HPV PROCUREMENT PORTAL

Procurement Portal

Documents are available, to be completed and submitted via the RFI section of the HPV Procurement Portal accessible from the HPV website www.hpv.org.au

Register on the HPV website to access the HPV Procurement Portal, hosted by BravoSolution.

The HPV Procurement Portal supports one Superuser who is responsible for managing subusers, including visibility to the EOI documentation

Bravo procurement portal

Bravo Solutions:

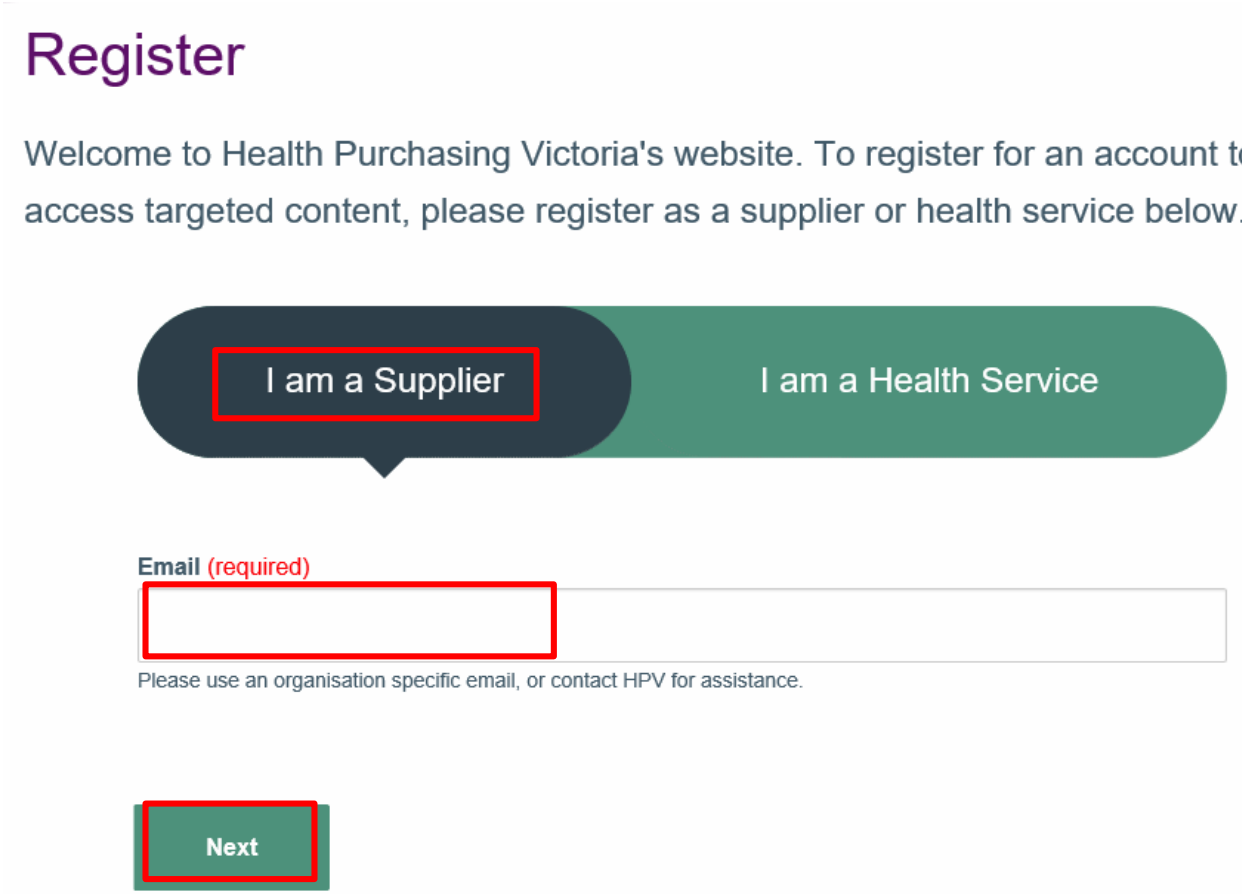
Ph: (02) 8072 0644

Email: help_au@bravosolution.com

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

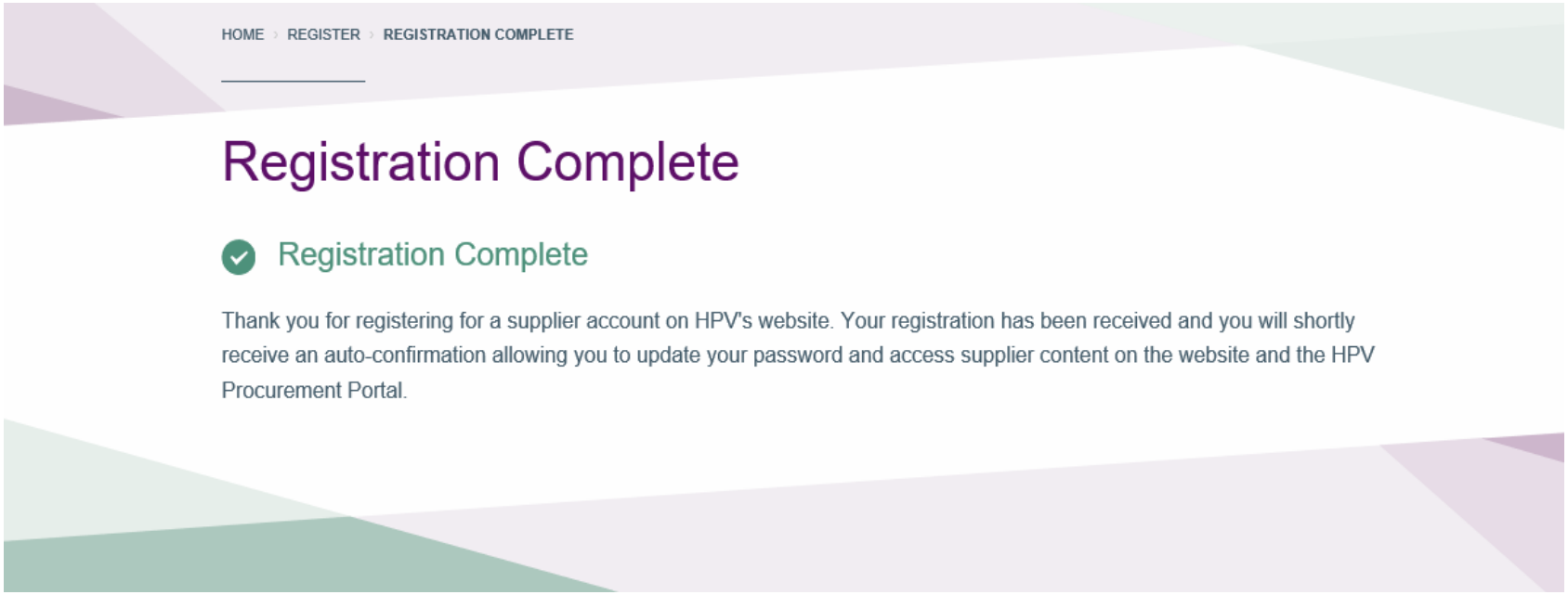
To create your account

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

