

From: § 22(1)(a)(ii)  
 To: § 47E(d)  
 Cc: § 47G(1)(a); § 47E(d); § 22(1)(a)(ii)  
 Subject: RE: Purchase Order - Department of the Prime Minister and Cabinet [SEC=OFFICIAL]  
 Date: Tuesday, 2 January 2024 10:57:29 AM  
 Attachments: image002.png  
 image003.png

OFFICIAL

Hi All

Happy new year!

1. **Procurement Team** – please find below the confirmation acceptance from our chosen reusable cup provider Uppercup below for your records.
2. § 47F – thank you for the advice below that is wonderful to hear there will be no additional fee.
3. I will have our designer § 22(1) (cc d) to tweak the logo design this week to ensure the last line of text is increased slightly for better readability.
4. § 22(1) will confirm the final design with you upon her return on 8 January so we know exactly how it will look when printed.

Looking forwards to working together this year!

Warmly

§ 22(1)



§ 22(1)(a)(ii) | Senior Communications Adviser  
 Communications - 2024 ASEAN Australia Summit Taskforce  
 Department of the Prime Minister and Cabinet  
 § 22(1)(a)(ii)  
 100 The National Circuit Barton ACT 2600  
 § 22(1)(a)(ii) | pmc.gov.au | pmc.gov.au

From: Sales & Customer Service - Lusty Reusable Product Solutions § 47G(i) @lustysolutions.com>  
 Sent: Friday 22 December 2023 2:26 PM  
 To: § 22(1)(a)(ii) @pmc.gov.au>  
 Cc: ASEAN 2024 Communications § 47E(d) @pmc.gov.au>; § 22(1)(a)(ii) @pmc.gov.au>  
 Subject: Re: Purchase Order - Department of the Prime Minister and Cabinet [SEC=OFFICIAL]

Hi § 22(1)(a)(ii)

Thank you for this

We are happy to approve

I have had a chat with the manufacturing team and can offer at no extra price - NO UPPERCUP on the cup and lid  
If you would like this, please let me know

If I don't speak to you prior, I hope you have a great Christmas

Warm regards,  
§ 47F



**Lusty Reusable Product Solutions**

Uppercup | 321 Water  
Reusable Cup & Container Solutions

- +61 383 623 781
- § 47E(d)@lustysolutions.com
- www.321water.com | www.uppercup.com
- 1-13, Kalinna Avenue, Mulgrave, VIC 3170

On Fri, Dec 22, 2023 at 12:19 PM § 22(1)(a)(ii) @pmc.gov.au wrote:

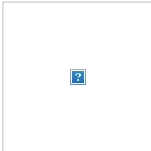
OFFICIAL

Hi § 47F,

Please see below purchase order for your review and approval Happy to discuss if you see any issues

