



The Process of Responding to the online ITS

- Registration on the HPV Procurement Portal
- How to access RFQ's
- Buyer attachments
- Format of the RFQ
 - Different envelopes
 - Types of questions
- How to send a message
- How to respond & submit
- Help available
- Tips for responding
- Any questions?

HPV Procurement Portal

<https://www.hpv.org.au>

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HPV Website 'Single Sign On'

- Single Sign On was effective 11 May 2016
- Allow suppliers to login via www.hpv.org.au and have their credentials automatically recognised for other systems they may access such as the HPV Procurement Portal (e-sourcing)
- You will only need to login via the HPV website

What do you need to do?

- Check your registration works (or register if you haven't already done so)
- Expect an email from isoperations@hpv.org.au with a link to update your new password for registration if you haven't registered on the HPV Website before
- Contact HPV for assistance if you are experiencing any difficulties

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Go to <https://www.hpv.org.au> and click Register



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HOME > REGISTER

Register

Welcome to Health Purchasing Victoria's website. To register for an account to access targeted content, please register as a supplier or health service below.

To create your account click on the 'Supplier' link

Type in your organisation specific email

I am a Supplier I am a Health Service

Email (required)

Please use an organisation specific email, or contact HPV for assistance.

Next

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HOME > REGISTER AS A SUPPLIER

Register as a Supplier

Email

supplier.one@supplier.com.au

✓ Your email address has been accepted. Please fill out the rest of the form to complete registration.

First Name (required)

Surname (required)

ABN or ACN (required) Lookup

Click on the Lookup button and ensure the entity name matches the ABR

ABN Entity Name (required)

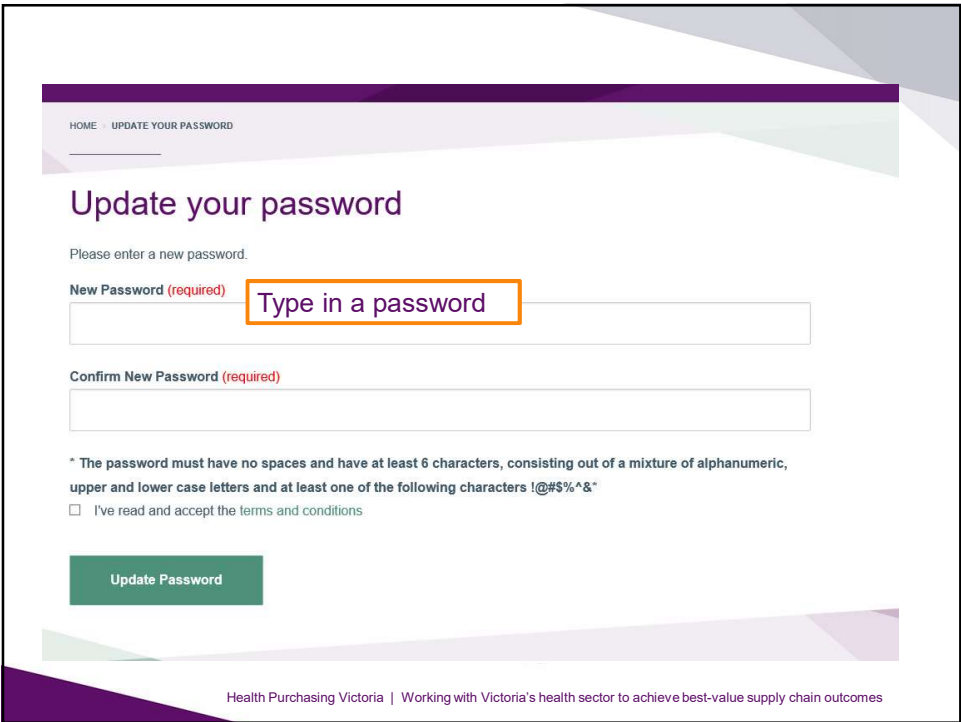
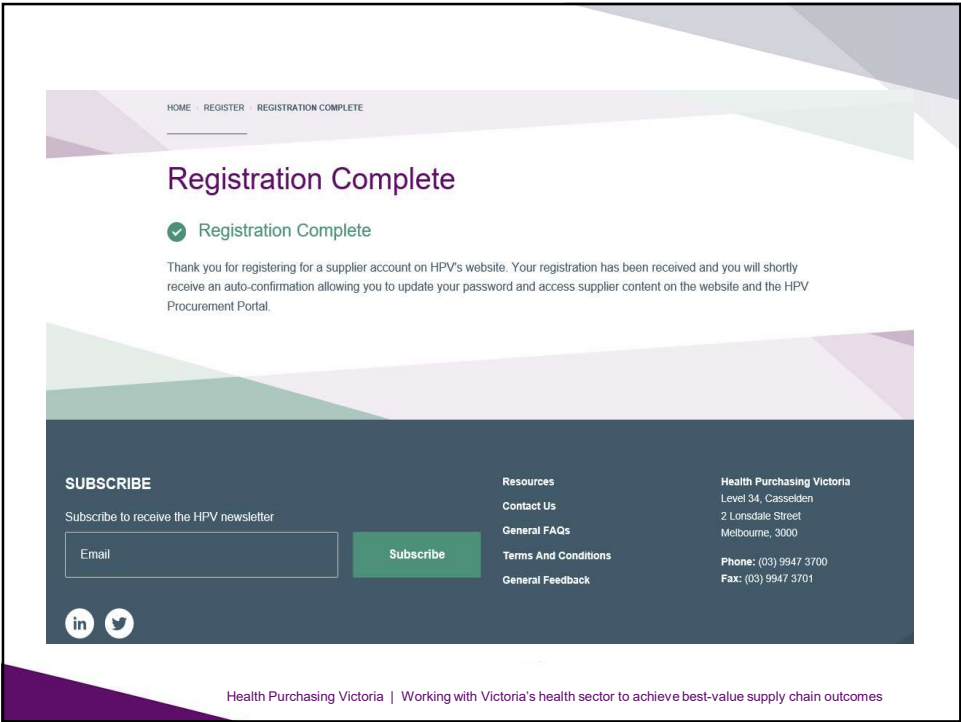
Company or Corporation Trading Name

