

# Supplier Briefing

HPVITS2019-058.009 Pharmaceutical Products and IV Fluids  
Supplementary Tender 009

Presented by Robert Luong

Note: These slides and any questions/responses raised will be de-identified and made available to all potential Respondents via the HSV website and Procurement Portal.

# Agenda

## HSV Overview

### **HPVITS2019-058.009 Pharmaceutical Products and IV Fluids Supplementary Tender 009 Details**

- Two Stage Engagement
- Objectives
- Proposed Scope
- RFQ Features
- Tentative Timeline
- Distributors
- KPIs and Reporting
- Part 7: Forms
- Part 7: Tender Response Worksheet (TRW)
- Evaluation & Approval

## **HSV Procurement Portal**

## **Tips for Responding**

## **Next Steps**

# HealthShare Victoria

## Our purpose

- HSV is an independent public sector and commercially oriented supply chain, procurement and corporate services organisation.
- HSV partners with public health services and suppliers to deliver significant public health system benefits including consistent access to goods, improved quality of care and substantial savings, helping to deliver better healthcare for all.

## Our core functions

- Manage a state-wide supply chain for medical consumables, including PPE
- Coordinate state-wide strategic procurement
- Deliver more efficient corporate services

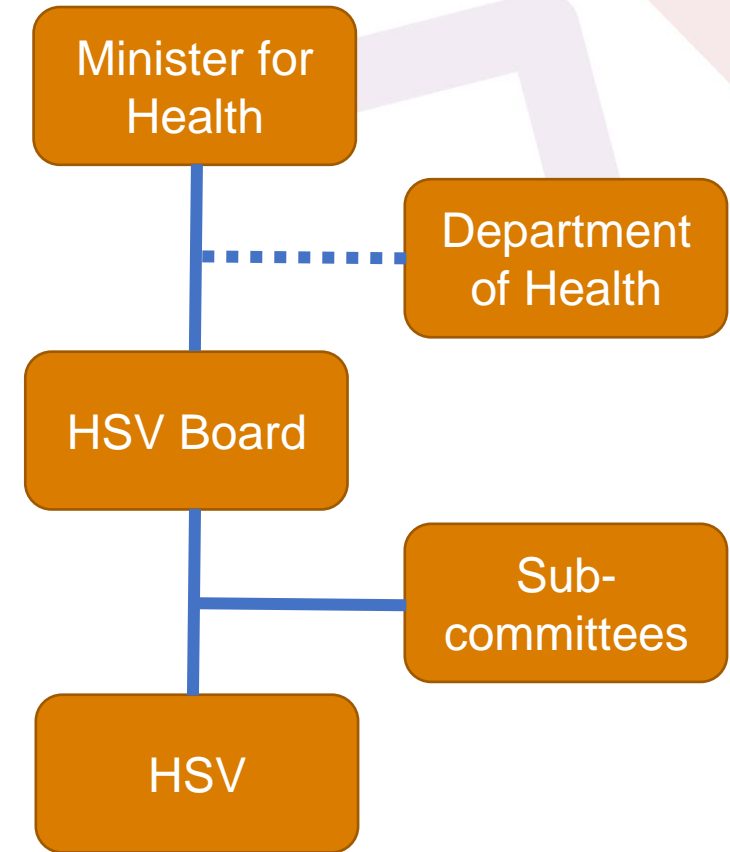
## Our vision

- We help to deliver safe, affordable and sustainable healthcare.



# HSV Organisation

- Independent statutory authority funded by the Department of Health
- Established on 1 January 2021, HSV brings the former Health Purchasing Victoria's existing functions and major supply chain assets under single management
- Receives legislative support to establish whole of health contracts
- Processes based on the Victorian Government Procurement Board's Strategic Sourcing Principles



# HSV Objectives

- Facilitate access by public hospitals and health services to goods, services and equipment on best-value terms
- Combine the collective purchasing power of more than 80 legal entities to establish whole-of-health contracts
- Foster supply chain and process improvement, through developing relationships with suppliers and health services
- Ensure probity is maintained in purchasing, sourcing and contracting activities

# Victorian health suppliers minimum standards



- **Therapeutic Goods**
  - TGA approved and ARTG registered
- **GS1 data standards**  
(NPC contract compliance obligation)
- **Recall Health**  
(contract compliance obligation)

# Supplier Code of Conduct

The Victorian State Government is committed to ethical, sustainable and socially responsible procurement.