	Description	Details												
1	Contract Period	22/12/2023 to 30 April 2024												
2	Contract Option Period	1 period of 6 months duration												
3	Services/work required	<p>The Department of the Prime Minister and Cabinet regularly supports visits by international leaders. In 2024, Australia will host an international summit (the Summit) that requires support through a suite of functional, branded merchandise products, including reusable cups</p> <p>The Supplier is required to produce Australian made, branded, reusable cups as per the below table:</p> <table border="1"> <thead> <tr> <th>Product</th> <th>Quantity</th> <th>Product information</th> </tr> </thead> <tbody> <tr> <td>12oz original Uppercup</td> <td rowspan="4">1300 units</td> <td>BASE: 12oz original Uppercup with a clear base and clear inner wall Uppercup logo on base only</td> </tr> <tr> <td></td> <td>LID: A Pantone-matched coloured lid (Navy   Pantone colour 648 C) Plain lid with no logo</td> </tr> <tr> <td></td> <td>LOGO PRINT: Logo printed on the OUTER wall</td> </tr> <tr> <td></td> <td>LOGO COLOUR: Navy - 648 C</td> </tr> </tbody> </table>	Product	Quantity	Product information	12oz original Uppercup	1300 units	BASE: 12oz original Uppercup with a clear base and clear inner wall Uppercup logo on base only		LID: A Pantone-matched coloured lid (Navy   Pantone colour 648 C) Plain lid with no logo		LOGO PRINT: Logo printed on the OUTER wall		LOGO COLOUR: Navy - 648 C
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		The cups must demonstrate a professional look and feel and prominently display the Summit branding in accordance with the branding application requested above and the Summit brand style guide that will be provided during the contract term																			
4	Resources / materials to be provided by the Department	The Department will provide relevant logo/design files and a branding style guide during the contract period																			
5	Deliverables	<table border="1"> <thead> <tr> <th>Milestone Description</th> <th>Delivery Location</th> <th>Due Date – unless otherwise agreed by both parties</th> </tr> </thead> <tbody> <tr> <td>Product proposal for consideration, including branding application options</td> <td>via email/PDF</td> <td>By 5 00pm Tuesday 9 January 2024</td> </tr> <tr> <td>Final product proofs for approval</td> <td>via email/PDF</td> <td>By 5 00pm Wednesday 10 January 2024</td> </tr> <tr> <td>Products printed and ready for delivery</td> <td>Advised via email/phone</td> <td>By 5 00pm Monday, 19 February 2024</td> </tr> <tr> <td>Delivery of products</td> <td>Delivery to specified location (location to be agreed in writing by both parties during the contract term)</td> <td>By 5 00pm Wednesday, 21 February 2024</td> </tr> </tbody> </table>	Milestone Description	Delivery Location	Due Date – unless otherwise agreed by both parties	Product proposal for consideration, including branding application options	via email/PDF	By 5 00pm Tuesday 9 January 2024	Final product proofs for approval	via email/PDF	By 5 00pm Wednesday 10 January 2024	Products printed and ready for delivery	Advised via email/phone	By 5 00pm Monday, 19 February 2024	Delivery of products	Delivery to specified location (location to be agreed in writing by both parties during the contract term)	By 5 00pm Wednesday, 21 February 2024				
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6	Meetings and Reports	<p><b>Meetings</b></p> <p>The Supplier will be required to attend meetings as follows:</p> <table border="1"> <thead> <tr> <th>Meeting Type</th> <th>Position Required</th> <th>Frequency</th> <th>Mode</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>As requested</td> <td>Supplier s Contract Manager and any other relevant staff</td> <td>As requested, within 5 business days</td> <td>Video Conference</td> <td>Microsoft Teams</td> </tr> </tbody> </table> <p><b>Reports</b></p> <p>During the term of the Contract the Supplier must provide the Customer with reports as set out in the table below:</p> <table border="1"> <thead> <tr> <th>Report Type</th> <th>Detailed Description</th> <th>Due Date, unless otherwise agreed in writing by both parties</th> </tr> </thead> <tbody> <tr> <td>Project delivery timeline</td> <td>A detailed timeline of project delivery including the sourcing of unbranded products, printing, packing and delivery</td> <td>By 5 00pm Wednesday 10 January 2024</td> </tr> <tr> <td>Progress updates</td> <td>Regular progress updates provided via email on an as requested basis</td> <td>Within five (5) Business Days from when the Customer requests a progress update</td> </tr> </tbody> </table>	Meeting Type	Position Required	Frequency	Mode	Location	As requested	Supplier s Contract Manager and any other relevant staff	As requested, within 5 business days	Video Conference	Microsoft Teams	Report Type	Detailed Description	Due Date, unless otherwise agreed in writing by both parties	Project delivery timeline	A detailed timeline of project delivery including the sourcing of unbranded products, printing, packing and delivery	By 5 00pm Wednesday 10 January 2024	Progress updates	Regular progress updates provided via email on an as requested basis	Within five (5) Business Days from when the Customer requests a progress update
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7	Fee structure	<p>The initial contract value is up to \$16,492.50 GST inclusive</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Total Cost GST Inclusive</th> </tr> </thead> <tbody> <tr> <td>Cost for 1300 Cups</td> <td>\$16,492.50</td> </tr> </tbody> </table> <p><b>Adjustment to Fixed Pricing for Contract Variation/Extension</b></p> <p>The Customer may request for additional services relating to this project as well as other future Australian Government events. The Customer will request a quotation referencing the Contract Reference Number if services are required. The quote for the additional services is not deemed to be accepted unless a Contract Variation form is executed by both parties.</p>	Item	Total Cost GST Inclusive	Cost for 1300 Cups	\$16,492.50															
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8	Other requirements	<p><b>Confidential Information</b></p> <table border="1"> <thead> <tr> <th>Confidential Information</th> <th>Period of Confidentiality</th> <th>Destruction/Return of Information (as applicable)</th> </tr> </thead> <tbody> <tr> <td>Branding/Logo assets and graphic design files</td> <td>Up until the date of the Summit or an official Commonwealth announcement containing the logo or branding (whichever occurs first)</td> <td>Destroyed on expiration or termination of this contract</td> </tr> <tr> <td>Guides/information including the branding style guide</td> <td>Indefinitely</td> <td>Destroyed on expiration or termination of this contract</td> </tr> </tbody> </table>	Confidential Information	Period of Confidentiality	Destruction/Return of Information (as applicable)	Branding/Logo assets and graphic design files	Up until the date of the Summit or an official Commonwealth announcement containing the logo or branding (whichever occurs first)	Destroyed on expiration or termination of this contract	Guides/information including the branding style guide	Indefinitely	Destroyed on expiration or termination of this contract										
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9	Applicable terms and conditions	The Commonwealth Purchase Order Terms will apply to this Order <a href="https://www.finance.gov.au/sites/default/files/2023-06/Commonwealth_Purchase_Order_Terms_v8.0_30_June_2023.pdf">https://www.finance.gov.au/sites/default/files/2023-06/Commonwealth_Purchase_Order_Terms_v8.0_30_June_2023.pdf</a>																			



