

INDUSTRY BRIEFING

HPVITS2019-079 - IV ACCESS DEVICES & ADMIN CONSUMABLES (IVADAC)

Thursday 9th of August 2018

David Nguyen

Category Officer

Presentation Information

Available on HPV website – **Contracts and Documents > Tenders (ITS) > IV Access Devices & Admin Consumables**

- Industry Briefing presentation slides
- HPV Procurement Portal slides
- IVADAC's draft Statement of Requirement (Part 5)
- Questions for the industry briefing and the draft Statement of Requirement will closed AEST 14:00 on the 13-08-2018. HPV response be posted after that date

Register on HPV website:

- Add category “IV Access Devices & Admin Consumables” as a Favourite to receive updates

Agenda

1. HPV Overview
2. Invitation to Supply (ITS)
3. Tender Response Worksheet (TRW) Demonstration
4. HPV Procurement Portal
5. Next Steps
6. Questions

Health Purchasing Victoria

- An independent statutory authority, established in 2001, funded by the Department of Health
- Receives legislative support (through Competition and Consumer Act exemptions) to establish whole of health contracts
- We work collaboratively with Victoria's health sector to help ease cost pressures on health services through strategic procurement

HPV's Strategic Goals 2018-2022

- Increase 'best-value' healthcare outcomes
- Increase customer engagement
- Support procurement, supply chain and probity practice improvements.
- Improve the integrity and availability of information
- Enhance capability and capacity.

IVADAC Project Team

Product Reference Group (PRG)

Specialist subject matter experts from Health Services

Judy Esson – Clinical Product Advisor

Clinical interface with Health Services and assists with evaluation

James Jayalath – Sourcing Analyst

Provides financial analysis and assists with evaluation

Jared Tang – Senior Category Manager

Provide guidance and support to the sourcing program and authorised person for this ITS

David Nguyen– Category Officer

Support for this ITS and ongoing contract management

Responsibilities

Action	Responsibility
Determine scope, high-level strategy, risks	HPV/ERG/PRG
Develop specification and evaluation criteria	HPV/PRG
Develop, release and receive Invitation to Supply (ITS)	HPV
Evaluate ITS and recommend award	HPV/PRG
Endorse and approve award recommendation	HPV Procurement Committee
Execute contracts with suppliers	HPV
Place orders and receive goods and/or services	Health Services
Make payments	Health Services
Monitor Contract performance	HPV, Health Services, and Awarded Contractors
Analyse sales reports	HPV Data Administrator

INVITATION TO SUPPLY

Scope

Scope:

- The existing Statement of Requirement (SOR) from the 2013 tender is comprehensive and still current.
- Additions to the specifications are a category for IV Management (Category 20) (which will be moved from the Wound Care contract to IVADAC), Midline Catheters (Category 21) and Intraosseous Needles (Category 22).
- Pharmaceutical products related to category 19 Closed System Transfer Devices will not be considered as these belong on the HPVC2016-058 Pharmaceutical Products and IV Fluids contract.
- Long-term haemodialysis catheters will not be considered – Acute Hemofiltration Catheters, as the category specifications requires catheters for short-term (i.e. less than 4 weeks) use to meet clinical needs of adult, paediatric and neonatal patients.

Product Categories

Product Category
01- PERIPHERAL INTRAVENOUS CANNULAE
02- WINGED INTRAVENOUS DEVICES
03- PERIPHERALLY INSERTED CENTRAL CATHETERS
04 - CENTRAL VENOUS CATHETERS AND GUIDEWIRES
05- GRAVITY INTRAVENOUS ADMINISTRATION SETS
06- BURETTES
07- INTRAVENOUS EXTENSION TUBING
08- INTRAVENOUS EXTENSION SETS
09- MULTIFLOW ADAPTORS
10- NEEDLELESS CONNECTORS
11- INTRAVENOUS ACCESS PORT CAPS
12- STOPCOCKS
13- PORT ACCESS NEEDLES
14- INTRAVENOUS CATHETER FIXATION DEVICES
15- ANTISEPTIC SKIN PREPARATION SWAB STICKS, WIPES & APPLICATORS
16- IV START KITS
17- NON-POWERED AMBULATORY INFUSION DEVICES
18 - CLOSED SYSTEM TRANSFER DEVICES
19 – ACUTE HAEMOFILTRATION CATHETERS
20 – IV MANAGEMENT
21 – MIDLINE CATHETERS
22 – INTRAOSSEOUS NEEDLES & DRIVERS