In ensuring that our suppliers maintain the same values as the Government, the State has established a [Supplier Code of Conduct](#).

The Code outlines minimum ethical standards in behaviour that suppliers will aspire to meet when conducting business with, or on behalf of, the State:

- integrity, ethics and conduct
- conflict of interest, gifts, benefits and hospitality
- corporate governance
- labour and human rights
- health and safety
- environmental management

**It is a mandatory requirement that you understand and acknowledge commitment to the code, and ensure it is understood by related parties, contractors and sub-contractors if awarded.**

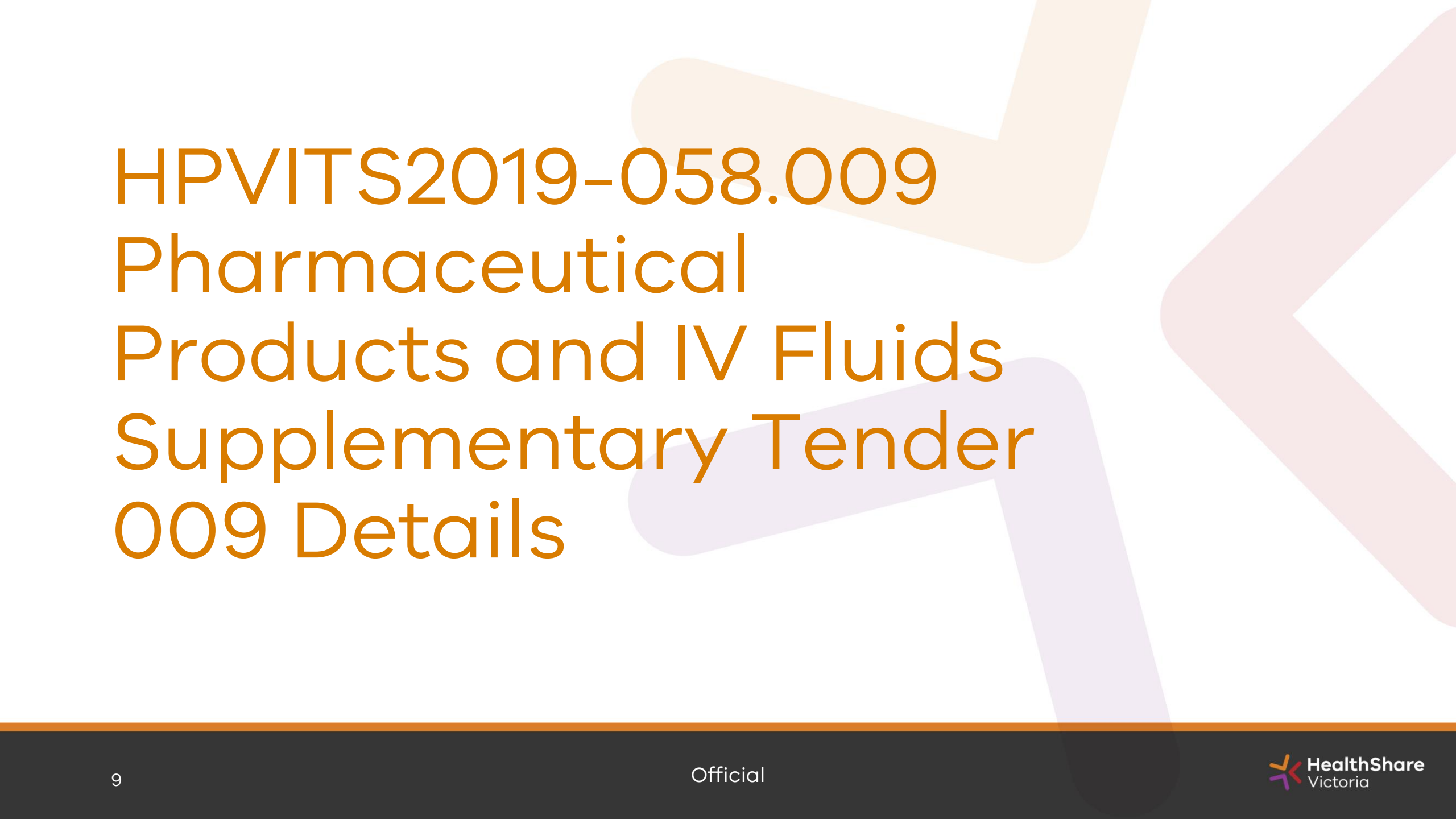
# Local Jobs First

Through its Local Jobs First policy, the Victorian Government is committed to improving opportunities for local suppliers to create more new jobs and grow the economy.

The policy is to ensure that small and medium size enterprises (SMEs) are given a full and fair opportunity to compete for government contracts, such as hospitals, schools and road projects, while still achieving value for money.

## What you need to know

- The Industry Capability Network (ICN) can assist you in documenting your Local Industry Development Plan (LIDP)
- Access the VIPP Management Centre (VMC) via this [link](#)
- **Give yourself time to develop your LIDP for submission**
- LIDPs will be evaluated as part of our assessment of Value for Money
- **LIDP outcomes will need to be reported to HSV**



# HPVITS2019-058.009 Pharmaceutical Products and IV Fluids Supplementary Tender 009 Details

# Two Stage Engagement

## 1) Stage 1 of 2 – Request for Information (RFI)

- Invite Responses for the purposes of assessing supplier capability, capacity and suitability prior to participation in Stage 2 of 2 Request for Quotation.