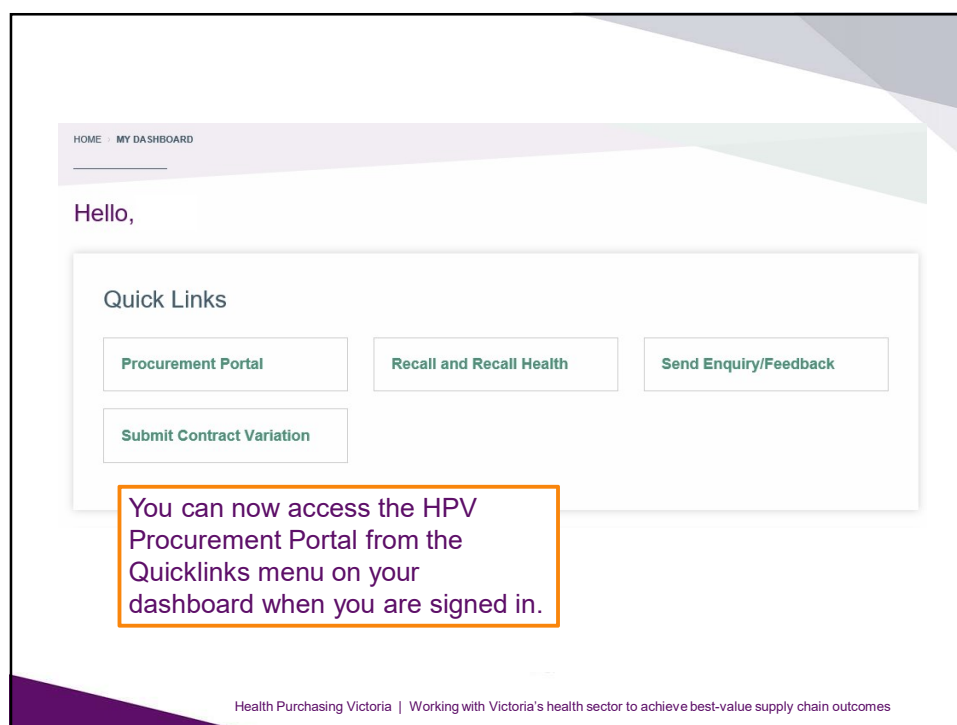
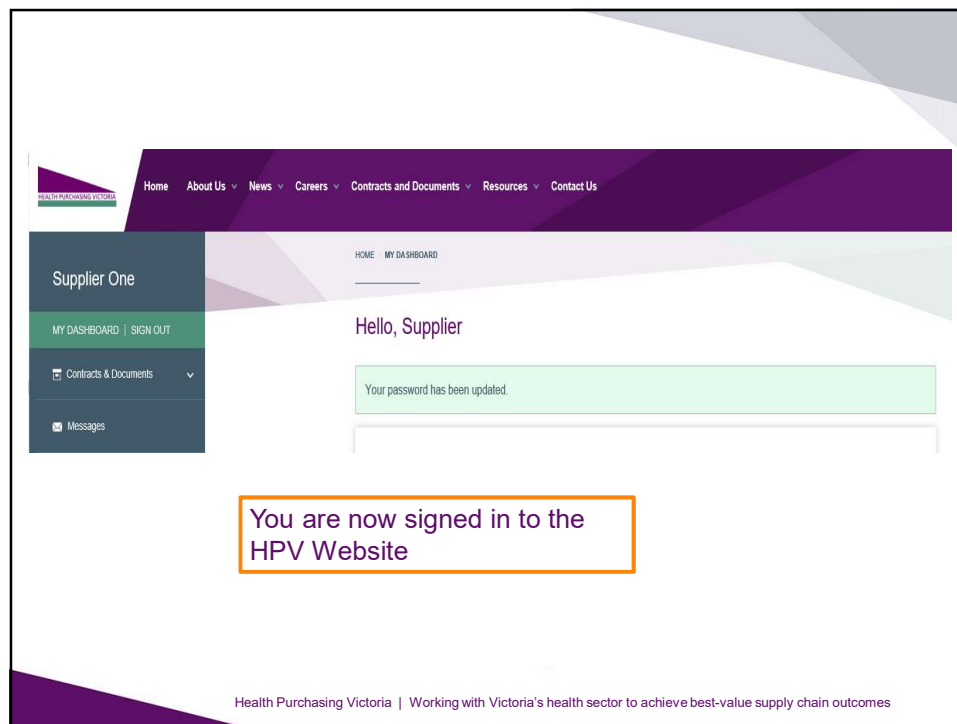
Phone (required)

