



Official

Supplier Briefing

HPVITS2019-058.016 Pharmaceutical Products and IV Fluids
Supplementary Tender 016

Presented by Stanley Saw

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 Requirements

HPVITS2019-058.016 Pharmaceutical Products and IV Fluids Supplementary Tender 016 Details

- Two Stage Engagement
- Objectives
- Proposed Scope
- RFQ Features
- Tentative Timeline
- Distributors
- KPIs and Reporting
- Part 7: Forms
- Part 7: Product Information
- Part 7: Commercial Offer Worksheet
- 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.
- A full list of Public hospitals and health services will be made available as part of the ITS documents (Part 6 – Reporting Guidelines). The list will also include eligible health services which have applied for access to the HPVC2019-058 contract.

Our core functions

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

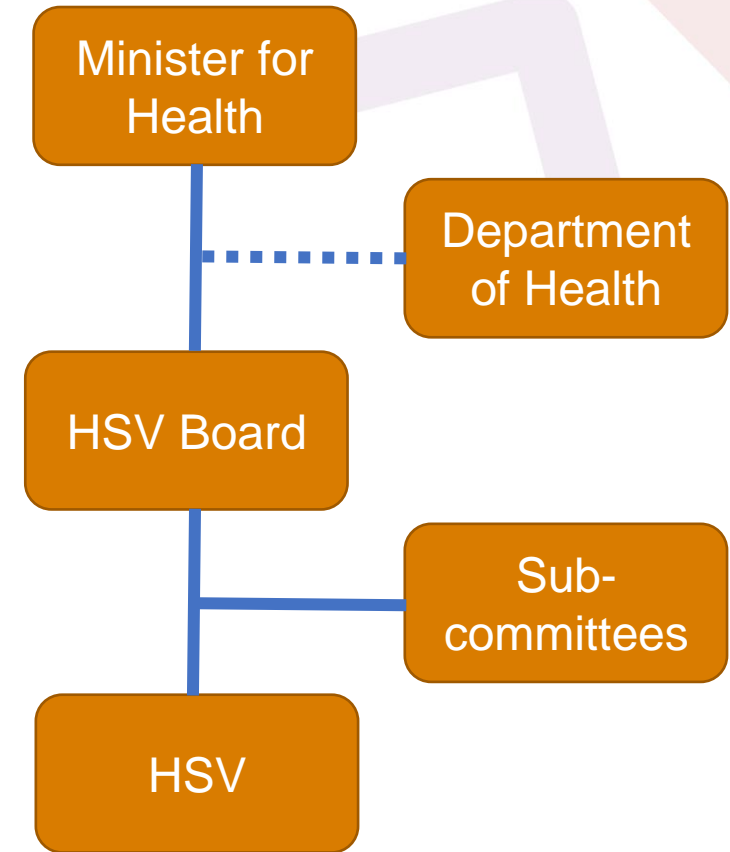
Our vision

- 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



Australian Government
Department of Health
Therapeutic Goods Administration



- **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**
- **Respondents are required to lodge a LIDP by the close of the RFI**
- LIDPs will be evaluated as part of our assessment of Value for Money
- **LIDP outcomes will need to be reported to HSV**



HPVITS2019-058.016 Pharmaceutical Products and IV Fluids Supplementary Tender 016 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 (including product specific information) 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 Commercial Offer Worksheet 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 Sugammadex as detailed in the table below:

Category Number	Category Name	Subcategory Number	Subcategory Name
556	Sugammadex	556.01	SUGAMMADEX 200 MG/2 ML INJECTION, AMPOULE/VIAL 2 ML
		556.02	SUGAMMADEX 500 MG/5 ML INJECTION, AMPOULE/VIAL 5 ML



RFQ Features

- **Aligned to the HPVC2019-058 Pharmaceutical Products and IV Fluids contract**
- **Term:** current period ending 29 January 2026
- **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

Indicative Timeline

Key Activities	Date
Industry Briefing Session	Wednesday 20 September 2023
Stage 1: RFI - Release Date	Thursday 28 September 2023
Stage 1: RFI - Last date for RFI questions	Thursday 26 October 2023
Stage 1: RFI – Closing Date and time	Friday 27 October 2023 14:00 AEDT
Stage 2: RFQ – Release Date	Monday 20 November 2023
Stage 2: RFQ – Last date for RFQ questions	Tuesday 28 November 2023
Stage 2: Closing Date and time	Wednesday 29 November 2023 14:00 AEDT
Respondents advised of outcome	Friday 8 December 2023
Agreement Commencement Date	Friday 15 December 2023