- Respondents must submit an RFI Response (including LIDP) in order to have their RFQ Response evaluated

## 2) Stage 2 of 2 – Request for Quotation (RFQ)

- Invite Responses for the purposes of establishing on behalf of Participating Health Services the offer which represents the best value for money
- Full commercial offer to be based on TRW submission, any proposed value adds and information provided in the commercial section submission of the RFQ.

# Objectives

- Facilitate access by public hospitals and health services to the scope of this supplementary tender on best value terms
- Create efficiency in tendering and category management
- Transparent and efficient bidding process
- Develop supplier relationship management
- Ensure that probity is maintained in purchasing, sourcing and contracting

# Proposed Scope

- **Scope of this ITS :**  
(i) Includes Pomalidomide as detailed in the table below:

Category Number	Category Name	Subcategory Number	Subcategory Name
538	Pomalidomide	538.01	POMALIDOMIDE 1MG CAPSULE 14
		538.02	POMALIDOMIDE 1MG CAPSULE 21
		538.03	POMALIDOMIDE 2 MG CAPSULE 14
		538.04	POMALIDOMIDE 2 MG CAPSULE 21
		538.05	POMALIDOMIDE 3 MG CAPSULE 14
		538.06	POMALIDOMIDE 3 MG CAPSULE 21
		538.07	POMALIDOMIDE 4 MG CAPSULE 14
		538.08	POMALIDOMIDE 4 MG CAPSULE 21

(ii) Does not include Patients admitted to Participating Health Services on existing non-awarded pomalidomide therapy, at the sole discretion of the Participating Health Service, deemed unsuitable to transition to awarded Good(s) during that episode of inpatient admission.

