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