Victorian health suppliers minimum standards



Australian Government

Department of Health

Therapeutic Goods Administration



- **Goods – TGA approved**

Legally available for sale in Australia and are included on the Australian Register of Therapeutic Goods (unless exempt) at the time of tender close

- GS1 data standards (NPC contract compliance obligation)

- Recall Health (contract compliance obligation)

Contract Terms

Term: 4 year principal period with 1 X 2 year option (4+2)

Pricing Structure:

- Fixed based price with pallet pricing

Award:

- Put your best price forward
- HPV reserves the right to enter into direct negotiations with suppliers
- Restricted panel at subcategory level
- Conditional award

Note: additional supply chain savings offered will not be used in the evaluation process. The evaluation committee (PRG) will only see the base UOM (eg: the box or carton) for evaluating value for money

Contract Terms

Contractor KPIs

- Provision of transactional sales reports in full and on time on a quarterly basis
- NPC/VPC compliance 100% (implementation plan with timings to be submitted) within 6 months
- Contract variation notifications in line with contract terms and conditions
- Delivery on Time and in Full (98%)

Distributors

Respondents nominating distributors must:

- provide HPV with a copy of the nomination letter for this product
- inform distributors of the ITS outcome **prior** to contract commencement
- update distributors with accepted contract amendments throughout the contract term

Successful respondents are **directly accountable** for:

- product availability
- Key Performance Indicator reports
- correct invoice pricing

The contract is with **you**, not your distributor

ITS Submission

Tender submissions shall comply with the following:

- Tenders shall be completed electronically and uploaded online via the **HPV Procurement Portal**
- Late tenders may only be accepted under the late tenders clause of the ITS conditions
 - Submit early – you can overwrite your information up to the time of closing
- For all new items not currently on the contract, a sample (representation of the range) are to be delivered to HPV by the tender closing date and time. The collection or return of the sample will be at the suppliers cost.

Internet Browser Requirement

Settings	Your Settings	Technical Requirements	Not Recommended
Browser	Firefox 61.0	Microsoft Edge Google Chrome Mozilla Firefox (ESR) 52+ Safari 11 for MacOS	Microsoft Internet Explorer 10/11
IP Address	118.189.41.242		
Operating System	Windows 10	Microsoft Windows 7, Microsoft Windows 8, Microsoft Window 10. Other operating systems such as Linux, Mac OS X or other versions of Windows although not officially supported, may be compatible with supported browser	
JavaScript Version	1.5	1.3	
Cookies Support Enabled	ON	ON	
Screen Resolution	1280 x 720	1366 x 768 +	
Colour Depth	24 bit	16 bit +	
Processor	Windows NT 10.0; Win64; x64	x86 +	
Java Applets Supported	OFF	ON	
Java Applets Enabled	OFF	ON	
Java Version Java Runtime Environment Sun Version is required for online Auction advanced features		1.8 +	1.7

Product References

Reference sites are required for:

- Products that are not currently on of the current contracts
- Minimum three clinical referees per product or product range

Referees must:

- Be clinical
- Be from private or public hospitals within Australia
- Be included in the referee details section of the Tender Response Worksheet.
- Have no conflict of interest
- Informed and has agreed to provide reference to HPV

HPVITS2019-079 Tentative Timeline

Key Activities	Date
Industry briefing session	Thursday, 9 August 2018
Planned ITS release date	Wednesday, 22 August 2018
Last date for ITS questions	Monday, 10 September 2018
ITS closing date	Wednesday, 19 September 2018
Evaluation	September – November 2018
Respondents advised of outcome	Early December 2018
Agreement commencement date	Friday, 1 March 2019

TENDER RESPONSE WORKSHEET DEMONSTRATION

HPV PROCUREMENT PORTAL

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>

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.

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/Jaggaer helpdesk for technical guidance, tel (02) 8072 0644**

HPV website 'Single Sign On'

- Allows 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 webadmin@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

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



HEALTH PURCHASING VICTORIA

Home HPV website update About Us News Careers Contracts and Documents Resources Contact Us

Search Q Sign In Register

Advancing safe, affordable and sustainable healthcare

Sign in or register to access contracts, tools and more

Sign In Register

To create your account

1. Select the “I am a Supplier” option
2. Enter your business specific email address
3. Click “Next”

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.