# RFQ Features

- **Aligned to the HPVC2019-058 Pharmaceutical Products and IV Fluids contract**
- **Term:** Current term ends 29 January 2024, with one two year Option Period remaining (i.e. 1 x 2 years)
- **Pricing Structure:** One fixed contract price
- **Value-adds:**
  - Outline the provision of any value-adds as part of RFQ Response
  - **Include an estimate of the annual financial benefits** delivered to VIC health services, including explanations and calculations of this figure was derived
  - HSV reserves the right to validate and amend, if incorrect, the proposed calculations and estimated annual financial benefits

# Tentative Timeline

Key Activities	Date
Industry Briefing Session	TBC – Bookings with each supplier
Stage 1: RFI – Release Date	Monday 29 August 2022
Stage 1: RFI – Last date for RFI questions	Wednesday 7 September 2022
Stage 1: RFI – Closing Date and time	Tuesday 4 October 2022 14:00 AEDT
Stage 2: RFQ – Release Date, Last date for RFQ questions, Closing Date and time	Please refer to updated Indicative Timetable in the ITS Goods Document provided to Respondents.
Respondents advised of outcome	
Agreement Commencement Date	

# Distributors

## **Respondents nominating Distributors must:**

- Provide HSV with a copy of the nomination letter
- 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
- Sales reports
- Correct invoice pricing

# KPIs and Reporting

## **Reporting:**

- Sales reports
- Inventory reports
- Failure to supply report
- HPV Stock Reporting Portal

## **KPIs:**

- DIFOT-Q: 98%
- Fill rate
- Variations to products pre-approved: 100%
- Sales and stock reports on-time: 95%
- Maintenance of products on NPC: 100%
- Recall Health: 'Live' by 3 months after contract start
- % of Out of Stock Days: Less than or equal to 2%



# Part 7: Forms

- **Statutory Declaration** – ensure signed by a director or partner and witnessed by a suitably authorised witness Response to Offer
- **Supplier Code of Conduct** – ensure signed by a director or duly authorised representative
- **Response to Offer** – ensure signed by a director or duly authorised representative

**Please ensure forms are completed correctly prior to submission in the RFQ**

# Part 7: Tender Response Worksheet (TRW)

- Tender Response Worksheet contains detailed information on the products
- Used for product evaluation in this tender and to submit pricing
- Used to create the future pricing schedule for participating health services (PHS)
- Used to add Referee information for new products

## Instructions for completion

- Complete **all** requested information
- Find the subcategory for your product
- Do not add columns
- Provide responses in the requested format
- **Comments/Additional Features** (Column BC)

# Part 7: Tender Response Worksheet (TRW)

## Date Integrity of the TRW

- Poor quality information will be returned for correction:
  - UNSPSC (at least to class level xx xx xx 00) - prefilled
  - UOM descriptor must be reflective of GS1 Packaging Type descriptor (e.g. 'carton' not 'sleeve')
  - ARTG must have a number or be listed as EXEMPT
  - Country of Manufacture must be populated and reflective of GS1 code lists
  - Ordering part numbers must be complete
- **This is not an opportunity to review your price – ensure it is correct (and the Net Content is correct) at time of submission**
- Any delay in the evaluation process due to poor quality data may result in HSV deeming your response non-complying and set it aside from further evaluation

# Evaluation & Approval

Business	Product	Financial	Approval
<ul style="list-style-type: none"><li>• Check for complying submissions</li><li>• Category Manager evaluates responses against criteria</li></ul>	<ul style="list-style-type: none"><li>• ERG evaluates clinical acceptability of products</li><li>• PRG user testing of RDP^ and outcomes provided to ERG for consideration as part of the clinical and operational considerations</li></ul>	<ul style="list-style-type: none"><li>• Category Manager and ERG complete financial evaluation and develop sourcing recommendation</li></ul>	<ul style="list-style-type: none"><li>• ERG identifies risk and endorses recommendation</li><li>• CEO approval</li></ul>

^Restricted Distribution Program (RDP) refers to the software or platform, approved as part of the Pomalidomide Risk Management Plan (RMP), at the time of registration on the Australian Register of Therapeutic Goods (ARTG). Also commonly referred to as a Pregnancy Prevention Program (PPP).

