



SUPPLIER BRIEFING

RESPIRATORY PRODUCTS

HPVITS2021-015

Tuesday 15th of December 2020

David Nguyen
Category Manager

Agenda

- HPV Overview
- Invitation to Supply (ITS)
 - ITS objectives
 - Scope
 - Contract terms
 - Changes
 - Product categories
 - Tentative timeline
 - Distributors
 - Product references
- Tender Response Worksheet (TRW) Demonstration
- HPV Procurement Portal
- Questions

Industry Briefing Presentation

Will be available on HPV website: Contracts and Documents > Tenders (ITS) > **HPVITS2021-015 Respiratory Products:**

- Industry briefing presentation slides
- Draft Statement of Requirement (SOR)
- Draft changes in category listing

Please ensure to favourite the following cabinet: “HPVITS2021-015 Respiratory Products” to receive updates.

Questions about the industry briefing, draft SOR and draft category listing can be forwarded to D.Nguyen@hpv.org.au and will close **AEST 14:00 on Tuesday 22nd December 2020**. HPV Q&A responses to be posted after this date.

Health Purchasing Victoria

Health Purchasing Victoria (HPV) works in partnership with public hospitals and health services to facilitate large scale tenders and manage common-use contracts on behalf of the State.

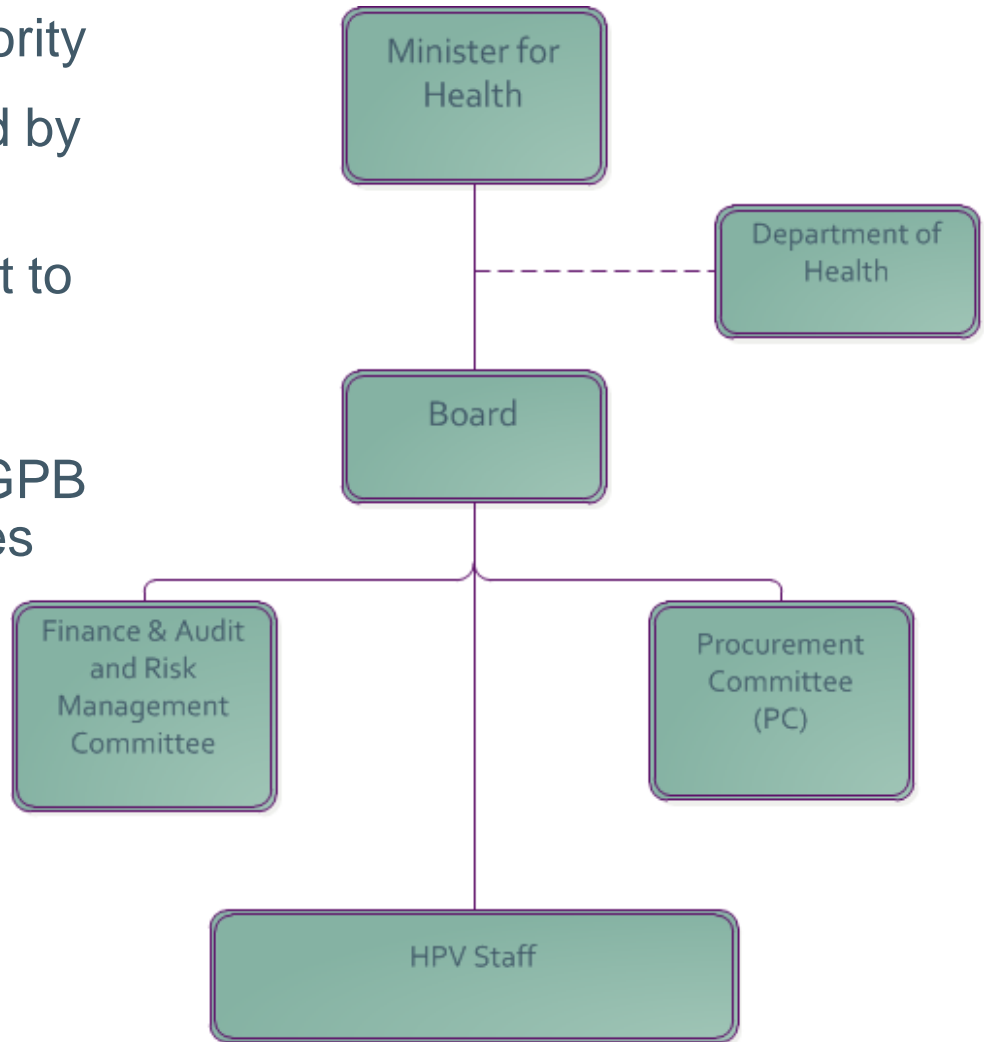
We do this by:

- Partnering with them to organise collective contracts for the things they buy.
- Providing advice and education on how to get their supply chain working at its best.
- Ensuring Victorian Government health purchasing policies are complied with.



HPV Organisation

- Independent statutory authority
- Established in 2001, funded by the Department of Health
- Receives legislative support to establish whole of health contracts
- Processes based on the VGPB Strategic Sourcing Principles



Victorian health suppliers minimum standards



Australian Government
Department of Health
Therapeutic Goods Administration



- Therapeutic Goods – TGA approved
- 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:

- A. integrity, ethics and conduct
- B. conflict of interest, gifts, benefits and hospitality
- C. corporate governance
- D. labour and human rights
- E. health and safety
- F. 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.

Industry Capability Network Victoria (ICN)

Local Jobs First Policy requirement for this ITS

If Respondent progress through to the final stages of the tender evaluation, under the direction of HPV, Respondent must prepare a Local Industry Development Plan (LIDP) in accordance with the LJJF Policy and Guidelines.

What you need to know

- The Industry Capability Network (ICN) can assist you in documenting your Local Industry Development Plan (LIDP).
Contact Number 03 9864 6700. Email: info@icnvic.org.au
- The LIDP template is now done online and can be completed and submitted through Industry Capability Network (Victoria) Victorian at <https://icn.org.au/Victoria>.

Modern Slavery

The Australian Government is taking a global leadership role in combating modern slavery. The *Modern Slavery Act 2018* (Cth) established a national Modern Slavery Reporting Requirement, which applies to several health services.

To support health services in addressing the risks of modern slavery in their supply chains, HPV has introduced a new modern slavery clause into its agreements.

What you need to know

- The new clauses are designed to facilitate structured engagement on modern slavery.
- HPV aims to assist health services to work collaboratively with suppliers to address modern slavery risks in health service supply chains.

INVITATION TO SUPPLY (ITS)

ITS Objectives

- Achieve Best Value for Money
- Create efficiency in tendering and category management through use of the National Product Catalogue
- Transparent and efficient bidding process
- Develop supplier relationship management

Scope

The scope of this ITS includes:

Respiratory products and patient circuits used in most clinical settings, including:

- all critical care areas, from neonate to adult
- Anaesthetics
- general wards and departments

Contract Terms

Term:

- 2-year principal period with 2 X 2-year option (2+2+2)

Pricing Structure:

- Fixed based pricing with volume pricing

Award:

- Put your best base price forward. The evaluation committee will only see the base UOM (e.g. the box or carton) for evaluating value for money.
- HPV reserves the right to enter direct negotiations with suppliers

Changes

Since the last market attempt in 2019, the following tendering terms and procedures have changed:

- 2-year principal period with 2 X 2-year option (2+2+2)
- Upon request from HPV post tender closure, two samples of different sizes (at least one paediatric size if relevant) may be requested for sample evaluation
- Product references letter for new suppliers/products will now be required to be completed prior to tender closure by your nominated referee and to be sent back directly to HPV on healthservices@hmv.zendesk.com
- If Respondent progress through to the final stages of the tender evaluation, under the direction of HPV, Respondent must prepare a Local Industry Development Plan (LIDP) in accordance with the Local Jobs First Policy and Guidelines