Mobile Phone

Fill in the registration form

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15:43 AET - Australian Eastern Time

Help

HEALTH PURCHASING VICTORIA

HPV Procurement Portal

Welcome Sarah Dooley

Home

RFx

RFx Open to All Suppliers

My RFIs with Pending Responses

My RFQs with Pending Responses

New Messages (last 30 days)

Currently Open

Next Closing Date

RFI

0

RFQ

0

No Unread Messages

Quick Links

Standard Links

Organisation Profile

Published Opportunities

My Auctions

My RFIs

My RFQs

My Contracts

When you click on the HPV Procurement Portal link, you will be redirected to your Dashboard. You can edit your personal profile

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User: Sandra Ireland

Role: Super User (with some Redefined Rights)

Division: Division

Save

Cancel

User Details

Last Name

Ireland

First Name

Sandra

User Status

Active

User Tag for Codes

Email

s.ireland@hvp.org.au

Telephone Number

03 9947 3724

The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.

+610409050188

Division Name

Division

Department

Role Name

Super User

Choose your Username and check it is not already in use

s.ireland@hvp.org.au/sales@hvp.org.au

Preferred Language

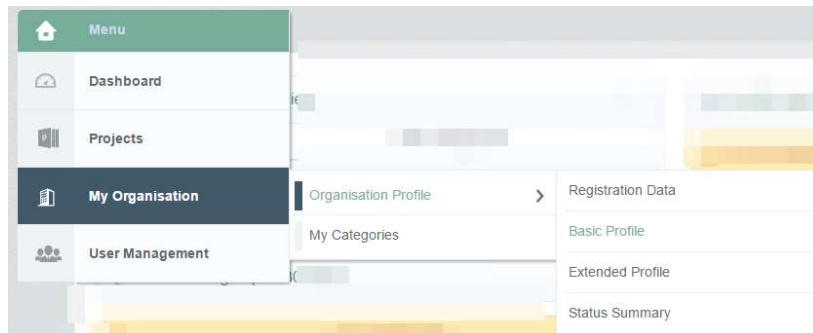
English (UK)