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

- **Due in RFI stage:**
 - **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
- **Due in RFQ stage:**
 - **Response to Offer** – ensure signed by a director or duly authorised representative



Part 7: Product information

- **Due in RFI stage**
- Part 7: product information contains detailed information on the products
- Used for product evaluation in this tender
- Used to create part of the future pricing schedule for participating health services (PHS)
- Used to add Referee information for new products
- Poor quality information will be returned for correction

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**

Part 7: Commercial Offer Worksheet

- **Due in RFQ stage**
- Used to submit pricing for products submitted in Part 7: Product Information in RFI
- Used to create part of the future pricing schedule for participating health services (PHS)

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**

Evaluation & Approval

Business	Product	Financial	Approval
<ul style="list-style-type: none">• Check for complying submissions• Category Manager evaluates responses against criteria	<ul style="list-style-type: none">• ERG* evaluates clinical acceptability of products	<ul style="list-style-type: none">• Category Manager and ERG* complete financial evaluation and develop sourcing recommendation	<ul style="list-style-type: none">• ERG* reviews and endorses recommendation• CEO approval

***Reference group members'** identities are confidential. Members consist of pharmacists, senior staff members of pharmacy and clinicians with relevant expertise to the scope of this tender. The Executive Reference Group (ERG) members demonstrate broader clinical, operational and commercial expertise within the scope of this tender.

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:** Participating Health Services may transition to the awarded Good(s) over the course of up to 4 weeks from contract commencement.

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

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

New User? Go to healthsharevic.org.au and click *Register*

HealthShare
Victoria

About Us ▾ News ▾ Contracts and Tenders ▾ Resources ▾ Compliance ▾ Help Centre Contact Us ▾ COVID-19 ▾

Health Purchasing Victoria is now HealthShare Victoria. Find out more.

Delivering safe, affordable and sustainable healthcare

Sign in or register to access contracts, tools and more

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

31 ur - Clinical and Support	24/11/2017 23/11/2021	17 days ago	
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9
lood Culture and Mycobact
nd 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. 'HPVITS2019-058.016 Pharmaceutical Products and IV Fluids Supplementary Tender 016– 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: Active
Division: Division

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="+6141000000"/>
Division	Division
Department	---
Role	
Username	3m australia
* Preferred Language	English (UK) ▼
* Time Zone	(GMT +10:00) Sydney, Canberra, Melbourne ▼

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

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

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'

The screenshot shows a web interface for creating a tender response. At the top, there is a 'Back to List' link. The main heading is 'RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS' with a 'Running' status indicator. Below this, project details are listed: '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'. 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.' Below the warning, there are tabs for 'RFQ Details' (selected), 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'User Rights'. A 'View Response Index Only' link is also present. On the right side, a 'Create Response' button is circled in red. Below this, a section titled '1. Qualification Response (questions: 120)' is expanded to show a '1.1. READ ME FIRST - SUPPLIER'S TIP'S FOR COMPLETING YOUR RESPONSE - Question Section'. This section contains a table of notes.

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 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?	<input type="text"/>
2.1.2 Quality Management	Please attach a current certificate for your certified Quality Management System	+ Click to attach file
2.1.3 Quality Management	Please state the expiry date of your certificate for your Quality Management System	<input type="text" value="dd/mm/yyyy"/> <input type="button" value="📅"/>
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	<input type="text"/> <small>Characters available 2000</small>



← 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**

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

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 HSV 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: 14/03/2016 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		



[← 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.

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

The screenshot shows the HealthShare Victoria Sourcing interface. On the left, a navigation menu is visible with icons for Home, Dashboard, and Users. The menu items are: Sourcing (1), Projects, RFIs, RFQs (2), and Contracts. A sub-menu for RFQs is open, showing: RFQs, My RFQs (3), RFQs Open, and All Suppliers. A table below the menu displays RFQ details. A red box highlights the 'Response Status' column (4) in the table, which shows 'Response Submitted To Buyer' for the selected RFQ.

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

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

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 28 September 2023 via the HSV Procurement Portal
- RFI closes 2PM AEDT, Friday 27 October 2023.
- All Questions should be submitted via the secure messaging function after RFI open.
- Please refer to Tentative timeline for all other relevant dates.
- Authorised contact:

Stanley Saw, Category Manager

HealthShare Victoria

s.saw@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.