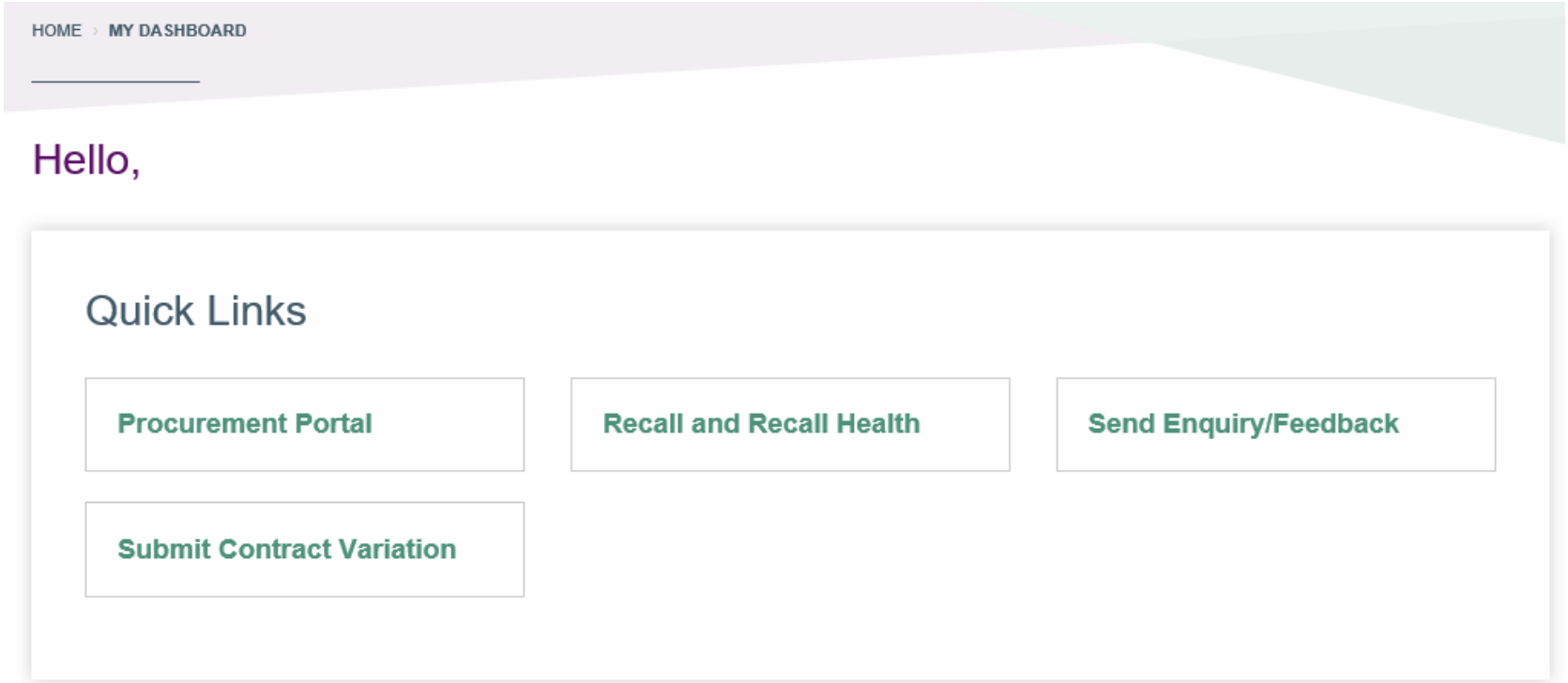


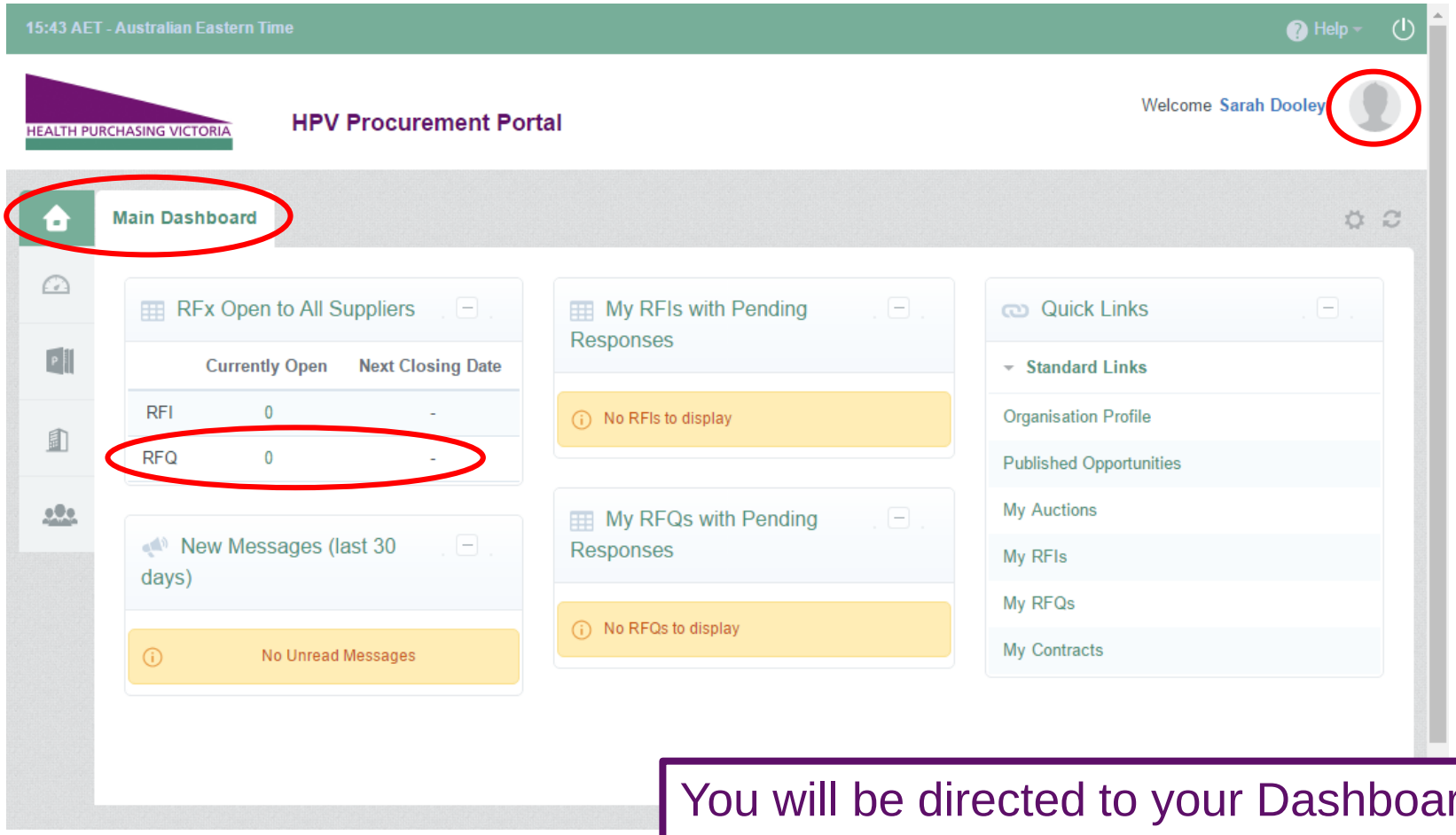
Your registration is now complete

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

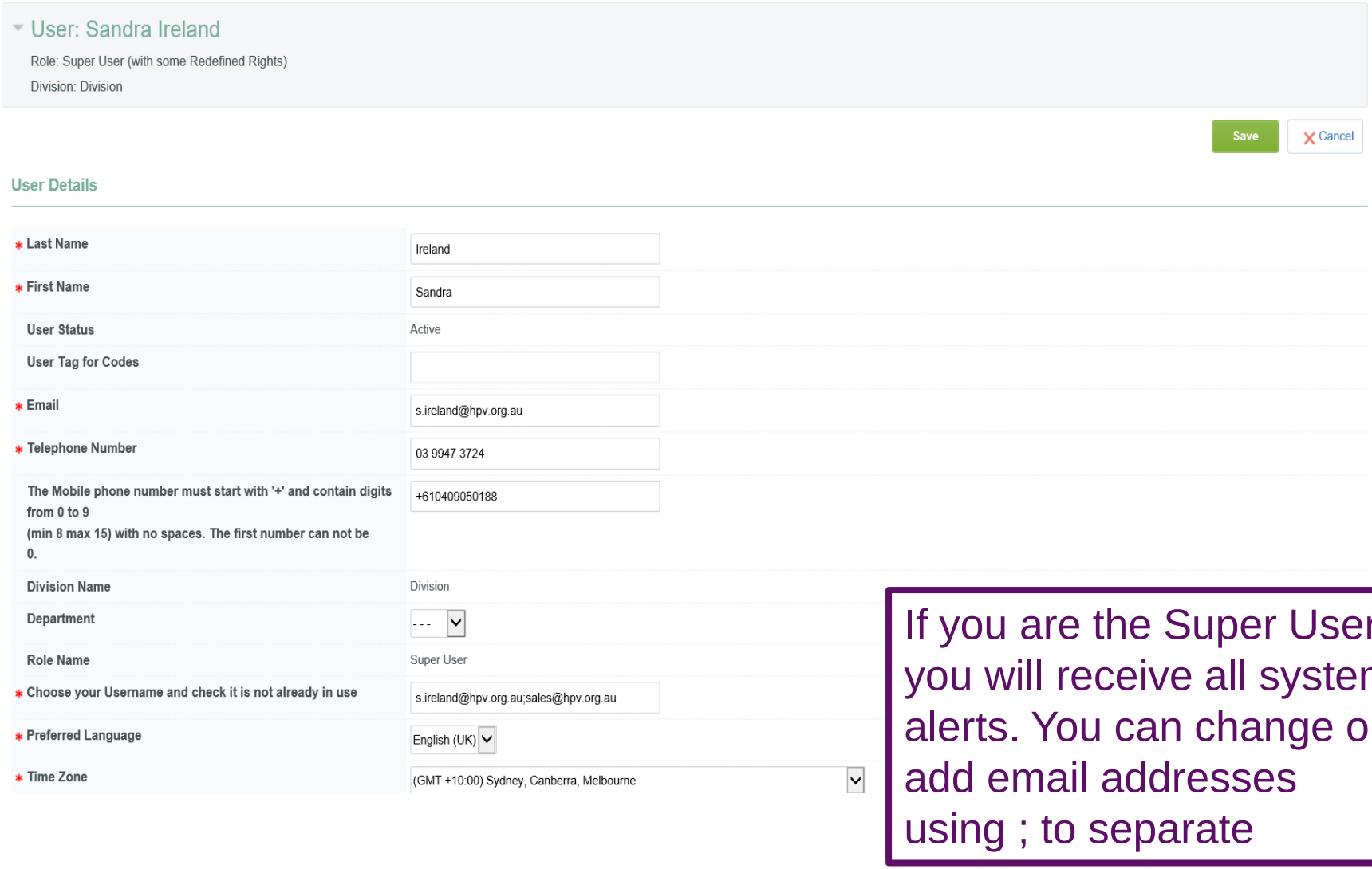


You can now access the HPV Procurement Portal from the Quicklinks menu on your dashboard when you are signed in