Time Zone

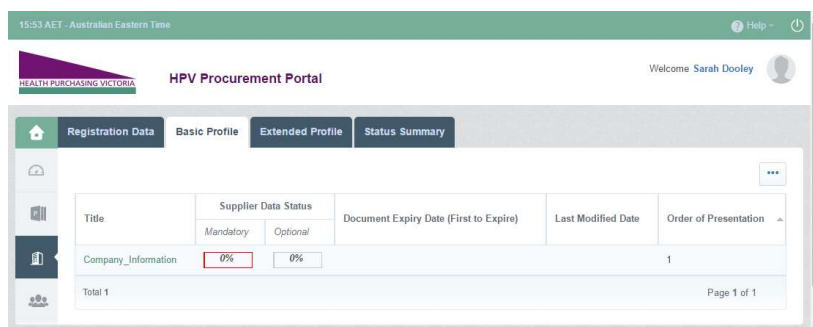
(GMT +10:00) Sydney, Canberra, Melbourne

If you are the Super User you will receive all system alerts. You can change or add email addresses using ; to separate

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Update your organisation details if your organisation has not been registered on the HPV Procurement Portal before.



To update your details, click on the Title hyperlink

HPV Procurement Portal

Search here...

Search Docum...

Sign in

Register

Menu

Home > Register

Register

Welcome to Health Purchasing Victoria's website - to register for an account to access targeted content, please register as a supplier or health service below.

Please note that accounts are provided to:

- Contracted suppliers currently supplying goods or services for a HPV contract
- Prospective suppliers interested in supplying HPV contracts in the future
- Current health service employees accessing HPV contracts

If your organisation already has an account registered with HPV, your registration form will auto-fill with provided details and your request for access will be automatically forwarded to the 'super-user' within your organisation responsible for approving access to HPV's website. If we don't have your details in the system, your request will be issued to HPV directly for authorisation.

Note that HPV's website is now the sign on point for access to other systems including HPV Procurement Portal (for suppliers and health services) and the Victorian Product Catalogue System (for health services only).

Supplier

Health Service

To create your account click on the 'Supplier' link

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HPV Procurement Portal

Welcome Data Test

* Basic Profile Form: Company_Information

Registration

Company Details

Please provide details about the Company Operations

Organisation Trading Name

Enter your Organisation's Trading Name

Characters available: 2000

Company Details

Please provide the organisation's postal address

Characters available: 2000

Company Details

Please provide your organisation's head office address

Characters available: 2000

Company Details

Please indicate whether your organisation operates on a multinational level?

Company Details

Is your organisation a Manufacturer, Distributor or both?

☐ Manufacturer
☐ Distributor

Company Details

Please select the option that best describes the corporate structure of the tendering entity.

Company Details

If your organisation is a company, what is the organisation's date of incorporation?

dd/mm/yyyy

Company Details

If your organisation is a company, what is the organisation's place of incorporation?

Characters available: 2000

Company Details

Please state number of years since the tendering entity commenced operations.

Company Details

Please state number of years since current ownership commenced doing business

Company Details

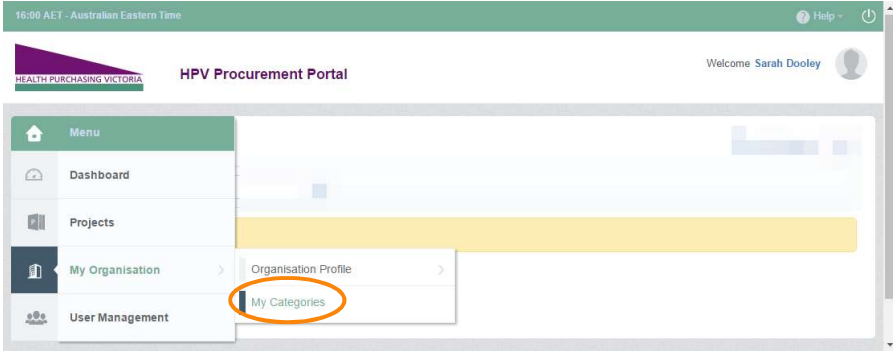
Please state the number of Full Time Equivalent (FTE) employees your organisation employs?

