# Description: template fact sheet

## Standing Offer Arrangement (SOA)

When ordering food, groceries, dry goods and food related packaging for your school tuckshop or canteen, make sure you consider the Department of Education’s Standing Offer Arrangement (SOA) [QED93758 *Food and tuckshop supplies*](https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Supplyarrangements/Pages/FoodTuckshopSupplies.aspx).

## A Standing Offer Arrangement (SOA) means:

* You will receive pre-negotiated discounts and pricing structures. ***(Please ensure the SOA reference number (i.e. SOA QED93758) is quoted at the time of order placement to ensure the discounts are applied).***
* For purchases up to $5,000 there is no need to seek multiple quotes – just contact the Supplier and order.
* The purchase is protected through agreed terms and conditions.
* The Supplier is managed and monitored closely to ensure the product is offered at the agreed price by Procurement Services Branch.
* The arrangement covers food and drinks that align with Smart Choices, the *Healthy Food and Drink Supply Strategy for Queensland Schools.*
* The arrangement applies to both state and non-state schools and their parent organisations.

**Where can I find further information or who can I contact for help?**

For state schools who have access to the department’s intranet, supplier information and price lists can be found on [OnePortal](https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Supplyarrangements/Pages/FoodTuckshopSupplies.aspx).

For non-state schools or those who do not have access to OnePortal,

* Email: procurement.ggs@qed.qld.gov.au or
* Telephone: 1300 366 612 and select Option 4 for information and price lists.