

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*

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

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.

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](#)



	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

My RFIs with Pending Responses

No RFIs to display

My RFQs with Pending Responses

No RFQs to display

- ### Quick Links
- Standard Links
 - Organisation Profile
 - Published Opportunities
 - My Auctions
 - My RFIs
 - My RFQs
 - My Contracts

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

▼ User: Sandra Ireland

Role: Super User (with some Redefined Rights)

Division: Division

Save

Cancel

User Details

* Last Name	<input type="text" value="Ireland"/>
* First Name	<input type="text" value="Sandra"/>
User Status	Active
User Tag for Codes	<input type="text"/>
* Email	<input type="text" value="s.ireland@hpv.org.au"/>
* Telephone Number	<input type="text" value="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.	<input type="text" value="+610409050188"/>
Division Name	Division
Department	<input type="text" value="---"/> ▼
Role Name	Super User
* Choose your Username and check it is not already in use	<input type="text" value="s.ireland@hpv.org.au;sales@hpv.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

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

HPV Procurement Portal

Welcome

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

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Top

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 several 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 the title 'HPVITS2016-109 Workplace Supplies', is highlighted with a red box. Below the table, there is a 'Total 3' summary and a pagination control showing '20' items per page and '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

Total 3

20 Page 1 of 1



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

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'

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RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Running

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](#)

[Create Response](#) 

[View Response Index Only](#)

1. Qualification Response (questions: 120)

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 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.

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.



RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Running

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

Save and Return

Save and Continue

Cancel

Validate Response

2. Technical Response (questions: 34)

2.1 QUALITY MANAGEMENT - Section of Profile Questions

Question	Description	Response
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 advise how you intend to ensure that you meet the customers requirement and industry standards for Quality

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RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Running

Project: **tender_133** - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2018 17:00:00

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](#) [My Response](#) [User Rights](#)

[Submit Response](#)

My Response Summary

1.	Qualification Response	Missing mandatory responses (67)	
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. 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!

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



RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

Running

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

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

Response Last Submitted On: Not Submitted Yet

Send Message

Save as Draft

Cancel

Message

Subject

Message

Attachments

Attachments

Attachment Name

Attachment Description

Comments

No Attachments

Once complete ensure you click 'Submit Response' -
You will 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

 Running

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](#)

[Submit Response](#)

My Response Summary

1.	Qualification Response	Missing mandatory responses (87)
2.	Technical Response	Missing mandatory responses (23)

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.