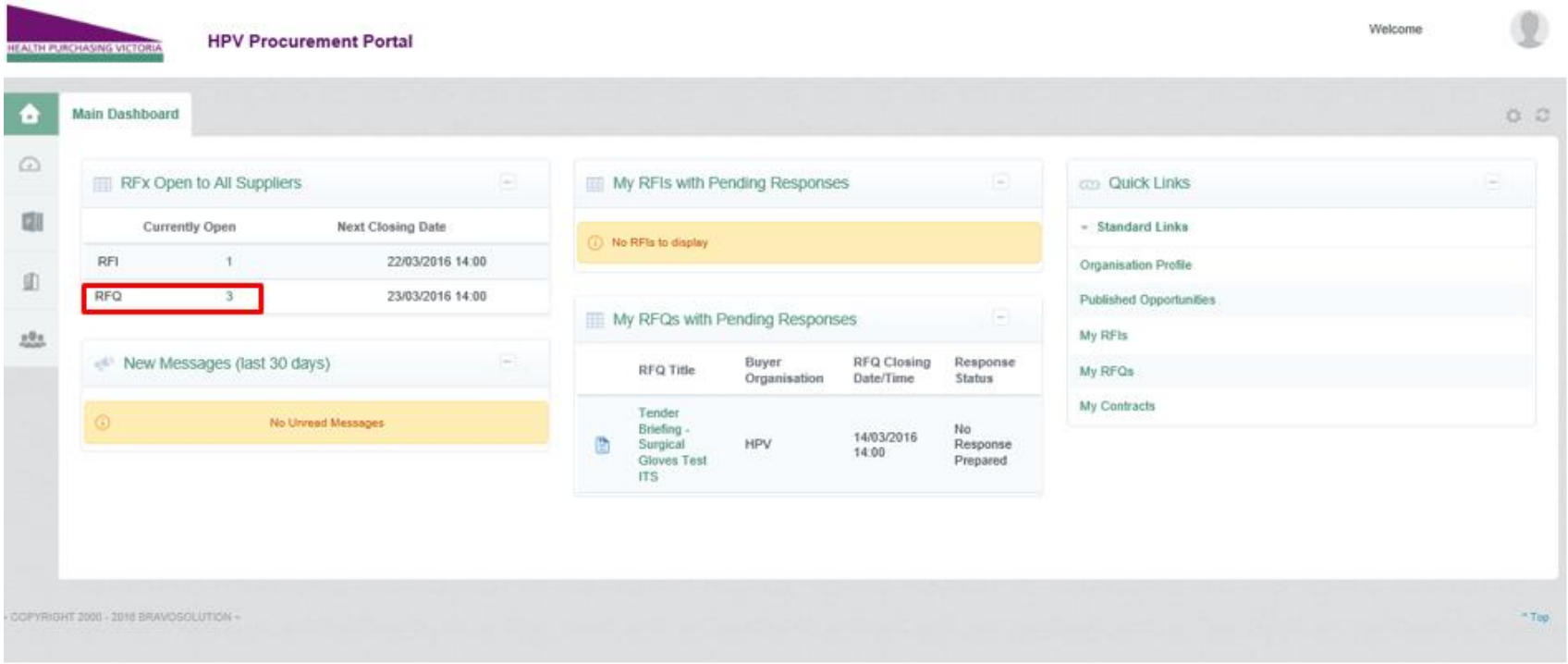


You will be directed to your Dashboard where you can access any open RFQ or edit your personal profile