# Evaluation & Approval

- **Award: Strong preference for a sole supply basis, to the product that best meets the Participating Health Service needs and offers overall best value.**
- **Evaluation:** will take into consideration value for money score, clinical considerations, supply chain, operational capability and efficiencies, product details and full commercial offer including any additional value adds.
- **Transition period (if applicable):** Participating Health Services may transition to the awarded Good(s) over the course of up to 3 months from contract commencement, and/or for up to 3 months from acceptance of care for transferred patients from another institution.  
Patients on therapy prior to contract commencement and/or transferred from another institution on a non-awarded product, that are deemed clinically unsuitable to transition, must transition to the awarded Good(s) as soon as considered clinically suitable.

# HSV Procurement Portal

# Procurement Portal

Tender document download, tender related questions, and tender submission from the HSV Procurement Portal ONLY

Register/Access at [healthsharevic.org.au](https://healthsharevic.org.au)

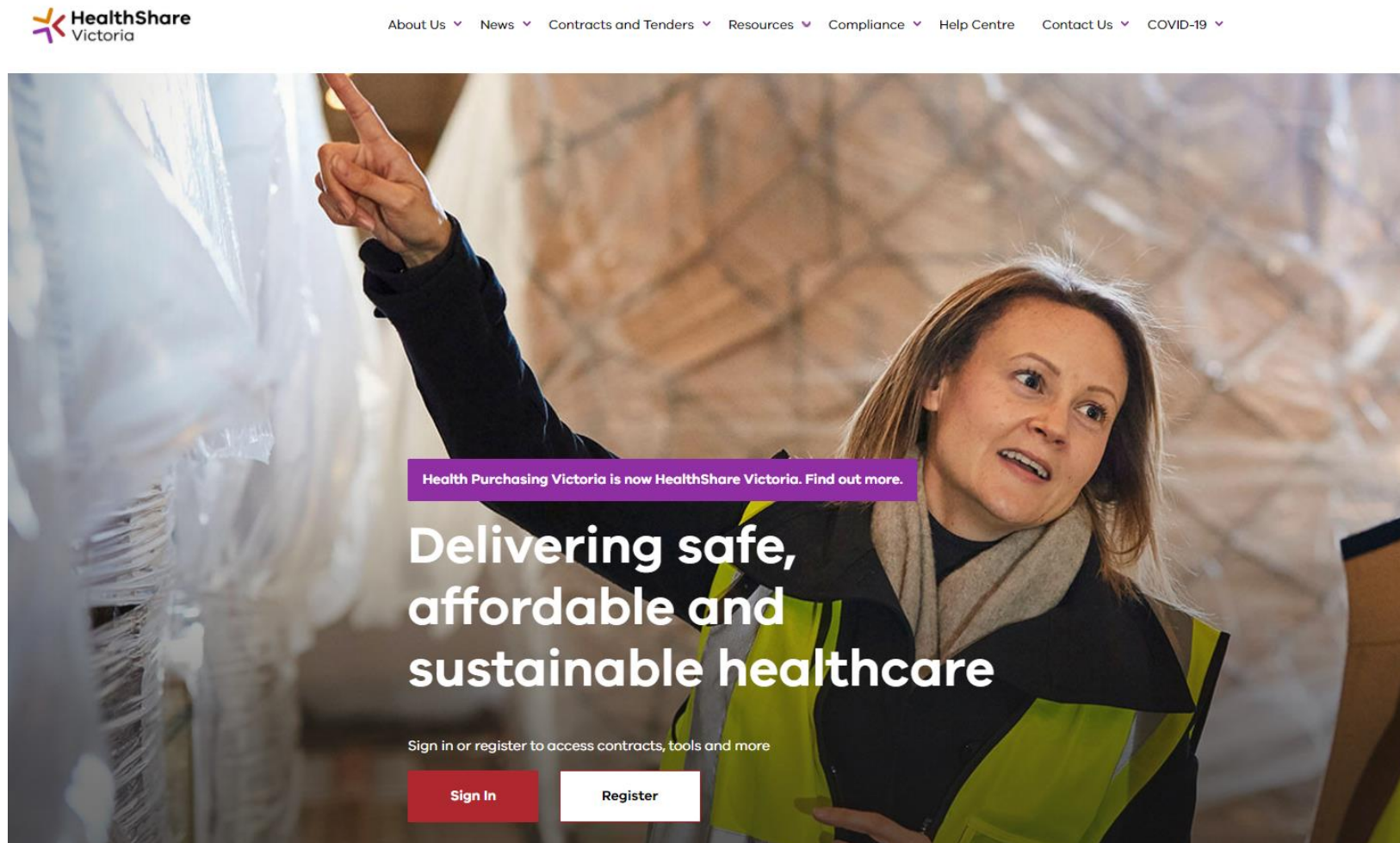
Each HSV Procurement Portal company account has one superuser responsible for managing subusers, including visibility of the EOI documentation

