

## HPVITS2017-057 Operating Room and Wound Drainage Consumables

Wednesday 18 January 2017 2:00pm-3:30pm

### Industry Briefing – Q&A Responses

Q1. Would information like supplier's insurance be maintained as part of the supplier's profile on the procurement portal?

If it is part of the supplier's profile questions then the insurance information will automatically follow through onto the response. Note that these documents can be updated by the supplier at any time by logging into their profile.

Q2. If a question has been changed, would suppliers receive a notification to say they need to review their response?

Yes, the suppliers will receive a notification and will need to submit a response accordingly.

Q3. Will the submission actually fail if mandatory questions are not answered? If a mandatory question is answered but gets changed by HPV later, what happens?

Yes, the submission will fail if a mandatory question is not answered. In the unlikely event that a mandatory question gets changed by HPV, Respondents will be notified of the change through the set procurement portal communication channel. It is the responsibility of the Respondents to review any change notifications and action, if required.

Q4. Can more than one person from a company register for a tender in the HPV procurement portal? On-going communication at the moment is overwhelming if there is only one supplier contact point for multiple HPV contracts. Can this be addressed in Bravo?

HPV have communicated this issue to Bravo and we are now able to add another email to the super user recipient email IDs. Here are the steps:

- 1- At the top-right corner of the dashboard page, the user avatar is to be clicked and then click on **"User Profile"**



- 2- Click "Edit" at the right side of the user details page.
- 3- In order to add another email, a semicolon ( ; ) should be separating the email IDs.
- 4- Then "Save" the changes.

Q5. Can the clinical component be populated before the commercial component in the TRW for auto-populate to work?

HPV have separated the commercial and clinical component into two separate tabs. The product information in the commercial component needs to be populated first in order for that information to flow through to the clinical tabs. HPV set up the automation from the Commercial tab. This means columns A, C – E, G, J – L, and N should be populated first in the commercial tab prior to working on the clinical tab to ensure that all the information lines up.

Q6. Why do timeframes change from contract to contract? Who decides whether or not an option will be extended etc.?

Timeframes for contracts are driven by market dynamic. Applying set contract periods is not a feasible option for HPV due to the large number of contracts and the variety of contracted products and services. Health Services transition periods must also be considered.

The decision to take up an option period is based on multiple factors such as demand, current contract performance, emerging technology, pricing, health services' feedback, etc.

Q7. Will HPV provide suppliers with volume data by category and sub-category?

Yes, HPV will include volume data in Part 6: TRW document.

8. Does HPV require labels (on samples) even if the products come with a label? Do you need labels both on the inside and outside?

Yes, additional labelling is required as the same product could be supplied by various suppliers and HPV must be able to differentiate. An external label will suffice, no need to have an additional one on the inside of the packaging.

9. If a product is already on contract does HPV still require a sample?

No, samples are not required for existing products only new products not on the current contract. However, if there have been no sales for last 12 months, then we may request for samples.

10. What process does HPV use in order to advise health services of tender outcomes and updates to existing products and pricing? Does HPV rely on supplier department to sign in and find out relevant information?

HPV publishes all updates and documents on the HPV website. Health services receive notifications and updates through the website. Yes, the procurement areas need to proactively stay updated with the changes and should already have signed up for automatic notifications.

11. Will volume discount be at the PHS level or HPV level? (Reference Category 16 haemostatic Agents and Sealants only)

Volume discounts will be calculated based on the individual health services' usage.

12. Will supply chain efficiency also be at PHS level?

Yes.

13. Would HPV consider alternate submissions?

Yes.

14. (In reference to Smoke Evacuation) How to we respond in the TRW for products with dual functionality? Do suppliers need to submit in both the categories (Diathermy Consumables vs Smoke Evacuation Devices)? Because in the last Tender, Smoke Evacuators were not awarded and the dual functional pencils were in that category; therefore not on contract.

Due to the TRW set up, we cannot include them in both categories. Therefore, HPV has added a subcategory in the Diathermy Consumables category, allowing for "Diathermy Pencils with integrated Smoke Evacuation, Sterile, Single use" to suit this requirement.

15. What is HPV's policy if the suppliers' referees don't respond back in time?

HPV's policy is to contact each referee three times. The initial contact is via email, followed by a follow up email and lastly a phone call. If we can't reach a referee after the third try, we don't follow up any further as HPV has too many referees to contact for all suppliers.

Note that if the contact information is incorrect, HPV will not request any clarification or correction. It is important that you provide the accurate contact details in your response.

16. If suppliers are tendering the best price at the time and are then asked for BAFO, what is HPV's expectation from the supplier?

The reason that HPV would request a BAFO is if there would be a significant discrepancy in pricing among the responses received. The expectation is for the Respondents to always give the best price possible in the initial response.

17. Why does HPV use unit price instead of bulk price?

HPV uses unit pricing in the evaluation in order to accommodate and provide best value for all the public health services across the State. Bulk pricing would not be advantageous for most regional health services. However, we do ask for bulk pricing to support larger health services.

18. What is the minimum amount of detail required for the financial viability sections to be satisfactory? Why does HPV need this information?

HPV conduct financial viability assessments to evaluate the risk that, over the life of a proposed contract, a tenderer:

- may not be able to deliver the goods and services which are specified in the contract; or
- may not be able to fulfil guarantees or warranties provided for in the contract.

Please keep in mind that generally, companies are required to lodge financial reports where:

- there are substantial sums of money involved;
- the general public has invested funds with the company; or
- the company exists for charitable purposes only and is not intended to make a profit. (Reference Financial reporting for companies registered with the Australian Charities and Not-for-profit Commission (ACNC))

Details on entities required to prepare and disclose of financial reports can be found in the *Corporations Act 2001*. Please verify if your organisation falls into any of the mentioned categories.

For corporations that do not fall within the entities referred to in the *Corporations Act 2001* financial reporting section, it is to their discretion as to what information they want to disclose. With that said, it is important to keep in mind that HPV requires information that will enable us to conduct a thorough financial viability assessment.

19. For the new tender, if we are bringing in substitute products from a new manufacturer to replace the same product currently on tender, do we only need one Hospital reference?

A change in manufacturer falls under a product substitution, therefore HPV requires one hospital reference only.