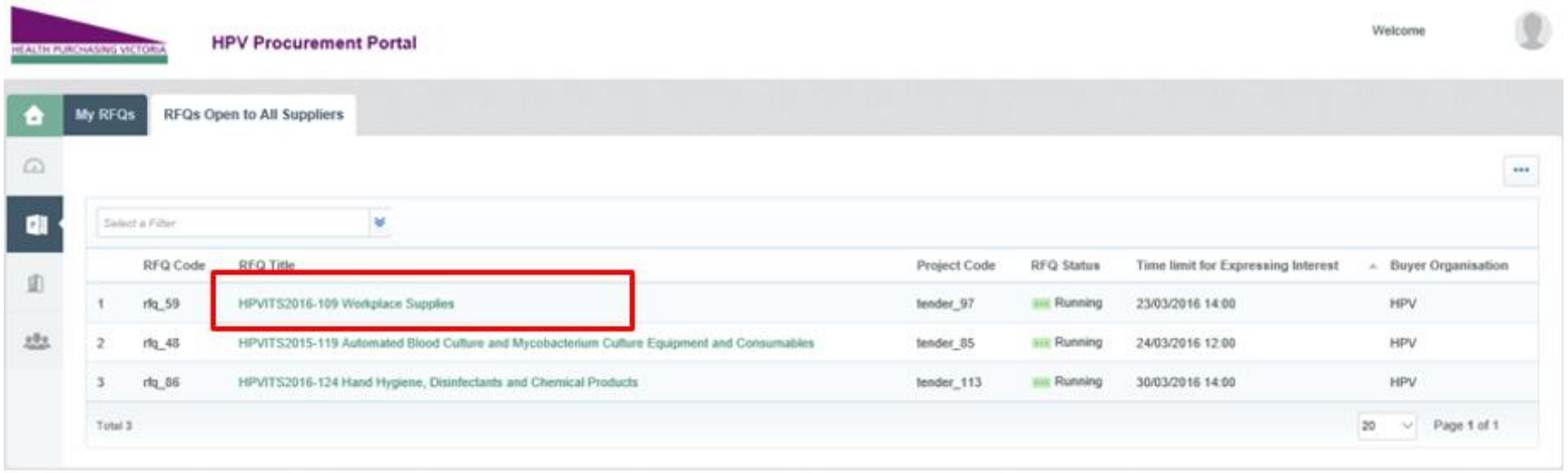


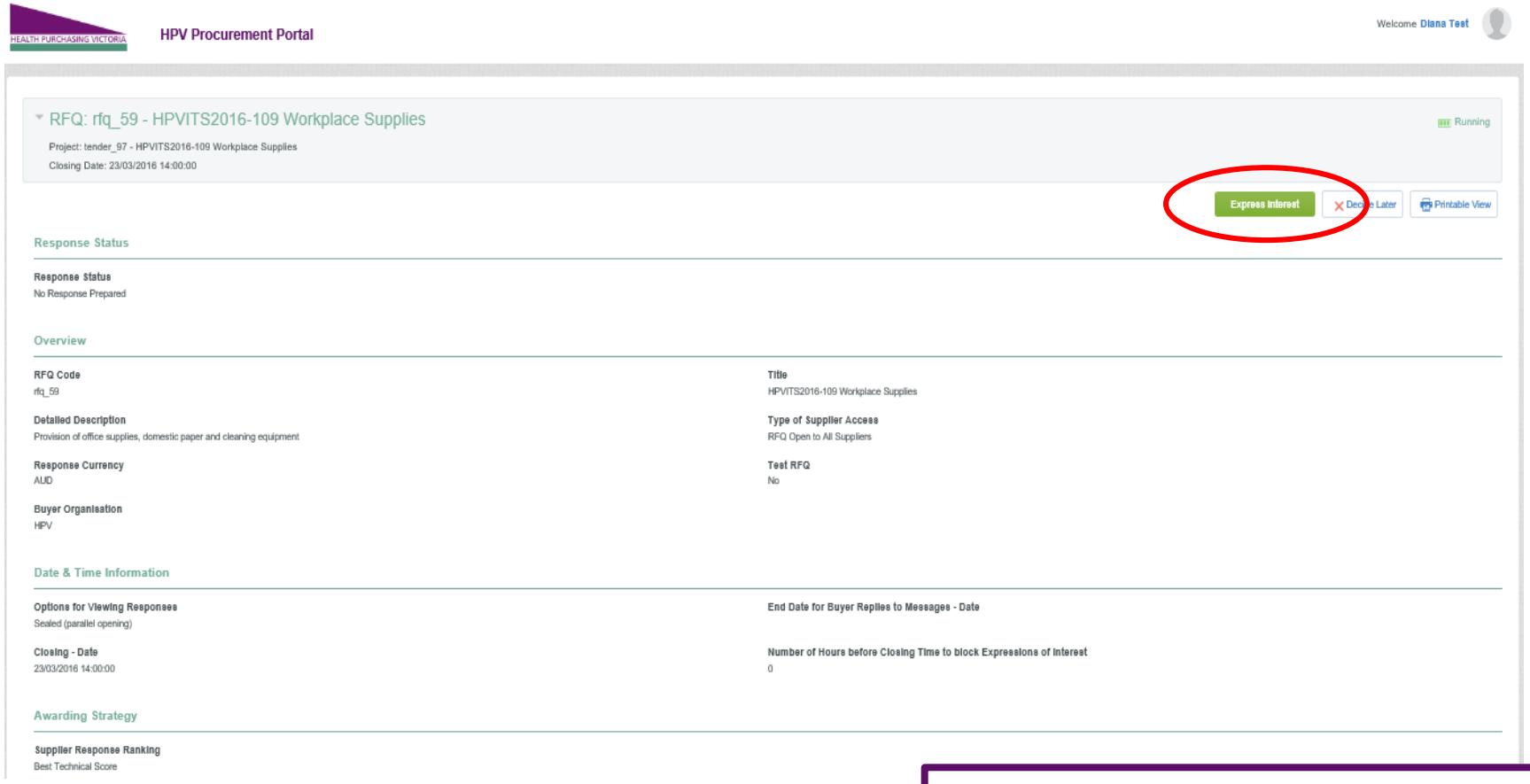
If you are the Super User you will receive all system alerts. You can change or add email addresses using ; to separate

From your Dashboard click on the ‘RFQ’ line within the ‘RFx Open to All Suppliers’