Technical Issues? Contact HSV Procurement Portal (Jaggaer)

Customer Support

Ph: 02 8074 8627 [customersupport@jaggaer.com](mailto:customersupport@jaggaer.com)

**New User?** Go to [healthsharevic.org.au](https://healthsharevic.org.au) and click *Register*



# Register

Welcome to HealthShare 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 HSV for assistance.

ABN or ACN (required)

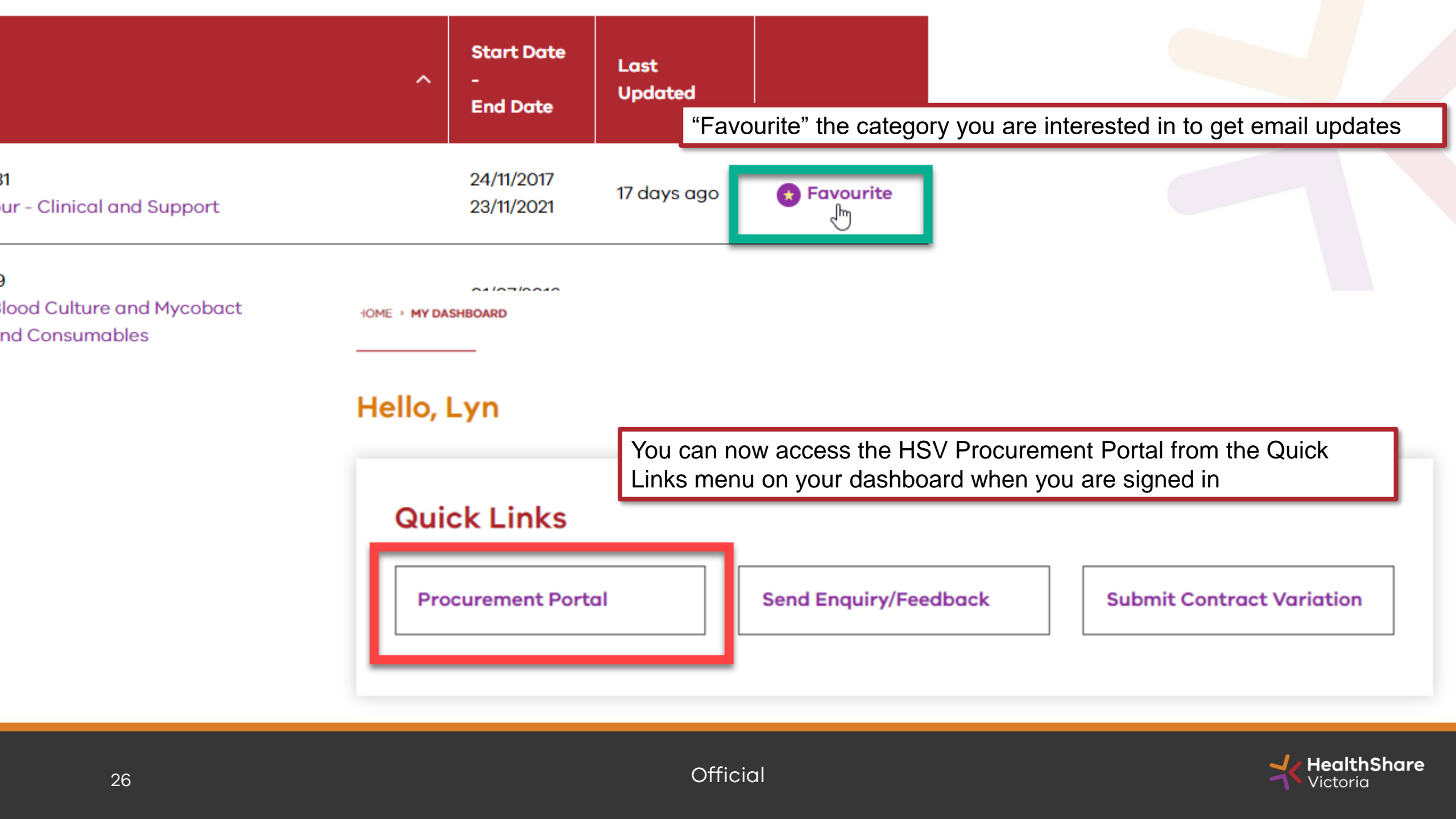
Please use your company's ABN or ACN number. No spaces, comma, or dash. Example format: 00123456789