s 22(1)(a)(ii) | Adviser  
 Communications 2024 ASEAN Australia Summit Taskforce  
 Department of the Prime Minister and Cabinet

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 Department of the Prime Minister and Cabinet  
 Barton, ACT 2600

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**LUSTY SOLUTIONS**  
REUSABLE PRODUCTS

### Lusty Solutions

1-13 Kalimna Avenue  
MULGRAVE Australia 3170  
ABN 68 612 053 059  
lustysolutions.com | uppercup.com.au

### TAX INVOICE

SI-00002013/1

### Customer Ref

RD007938 | Department of the  
Prime Minister & Cabinet

Deliver To:  
Delivery Address:

**Due Date:** 08/01/2024  
**Invoice Date:** 08/01/2024

Code	Description	Units	Pack	Qty	Price	Total	Tax Total	Tax %
UC-128	MTO Lid with base and carton	Units	1.00	1,300.00	11.5332	14,993.16	1,499.32	10%

Charge	Price	Tax Rate
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<b>Sub Total</b>	14,993.16
<b>Charge Sub Total</b>	0.00
<b>Tax Total</b>	1,499.32
<b>Total</b>	16,492.48

Comments: Department of the Prime Minister and Cabinet  
 12 oz Uppercup x 1,300 units  
 - BASE: 12oz original Uppercup with a clear base and clear inner wall. Uppercup logo on base and blank lid  
 - LID: A Pantone-matched coloured lid (Navy | Pantone colour 648 C). Plain lid with no logo on top.  
 - LOGO PRINT: Logo printed on the OUTER wall.  
 - LOGO COLOUR: Navy - 648 C  
 - Delivery address TBC: ACT 2600

Payment Terms:

Payment Details: Payment can be made by direct debit or credit card, and please send remittance after payment.

Direct Debit:

**s 47G(1)(a)**

Credit Card payments:

1. Please follow the link for payment:  
<https://pay.pinpayments.com/qwq3/sc>
2. When filling out the form, please place your invoice number in the Description.
3. Please note: Our service provider directly surcharges you fees for processing the credit card payment. EFT is also available, which will not incur a surcharge.