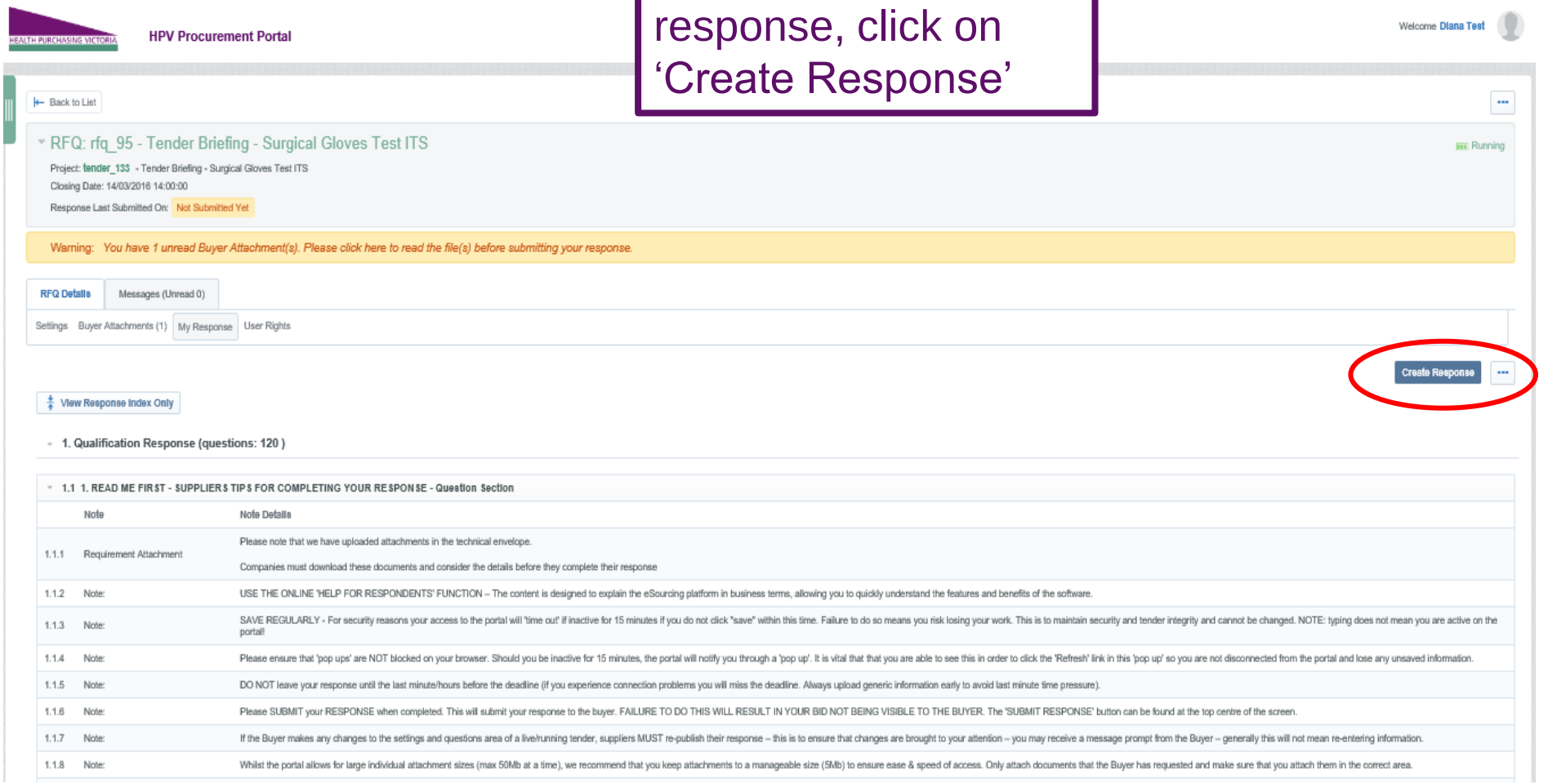
Select the tender you would like to express interest in