Save & Continue

Cancel

Click Edit and complete the simple registration form with your organisation details, making sure all mandatory fields are populated

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16:00 AET - Australian Eastern Time

HEALTH PURCHASING VICTORIA HPV Procurement Portal

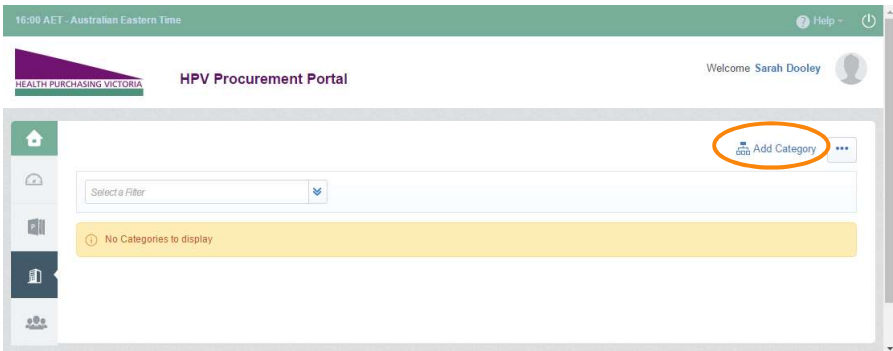
Welcome Sarah Dooley

Menu

- Dashboard
- Projects
- My Organisation
 - Organisation Profile
 - My Categories**
- User Management

Next you will have to set up your organisation's categories.
Click on My Categories

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16:00 AET - Australian Eastern Time

HEALTH PURCHASING VICTORIA HPV Procurement Portal

Welcome Sarah Dooley

Select a Filter

No Categories to display

Add Category

Click on Add Category

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16:04 AET - Australian Eastern Time

HEALTH PURCHASING VICTORIA HPV Procurement Portal

Tree Navigation

Confirm Current Selection Cancel

Free Text Search Search

Deselect All Display Selected Only Expand All Collapse All

Categories (selected items: 0)

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 - Chemicals including Bio Chemicals and Gas Materials
- 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 - Paper Materials and Products
- 15000000 - Fuels and Fuel Additives and Lubricants and Anti Corrosive Materials
- 22000000 - Building and Construction Machinery and Accessories
- 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
- 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and Components
- 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components
- 26000000 - Power Generation and Distribution Machinery and Accessories
- 27000000 - Tools and General Machinery

Select the categories you provide from the list. Use the search facility if required

Search results are highlighted in yellow. Select the relevant boxes and click Confirm Current Selection.

You will now receive an email when HPV engages in a relevant activity.

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HEALTH PURCHASING VICTORIA HPV Procurement Portal Welcome Diana Test

Main Dashboard

RFx Open to All Suppliers

| Currently Open | Next Closing Date |
|----------------|-------------------|
| RFI 1 | 22/03/2016 14:00 |
| RFQ 3 | 23/03/2016 14:00 |

New Messages (last 30 days)

No Unread Messages

My RFIs with Pending Responses

No RFIs to display

My RFQs with Pending Responses

| RFQ Title | Buyer Organisation | RFQ Closing Date/Time | Response Status |
|--|--------------------|-----------------------|----------------------|
| Tender Briefing - Surgical Gloves Test ITS | HPV | 14/03/2016 14:00 | No Response Prepared |

Quick Links

- Standard Links
- Organisation Profile
- Published Opportunities
- My RFIs
- My RFQs
- My Contracts

When you enter the system you will land on a dashboard. Click on the 'RFQ' line within the 'RFx Open to All Suppliers' Portlet

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HPV Procurement Portal

Main Dashboard

RFx Open to All Suppliers

| | Currently Open | Next Closing Date |
|-----|----------------|-------------------|
| RFI | 1 | 22/03/2016 14:00 |
| RFQ | 3 | 23/03/2016 14:00 |

New Messages (last 30 days)