I am a Supplier

I am a Health Service

Email (required)

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

Next

Complete the
Registration form
and submit

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

Your registration is now complete

An automatic email will be sent to the designated email address with a link to reset account password

HOME › REGISTER › REGISTRATION COMPLETE

Registration Complete

✔ Registration Complete

Thank you for registering for a supplier account on HPV's website. Your registration has been received and you will shortly receive an auto-confirmation allowing you to update your password and access supplier content on the website and the HPV Procurement Portal.

Enter Password and Update

HOME > UPDATE YOUR PASSWORD

Update your password

Please enter a new password.

New Password (required)

Confirm New Password (required)

* The password must have no spaces and have at least 6 characters, consisting out of a mixture of alphanumeric, upper and lower case letters and at least one of the following characters !@#\$\$%^&*

I've read and accept the [terms and conditions](#)

Update Password

You are now signed into the HPV Website

The screenshot shows the HPV Website dashboard for a supplier. At the top left is the logo for Health Purchasing Victoria. The main navigation bar includes links for Home, About Us, News, Careers, Contracts and Documents, Resources, and Contact Us. The user is identified as 'Supplier One' and is currently on the 'MY DASHBOARD' page. A notification banner at the top right states 'Your password has been updated.' The left sidebar contains a 'MY DASHBOARD | SIGN OUT' link, a 'Contracts & Documents' menu, and a 'Messages' link.

HEALTH PURCHASING VICTORIA

Home About Us News Careers Contracts and Documents Resources Contact Us

Supplier One

MY DASHBOARD | SIGN OUT

Contracts & Documents

Messages

HOME > MY DASHBOARD

Hello, Supplier

Your password has been updated.

You can now access the HPV Procurement Portal from the Quicklinks menu on your dashboard when you are signed in

HOME > MY DASHBOARD

Hello,

Quick Links

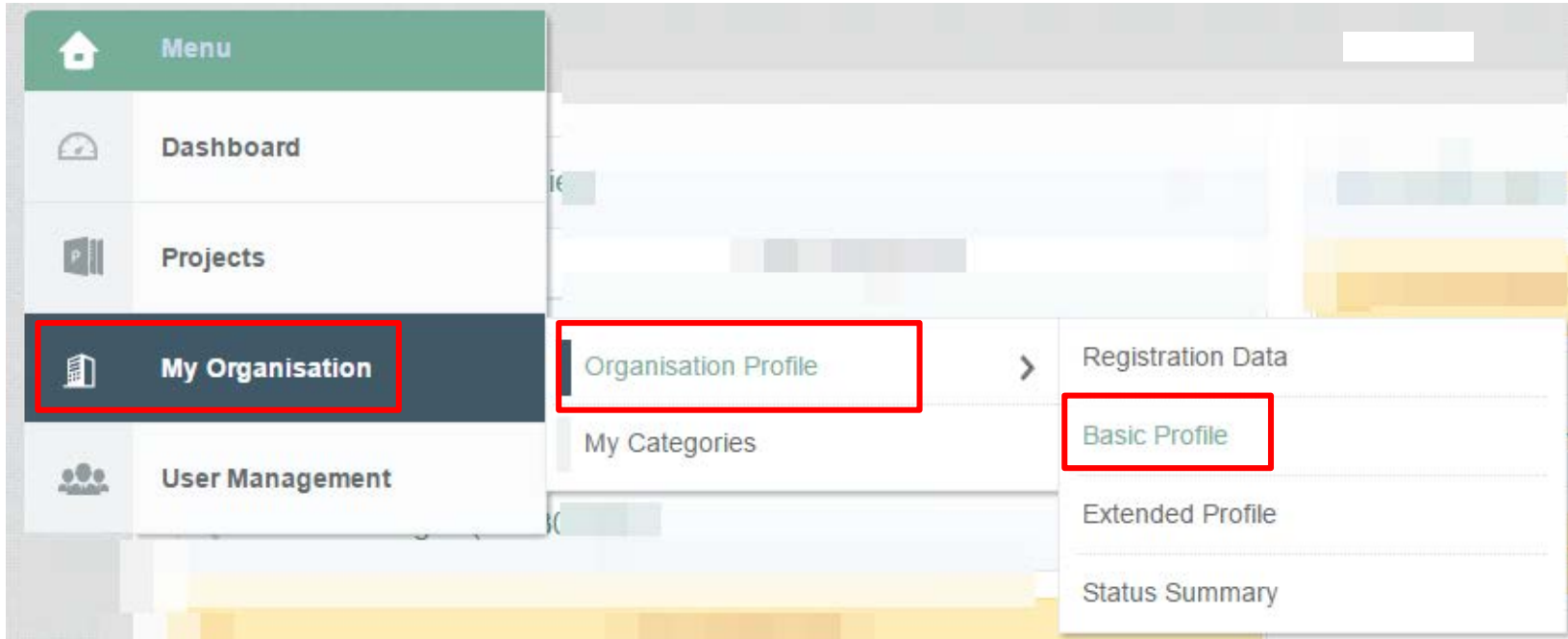
[Procurement Portal](#)

