

## HPVITS2019-019 - Examination and Surgical Gloves Industry Briefing

Monday 10<sup>th</sup> of December 2:00PM – 4:00PM

### Industry Briefing – Q&A Responses

#### General Note:

- Definition of Conditional Award: conditionally awarded products includes products that have been evaluated during the tender process and determined as offering 'value for money', however clinical acceptability was unable to be determined. This means, HPV were unable to contact a sufficient number of product references and the product was unknown to the reference group. In this instance, if suppliers were to provide sufficient evidence to HPV about the successful clinical trials, HPV move this into product to the award.
- Definition of Container Equivalent: This option suits a customer with the capacity to buy quantities that equate to containers (i.e., number of cartons that equate to a container load), but lack the storage facilities to buy by a container at once. Under this option, the customer commits by confirming orders to buy quantities that equates to a container, to be delivered weekly, within a 4 week period. The supplier is to facilitate the storage of the product within the 4 week period, and organise the weekly delivery, as planned to the customer. The entire committed quantity of each and every order must be delivered by the 4th week.
- Best match: Please refer to the "Usage Report" tab in the Tender Response Worksheet. "Best Match" is only applicable for the **current supplier** of the product listed (Supplier is as per column F). If a direct match (the exact same product, with the same part number) is not available for your own product in the current contract (superseded, no longer manufactured, removed from contract, and so on). The 'best match' is considered to be your most likely replacement product in the 'new' contract. Please add the part number to column "J".
- Functional Equivalent: Please refer to the "Usage Report" tab in the Tender Response Worksheet. 'Functional Equivalent' is to be populated where a substitutable item is available for the product as described in column H. Please populate the part number(s) of the range of substitutable products.

e.g. where you have a product range with various different sizes that could be substitutable for the one product (as described in column H).

Note: more than one part number can be populated in Column "K". Please separate them by semi-colon ; but only populate in one cell only. (e.g. 1234;4567;5875)

#### Q: Does the new awarded supplier install the dispensers?

The process and cost associated with the removal and disposal of old dispensers and fitting of new dispensers (including wall restorations) will be negotiated between the health service and supplier.

**Q: Where do we send our samples too?**

- a. Respondents are to provide for evaluation purposes samples of submitted products and accessories. **For products currently on the HPV contract, no samples are required.** Sample provided should include:
- (i) sample pack to include a range of sizes for each new product. (Eg: sizes 7 & 8, Max four pairs of each size)
  - (ii) sterile or non-sterile;
  - (iii) a list of all samples provided; and
  - (iv) instructions for use, where applicable.
- b. All samples provided should be:
- (i) new and unopened;
  - (ii) packed, sealed and labelled; and
  - (iii) include supporting specifications and relevant data.
- c. Each sample submitted should be clearly labelled with the following information:
- (i) name of the Respondent;
  - (ii) ITS name and number;
  - (iii) name and number of the sub-category that the product has been tendered into; and
  - (iv) product code and description.
- d. Samples are to be sent to the following address:
- Attention to: David Nguyen  
HPVITS2019-019  
Health Purchasing Victoria  
Level 34, Casselden Place, 2 Lonsdale Street  
Melbourne, VIC 3000**
- e. All samples are to arrive at the above address **before** the Tender Closing Date and Time, unless otherwise stated.

**Q: Would you consider the samples after the first meeting with your PRG panel?**

No, HPV will not be able to accept any samples after the cut-off date. As this would be unfair to suppliers who have provided all samples within time frame allocated.

**Q: We are not incumbent, but have previously supplied to HPV, do we still need to provide samples?**

Yes, you are still required to provide samples if you are not incumbent supplier

**Q: Why does it take 3 months to evaluate products?**

It takes approx. 3 months to review & evaluate your responses internally with the PRG panel. It also requires approval by the Procurement Committee.

Note: 2-3 months transition time with Health Services

**Q: If we deliver a container price, do we still invoice Health Service per unit purchased?**

Yes per unit price

**Q: Can we tender different cartons sizes for inners & outers?**

Yes

**Q: What are the payment terms**

Generally 30 days

**Q: Do you have exchange rate provision for the pricing?**

No fixed pricing with delivery free into store

**Q: Can you please make sure you put the filtering/tab inside the tender response worksheet (Excel)**

Due to the excel formula format in the tender response worksheet , we cannot put a filter in. However, we can freeze pane the top row to assist you.

**Q: Do your clinical group look at the products?**

The product reference group will look at the products as well as HPV clinical product advisor.

**Q: For referees do we have to provide a letter as well as populate the TRW spreadsheet?**

At this stage, please populate the TRW spreadsheet with three Australian clinical referees (can be either public or private). If our PRG members deem the tendered products to be unknown, HPV will conduct a reference check.

It may be of your interest to get your reference letter prepared with your referee in advance for new products.

**Q: Do we have to provide an alternative product even if it is with a competitor?**

If you are an incumbent supplier on this contract, there is no requirement for you to provide alternative products from your competitor.

If you are not on the current contract, we would encourage you to list any alternatives in the 'best match column' inside the Tender Response Worksheet.

**Q: Can we call anyone if we need help when completing the ITS? Who do we contact about Bravo questions?**

For Bravo Procurement Portal issues, please contact Bravo Solutions/Jaggaer on (02) 8072 0644 or [help\\_au@bravosolution.com](mailto:help_au@bravosolution.com).

For tender related issues, please message the HPV Procurement team via the Bravo messaging platform (not email).

**Q: Can you have multiple account names when you register as a supplier on the HPV web site?**

Yes, the portal has the capability for multiple people from an organization to login and review the documents at the same time. However, the final submission can only be submitted under one person's name.

**Q: What does HPV do when the tender event is finalised?**

Once the evaluation period is finished and awarded suppliers notified of the outcome, HPV will develop transition guides to the health services.

It is the responsibility of the awarded suppliers to engage with individual health services regarding the introductions of their products.

HPV shall then form a category management plan with the PRG members to do a yearly review of the category.

**Q: During the contract if there are new products in the market place how do we approach HPV?**

HPV would like to ensure that Participating Health Services have access to new technology introduced during the Term.

HPV will consider applications from the Contractor for the supply of new-to-market technology that meets the functional requirements of the Specifications at any time during the Term.

On receipt of any such application the Organisation may:

- (i) call for competitive quotes for product that meets the functional requirements of the Specifications;
- (ii) accept any offer from the Contractor that meets the functional requirements of the Specifications and add the new product to this Agreement; and
- (iii) substitute the Contractor's existing product for the new product.

Acceptance of any such application will be at HPV's discretion in conjunction with health services discussion.