No Unread Messages

HPV Procurement Portal

My RFQs RFQs Open to All Suppliers

Select a Filter

| RFQ Code | RFQ Title | Project Code | RFQ Status | Time limit for Expressing Interest | Buyer Organisation |
|----------|--|--------------|------------|------------------------------------|--------------------|
| rfq_59 | HPVITS2016-109 Workplace Supplies | tender_97 | Running | 23/03/2016 14:00 | HPV |
| rfq_48 | HPVITS2015-119 Automated Blood Culture and Mycobacterium Culture Equipment and Consumables | tender_85 | Running | 24/03/2016 12:00 | HPV |
| rfq_86 | HPVITS2016-124 Hand Hygiene, Disinfectants and Chemical Products | tender_113 | Running | 30/03/2016 14:00 | HPV |
| Total | 3 | | | | |

Page 1 of 1

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HPV Procurement Portal

Welcome Diana Test

RFQ: rfq_59 - HPVITS2016-109 Workplace Supplies

Project: tender_97 - HPVITS2016-109 Workplace Supplies
Closing Date: 23/03/2016 14:00:00

Express Interest | **Go to Later** | **Private View**

Response Status

Response Status
No Response Proposed

Overview

| | |
|--|---|
| RFQ Code rfq_59 | Title HPVITS2016-109 Workplace Supplies |
| Detailed Description Provision of office supplies, domestic paper and cleaning equipment | Type of Supplier Access RFQ Open to All Suppliers |
| Response Currency AUD | Taxt RFQ No |
| Buyer Organisation HPV | |

Date & Time Information

Options for Viewing Responses
Sealed (parallel opening)

Closing - Date
23/03/2016 14:00:00

Awarding Strategy

Supplier Response Ranking
Best Technical Score

End Date for Buyer Replies to Messages - Date

Number of Hours before Closing Time to block Expressions of Interest
0

Review the overview information and take note of the deadline date and time. Click on 'Express Interest'. This is the only way to access the event.

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HPV Procurement Portal

Welcome Diana Test

RFQ: rlf_95 - Tender Briefing - Surgical Gloves Test ITS

Project Number: 133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2018 14:00:00

Response Last Submitted On: Not Submitted Yet

Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response User Rights

View Response Index Only

1. Qualification Response (questions: 120)

1.1 1. READ ME FIRST - SUPPLIER'S TIPS FOR COMPLETING YOUR RESPONSE - Question Section

Note Note Details

1.1.1 Requirement Attachment Please note that we have uploaded attachments in the technical envelope. Companies must download these documents and consider the details before they complete their response.

1.1.2 Note: USE THE ONLINE HELP FOR RESPONDENTS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software.

1.1.3 Note: SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for 15 minutes if you do not click 'Save' within this time. Failure to do so means you risk losing your work. This is to maintain security and tender integrity and cannot be changed. NOTE: Logging does not mean you are active on the portal.

1.1.4 Note: Please ensure that 'log out' are NOT blocked on your browser. Should you be inactive for 15 minutes, the portal will verify you through a 'log in'. It is vital that you are able to see this in order to click the 'Refresh' link in this 'log in' so you are not disconnected from the portal and lose any unsaved information.

1.1.5 Note: DO NOT leave your response until the last minutes/hours before the deadline (if you experience connection problems you will miss the deadline. Always upload general information early to avoid last minute time pressures).

1.1.6 Note: Please SUBMIT your RESPONSE when completed. This will submit your response to the buyer. FAILURE TO DO THIS WILL RESULT IN YOUR BID NOT BEING VISIBLE TO THE BUYER. The 'SUBMIT RESPONSE' button can be found at the top centre of the screen.

1.1.7 Note: If the Buyer makes any changes to the settings and questions area of a forthcoming tender, suppliers MUST re-publish their response - this is to ensure that changes are brought to your attention - you may receive a message prompt from the Buyer - generally this will not mean re-entering information.

1.1.8 Note: While the portal allows for large individual attachment sizes (max 50MB at a time), we recommend that you keep attachments to a manageable size (3MB) to ensure ease & speed of access. Only attach documents that the Buyer has requested and make sure that you attach them in the correct area.