[Recall and Recall Health](#)

[Send Enquiry/Feedback](#)

[Submit Contract Variation](#)

When you click on the HPV Procurement Portal link, you will be redirected to your Dashboard.
From here, you can update your organisation's profile



To update your details, click on the title hyperlink

15:53 AET - Australian Eastern Time ? Help

HPV Procurement Portal Welcome

[Registration Data](#) [Basic Profile](#) [Extended Profile](#) [Status Summary](#)

Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
	Mandatory	Optional			
Company_Information	0%	0%			1
Total 1					Page 1 of 1

Complete the form with your organisation details, ensuring all mandatory fields are populated.
Then, Save and Continue



Basic Profile Form: Company_Information

Registration

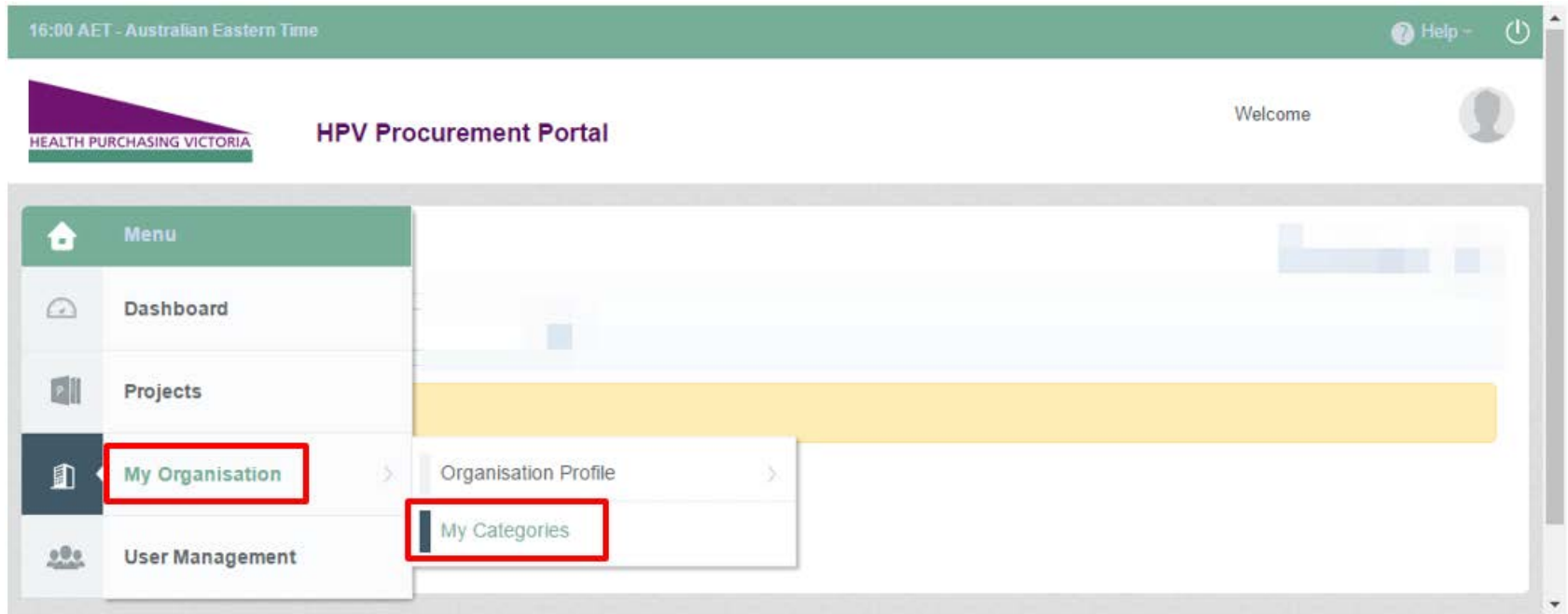
Save & Continue

Company Details

Please provide details about the Company Operations

Organisation Trading Name	* Enter your Organisation's Trading Name	<input type="text"/>	Characters available 2000
Company Details	* Please provide the organisation's postal address	<input type="text"/>	Characters available 2000
Company Details	Please provide your organisation's head office address	<input type="text"/>	Characters available 2000
Company Details	* Please indicate whether your organisation operates on a multinational level?	<input type="text"/>	
Company Details	* Is your organisation a Manufacturer, Distributor or both?	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor	
Company Details	* Please select the option that best describes the corporate structure of the tendering entity.	<input type="text"/>	
Company Details	If your organisation is a company, what is the organisation's date of Incorporation?	<input type="text"/>	
Company Details	If your organisation is a company, what is the organisation's place of Incorporation?	<input type="text"/>	Characters available 2000
Company Details	* Please state number of years since the tendering entity commenced operations.	<input type="text"/>	15
Company Details	* Please state number of years since current ownership commenced doing business	<input type="text"/>	15
Company Details	* Please state the number of Full Time Equivalent (FTE) employees your organisation employs?	<input type="text"/>	15

Next, update your organisation's categories



Click on Add Category

16:00 AET - Australian Eastern Time

Help

HEALTH PURCHASING VICTORIA

HPV Procurement Portal

Welcome

Select a Filter

Add Category

No Categories to display

Select relevant Categories
Use the search field if required