Next

## To create your account:

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

**Complete your registration** and you will receive a new account email with a password setup link



Start Date  
-  
End Date

Last  
Updated

“Favourite” the category you are interested in to get email updates

ur - Clinical and Support

24/11/2017  
23/11/2021

17 days ago

★ Favourite

lood Culture and Mycobact  
and Consumables

HOME > MY DASHBOARD

Hello, Lyn

You can now access the HSV Procurement Portal from the Quick Links menu on your dashboard when you are signed in

### Quick Links

Procurement Portal

Send Enquiry/Feedback

Submit Contract Variation

You will be directed to the Procurement Portal where you can access any open RFx or edit your personal profile

Main Dashboard

My Running Surveys

No Scorecards to display

New Messages (last 30 days)

No Unread Messages

My RFQs with Pending Responses

No RFQs to display

RFx Open to All Suppliers

Currently Open		Next Closing Date
RFI	2	15/01/2021 14:00
RFQ	2	13/01/2021 23:59

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

[My Contracts](#)

[Projects](#)

[My RFIs](#)

[My RFQs](#)

[Profile](#)

Custom Links

-  **Note:** RFI and RFQ will both be utilising the RFQ template for notification. The relevant activity will be correctly titled e.g. 'HPVITS2019-058.009 Pharmaceutical Products and IV Fluids Supplementary Tender 009 – Non-Incumbents – Request for Information (Stage 1 of 2)'

If you are the Super User you will receive all system alerts.  
Add additional contact email addresses to yours using ; as a separator.

User:

Division: Division

Active

Save

Cancel

### User Details

* Last Name	<input type="text" value="Smith"/>
* First Name	<input type="text" value="Jane"/>
User Status	Active
User Tag for Codes	<input type="text"/>
* Email	<input type="text" value="j.smith@example.com"/>
* Telephone Number	<input type="text" value="01557330165"/>
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="+61410000000"/>
Division	Division
Department	<div>...</div>
Role	
Username	3m australia
* Preferred Language	<div>English (UK)</div>
* Time Zone	<div>(GMT +10:00) Sydney, Canberra, Melbourne</div>

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

Main Dashboard

My Running Surveys

No Scorecards to display

New Messages (last 30 days)

No Unread Messages

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RFx Open to All Suppliers

Currently Open

Next Closing Date

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My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

[My Contracts](#)

[Projects](#)

[My RFIs](#)

[My RFQs](#)

[Profile](#)