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HPV Procurement Portal

Welcome Diana Test

RFQ: rlf_95 - Tender Briefing - Surgical Gloves Test ITS

Project Number: 133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2018 14:00:00

Response Last Submitted On: Not Submitted Yet

Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response User Rights

My Response Summary

| | |
|---------------------------|----------------------------------|
| 1. Qualification Response | Missing mandatory responses (87) |
| 2. Technical Response | Missing mandatory responses (23) |
| 3. Commercial Response | Mandatory fields missing (3) |

Total Price (excluding optional sections) \$

View Response Index Only

1. Qualification Response (questions: 120)

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HPV Procurement Portal

Welcome Diana Test

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS
Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016 14:00:00
Response Last Submitted On: Not Submitted Yet

Running

Edit Mode

Save and Return Save and Continue Cancel Validate Response

2. Technical Response (questions: 34)

2.1 QUALITY MANAGEMENT - Section of Profile Questions

| Question | Description |
|--------------------------|--|
| 2.1.1 Quality Management | Please state whether your organisation has a |
| 2.1.2 Quality Management | Please attach a current certificate for your certifi |
| 2.1.3 Quality Management | Please state the expiry date of your certificate to |
| 2.1.4 Quality Management | If your organisation does not have a certified Q |

Response

+ Click to attach file

adfhm/yyyy

Character available: 2000

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Make sure you save regularly. If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.

The response will be made up of various question types:

- Yes / No
- Text
- Numeric
- Options List
- Multiple Choice
- Date
- Attachment

HPV Procurement Portal

Welcome Diana Test

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS
Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016 14:00:00
Response Last Submitted On: Not Submitted Yet

Running

Send Message Save as Draft Cancel

Message

Subject

Message

Attachments

| Attachment Name | Attachment Description | Comments |
|-----------------|------------------------|----------|
| No Attachments | | |

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Questions for HPV?
If you need to send a clarification question to HPV use the secure messaging function

When you reply to a message in the 'Received Messages' section, the message will automatically be moved to the 'Sent Messages' folder.

HPV Procurement Portal

Welcome Diana Test

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2018 14:00:00

Response Last Submitted On: **Not Submitted Yet**

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response User Rights

You'll be unable to submit a response if there are any mandatory fields outstanding

Ignore the Total Price field if the response is an attached spreadsheet

Submit Response

My Response Summary

| | |
|---------------------------|----------------------------------|
| 1. Qualification Response | Missing mandatory responses (87) |
| 2. Technical Response | Missing mandatory responses (23) |
| 3. Commercial Response | Mandatory fields missing (3) |

Total Price (excluding optional sections)

VERY IMPORTANT!
When you have finished populating your tender response, make sure that you click on 'Submit Response' to publish your response to HPV

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Home > Contact Us

Contact Us

Contact Us

HPV location

Location and postal Address: 2 Lonsdale St (Cnr Spring St)
Level 34, Casselden Place, Melbourne, VIC 3000

General Contacts

HPV reception/general queries
Tel: (03) 9947 3700
Email: feedback@hvp.zendesk.com

HPV general sourcing (tenders and contracts queries)
Email: contracts@hvp.zendesk.com

HPV website queries
Email: webgeneral@hvp.zendesk.com

Bravo Procurement Portal helpdesk
help_au@bravosolution.com or (02) 8072 0644

Technical support enquiries can be directed to the Bravo helpdesk

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Tips for Responding

- Make sure that you read and digest all documentation thoroughly and make note of key actions and deadlines
- Utilise the appropriate people within your organisation
- Answer every question, including bullet points
- Do not assume your company is known or well known by the evaluators – instead; provide all requested information
- Do not use acronyms or abbreviations
- Do not cross-refer to other questions or answers in your responses
- Remember to save regularly
- Unanswered mandatory questions will prevent your response from uploading.

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Tips for Responding

- If you have a slow internet connection and the size of the response is in excess of 10mb, your session could time out while trying to upload the response
- Try to submit your response on the day before closing, this will give you time to address any issues that might be stopping your submission from uploading, e.g. Unanswered mandatory questions or file sizes larger than 10mb. Don't leave it till the last minute to submit your response – leave plenty of time.
- Resubmit as many times as you like, only the latest version will be visible to HPV. **Note: Multiples users can work on the submission. However, when submitting, only one user should be logged on to ensure the latest data is submitted and to avoid a concurrency error.**
- Use the secure messaging to communicate with the HPV and seek clarifications
- Call the BravoSolution helpdesk for technical guidance, tel (02) 8072 0644

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