The screenshot displays the HPV Procurement Portal interface. At the top, there is a green header with a 'Help' icon and a power icon. Below the header, the 'HEALTH PURCHASING VICTORIA' logo is on the left, and 'HPV Procurement Portal' is in the center. A 'Welcome' message and a user profile icon are on the right. The main content area features a 'Tree Navigation' section with a search bar and a 'Search' button. Below the search bar, there are buttons for 'Deselect All', 'Display Selected Only', 'Expand All', and 'Collapse All'. A tree view shows a list of categories, with the first item, '10000000 - Live Plant and Animal Material and Accessories and Supplies', highlighted in yellow. A red box highlights the 'Confirm Current Selection' button, and a 'Cancel' button is also visible.

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 S
- ▶ 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

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.

Whenever you enter the Procurement Portal, you will land on a dashboard.

Click on the 'RFQ' line within the 'RFx Open to All Suppliers'

The screenshot displays the HPV Procurement Portal Main Dashboard. The top navigation bar includes the HPV Procurement Portal logo and a 'Welcome' message. The dashboard is divided into several sections:

- RFx Open to All Suppliers:** A table showing currently open RFIs and RFQs. The 'RFQ' line is highlighted with a red box.
- My RFIs with Pending Responses:** A section indicating 'No RFIs to display'.
- My RFQs with Pending Responses:** A table showing RFQs with pending responses, including a tender briefing for 'Surgical Gloves Test ITS'.
- Quick Links:** A sidebar with links to 'Standard Links', 'Organisation Profile', 'Published Opportunities', 'My RFIs', 'My RFQs', and 'My Contracts'.
- New Messages (last 30 days):** A section indicating 'No Unread Messages'.

At the bottom of the dashboard, there is a copyright notice: 'COPYRIGHT 2000 - 2018 BRAMOSOLUTION' and a 'Top' link.

From the list, select the tender you would like to express interest in

The screenshot shows the HPV Procurement Portal interface. At the top left is the logo for Health Purchasing Victoria. The main header reads 'HPV Procurement Portal'. On the right, there is a 'Welcome' message and a user profile icon. Below the header, there is a navigation bar with 'My RFQs' and 'RFQs Open to All Suppliers'. A sidebar on the left contains navigation icons. The main content area features a table of RFQs with columns for RFQ Code, RFQ Title, Project Code, RFQ Status, Time limit for Expressing Interest, and Buyer Organisation. The first row, 'rfq_59' with title 'HPVITS2016-109 Workplace Supplies', is highlighted with a red box. Below the table, it shows 'Total 3' and a pagination control set to '20' items per page, 'Page 1 of 1'.

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

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.