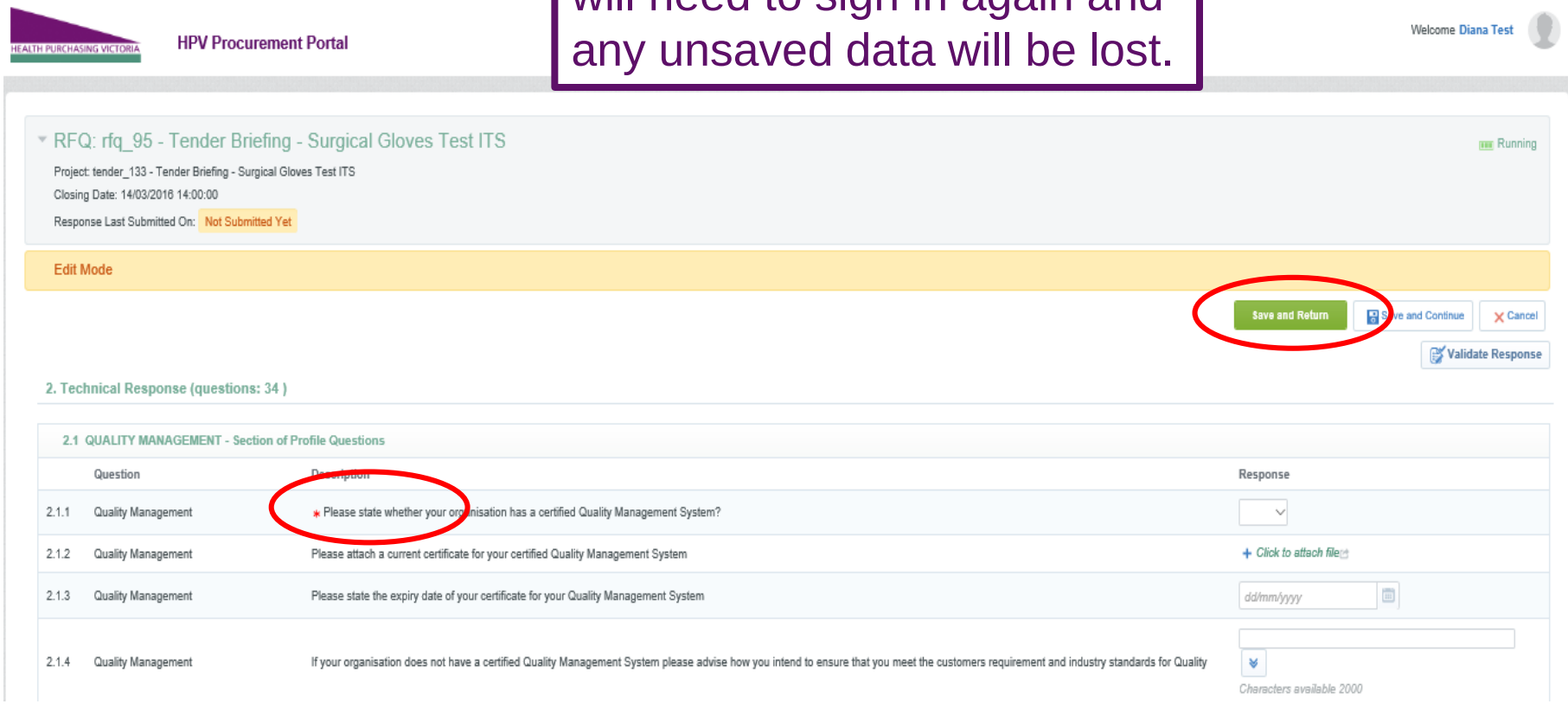


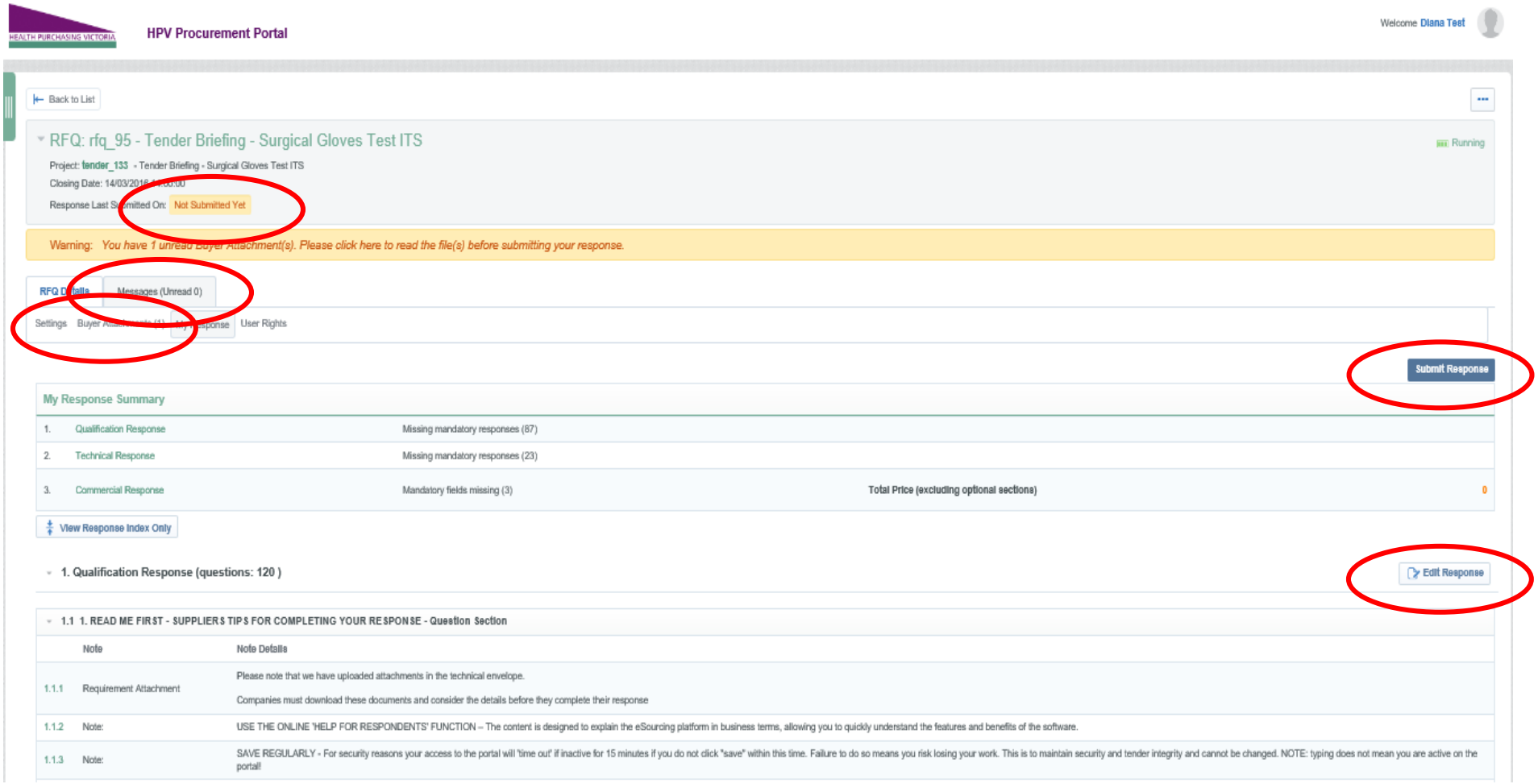
Click on ‘Express Interest’. This is the only way to access the event.