Custom Links

Select the tender you would like to express interest in



My RFQs

RFQs Open to All Suppliers


Enter Filter (type to start search)



	Code	Title	Project Code	Time limit for Expressing Interest	▲ Status
1	rfq_978	BRHS Kitchen Asset Upgrade	tender_7531	13/01/2021 23:59	Running
2	rfq_992	ITS2020-071 Rehab Supply Services	tender_9530	25/01/2021 15:00	Running
Total 2					

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

▼ RFQ: rfq\_992 - ITS2020-071 Rehab Supply Services

 Running

Project: tender\_9530 - ITS-2020-071- Rehab Supply Services

Closing Date: 25/01/2021 15:00:00

[Express Interest](#)

[✕ Decide Later](#)

[Printable View](#)

### Response Status

#### Response Status

No Response Prepared

### Overview

#### Code

rfq\_992

#### Description

#### Title

ITS2020-071 Rehab Supply Services

#### Supplier Access

RFQ Open to All Suppliers

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

[← 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 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](#)

**Create Response**

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.

## 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

Project: tender\_133 - Tender Briefing - Surgical Gloves Test ITS

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

Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and ReturnSave and ContinueCancelValidate 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



A screenshot of the 'My Responses' section in the 'My Progress' area. It shows a table with columns for 'Question', 'Status', and 'Response'. The 'Response' column contains a 'Submit Response' button, which is circled in red.



A screenshot of the Canvas LMS interface showing a red oval highlighting the 'Edit Response' button. The button is located in the top right corner of the response area and contains a pencil icon and the text 'Edit Response'.

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

▼ 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

Running

Send Message

Save as Draft

Cancel

Message

Subject

Message

Attachments

Attachments

Attachment Name	Attachment Description	Comments
No Attachments		

[← Back to List](#)



Once complete **ensure you click 'Submit Response'**  
You can't submit if there are mandatory fields outstanding.

Running

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](#)

**Submit Response**

### My Response Summary

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

Note that responses – including pricing – are sealed until tender close.  
Your response is locked and inaccessible to the buyer until then.

Page Last Refreshed: 03:35 WET - Western Europe Time

**HealthShare Victoria**

If you are in Australia  
If you are outside of Australia, please [click here](#) for Email: custo

1 Sourcing

2 RFQs

3 My RFQs

4 Response Status

Response Submitted To Buyer

			Status	Response Status	Buyer Organisation
1	rfq_360	tender_567	21/05/2021 05:00	Running	

Total 1

To confirm that your response has been submitted, check that "My RFQs" shows "Response Submitted to Buyer" for that ITS.

Page Last Refreshed: 03:33 WET - Western Europe Time DST

**HealthShare Victoria**

Back to List

RFQ: rfq\_360 - RP RFQ 03 Jan 2020 2

Project: tender\_567 - R Proj (Re-sourcing 23-01-2018)

Closing Date: 21/05/2021 05:00:00

Response Last Submitted On: 19/05/2021 03:20:02

Pages (Unread 0)

Attachments (5) My Response Associated Users

Clicking on that RFQ shows when you last submitted

# 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 submissions can only be accepted if they meet the strict conditions of the *ITS Late Responses* clause
- Multiple users working on a submission can cause errors and delays. It is strongly recommended that only one user be logged on at one time to work on a submission.

# Next Steps

- RFI available for download on 29 August 2022 via the HSV Procurement Portal
- RFI closes 2PM AEDT, Tuesday 4 October 2022.
- All Questions should be submitted via the secure messaging function after RFI open.
- RFQ availability and closing dates to be confirmed in the updated ITS Goods Document. Respondents notified.
- Authorised contact:

Robert Luong, Category Manager

HealthShare Victoria

[r.luong@healthsharevic.org.au](mailto:r.luong@healthsharevic.org.au)

# Questions?

Note: These slides and any questions/responses raised will be de-identified and made available to all potential Respondents via the HSV website and Procurement Portal.