RFQ: rfq_59 - HPVITS2016-109 Workplace Supplies Running

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

[Express Interest](#) [Decide Later](#) [Printable View](#)

Response Status

Response Status
No Response Prepared

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	Test RFQ No
Buyer Organisation HPV	

Date & Time Information

Options for Viewing Responses Sealed (parallel opening)	End Date for Buyer Replies to Messages - Date
Closing - Date 23/03/2016 14:00:00	Number of Hours before Closing Time to block Expressions of Interest 0

Awarding Strategy

Supplier Response Ranking
Best Technical Score

To populate the content of your tender response, click on 'Create Response'

The screenshot displays the HPV Procurement Portal interface. At the top left, the logo for Health Purchasing Victoria is visible next to the text 'HPV Procurement Portal'. On the top right, there is a 'Welcome' message and a user profile icon. The main content area shows details for a Request for Quote (RFQ) titled 'rfq_95 - Tender Briefing - Surgical Gloves Test ITS'. Below this, a yellow warning banner states: 'Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.' Navigation tabs include 'RFQ Details', 'Messages (Unread: 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'User Rights'. A 'View Response Index Only' link is also present. A prominent blue button labeled 'Create Response' is highlighted with a red rectangular box. Below the navigation, a section titled '1. Qualification Response (questions: 120)' is expanded to show a list of notes under the heading '1.1.1. READ ME FIRST - SUPPLIER'S TIPS FOR COMPLETING YOUR RESPONSE - Question Section'. The notes provide instructions on attachments, online help, saving work, browser settings, and submission deadlines.

HPV Procurement Portal

Welcome

← Back to List

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

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: typing does not mean you are active on the portal.
1.1.4 Note:	Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for 15 minutes, the portal will notify you through a 'pop up'. It is vital that you are able to see this in order to click the 'Refresh' link in this 'pop up' 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 minute/hours before the deadline (if you experience connection problems you will miss the deadline. Always upload generic information early to avoid last minute time pressure).
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 live/running 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:	Whilst the portal allows for large individual attachment sizes (max 50Mb at a time), we recommend that you keep attachments to a manageable size (5Mb) 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.

Back to List

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

RFQ Status: Running

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2016

Response Last Submitted: **Not Submitted Yet**

It will show that you haven't 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

You can submit as many times as you like. The latest submission will overwrite previous submissions.

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) 0

View Response Index Only

Click on 'Edit Response'

Edit Response

1. Qualification Response (questions: 120)

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

Nota	Nota 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, at
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 portal

The tender questions are divided into three sections. A summary of remaining mandatory questions is summarised at section level.

Save your work regularly.
If you are inactive on the site for more than 15 minutes it will sign you out any unsaved data will be lost.

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**

Edit Mode

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 certified Quality Management System
2.1.2 Quality Management	Please attach a current certificate for your certified Quality Management System
2.1.3 Quality Management	Please state the expiry date of your certificate for your Quality Management System
2.1.4 Quality Management	If your organisation does not have a certified Quality Management System please a

The response will be made up of various question types:

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

Response

+ Click to attach file

dd/mm/yyyy

Characters available 2000

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



Back to List

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

RFQ Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

User Rights

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)

0

View Response Index Only

IMPORTANT

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

Questions for HPV?

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

The screenshot displays the HPV Procurement Portal interface. At the top left is the logo for Health Purchasing Victoria. The main header reads "HPV Procurement Portal" and "Welcome" is visible on the right. The central content area shows a message titled "RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS" with a status of "Running". Below the title, it lists project details: "Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS", "Closing Date: 14/03/2016 14:00:00", and "Response Last Submitted On: Not Submitted Yet". Action buttons include "Send Message", "Save as Draft", and "Cancel".

The "Message" section contains a "Subject" input field and a larger "Message" text area. Below this is the "Attachments" section, which currently displays "No Attachments".

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

Contact Us

Health Purchasing Victoria

Location and postal address:

2 Lonsdale Street (corner Spring Street)
Level 34, Casselden, Melbourne, VIC 3000



Health Services

HPV Health Service Helpdesk:
Ph: (03) 9947 3900
Email: healthservices@hpv.zendesk.com

Suppliers

HPV Supplier Assistance (tender and contract queries):
Ph: (03) 9947 3700
Email: suppliers@hpv.zendesk.com

General

HPV general enquiries:
Ph: (03) 9947 3700
Email: feedback@hpv.zendesk.com

Bravo procurement portal

Bravo Solutions:
Ph: (02) 8072 0644
Email: help_au@bravosolution.com

For technical support regarding the Procurement Portal, please contact Bravo/Jaggaer helpdesk

Q&A

Please forward your tender/technical questions by
Monday the 13th of August 14:00 to:
D.Nguyen@hpv.org.au

Feedback Form – please fill out and leave at end of
session