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

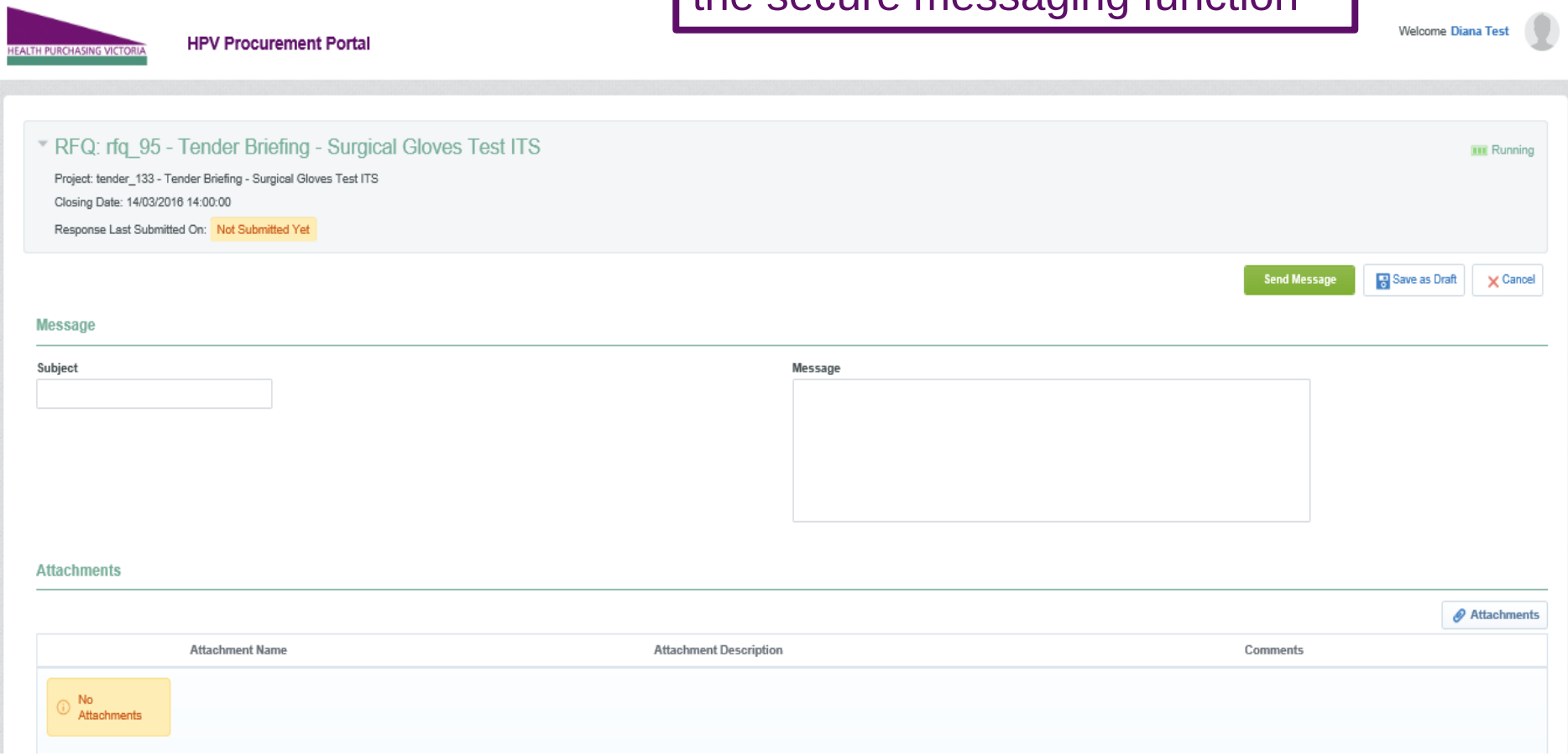


Make sure you save regularly. If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.

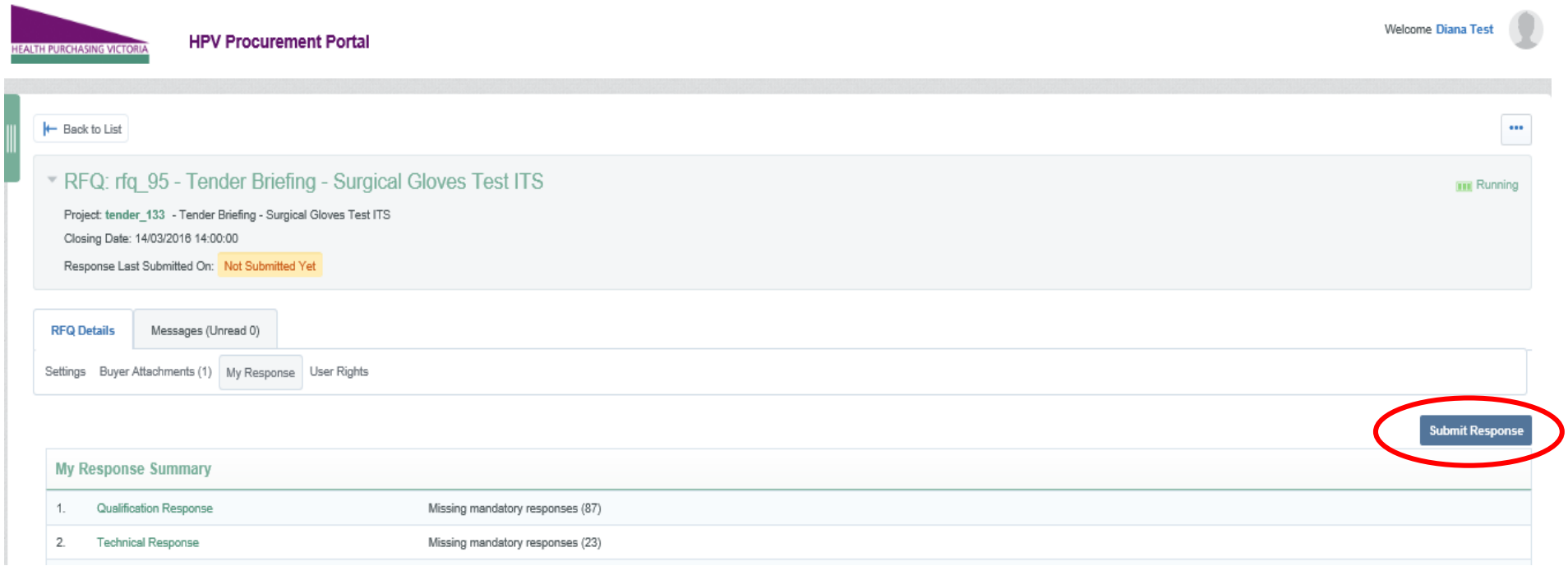



HEALTH PURCHASING VICTORIA
HPV Procurement Portal
Welcome Diana Test
Back to List
RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS
Running
Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016
Response Last Submitted On: Not Submitted Yet
Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.
RFQ Details
Messages (Unread 0)
Settings
User Rights
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
1. Qualification Response (questions: 120)
Edit Response
1.1 1. READ ME FIRST - SUPPLIERS 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!

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



Once complete ensure you click ‘Submit Response’ - You will be unable to submit a response if there are any mandatory fields outstanding



Tips for Responding

- Do not assume your company is known or well known by the evaluators 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
- Submit early – you can overwrite your information up to the time of closing. **Late tenders may only be accepted under the late tenders clause of the ITS conditions**
- 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.