Changes

For existing Ventilator equipment suppliers:

- Suppliers currently on the Ventilators contract in Category 7 (consumables and semi-consumables), will need to retender their contracted items under the scope of Respiratory Products.
- The new Respiratory Products contract is due to commence 01 Feb 2022 and until such time all consumables will remain on the HPV2016-076 Ventilators Contract. The only consumables that will remain on Ventilators post 01 February 2022 will be the flow sensors, batteries and expiratory valves.

Changes

- Category 7 - Breathing Circuits and Accessories: For proprietary consumables product that is available from one supplier and fits/use with one only brand of device. The device must be awarded in an existing HPV Equipment contract.
- Category 9 - Gas Sampling and CO2 Monitoring: Suppliers who tender products for this category may be required prior to the end-date of this contract to retender in an alternative contract HPVC20XX-021 - Monitoring Products.

Product Categories

Product Category Number	Category Description	Product Category Number	Category Description
1	Oxygen Face Masks	14	Endotracheal Tubes
2	Anaesthesia/Resuscitation Face Masks	15	Intubation Stylets, Airway Catheters and Guides
3	Non Invasive Ventilation Interfaces	16	Laryngeal Mask Airways
4	Nasal Cannulae	17	Tracheostomy Tubes
5	Oxygen Tubing	18	Yankauer Suction Devices
6	Nebulisers	19	Suction Catheters
7	Breathing Circuits and Accessories	20	Closed Ventilation Suction Systems
8	Respiratory Filters	21	Suction Tubing
9	Gas Sampling Lines and Co2 Monitoring	22	Closed Wall Suction Systems
10	Catheter Mounts and Connectors	23	Manual Resuscitators
11	Rebreathing Bags	24	Laryngoscope Blade
12	Oropharyngeal Airways (Guedel)	25	Asthma Spacers
13	Nasopharyngeal Airways		

Tentative Timeline

Key Activities	Date
Industry Briefing (IB)	Tuesday 15 th December 2020
Last day for IB Q&A	Tuesday 22 nd December 2020
ITS Release Date	Friday 22nd January 2021
ITS Closing Date and Time	Friday 18th February 2021 14:00 AEST
Evaluation	February 2021 – October 2021
Respondents advised of outcome	November 2021
Agreement Commencement Date	Tuesday 1st February 2022

Distributors

Respondents nominating Distributors must:

- provide HPV with a copy of the nomination letter
- provide details for all products available through the Distributor
- inform Distributors of the ITS outcome prior to contract commencement
- update Distributors with accepted contract amendments throughout the contract term
- ensure Distributors can support you in the sales reporting.

Successful respondents are directly accountable for:

- product availability
- sales reports
- correct invoice pricing

The contract is with **you**, not your Distributor

Product References

Reference sites letters are required for:

- products that are not on the current HPV contract

Referees must:

- be clinical or product end users
- be from private or public hospitals within **Australia**
- be included in the referee details section of the Tender Response Worksheet.
- have no conflict of interest
- be informed and agreed to provide reference to HPV

Note: Product references letter for new suppliers/products will now be required to be done prior to tender closure by your nominated referee and to be sent back directly to HPV on healthservices@hpv.zendesk.com

A template will be provided in the tender package.

TENDER RESPONSE WORKSHEET (TRW)

Tender Response Worksheet (TRW)

- The TRW is used to collect detailed data on the products tendered, including price and supplier/distributor data
- Data will be used to evaluate your products. – If your data is wrong or incomplete your product may be (inadvertently or consciously) not awarded
- Data may ultimately feed into pricing schedules, the Common Catalogue, EDI (purchasing systems) etc. Its not just for clinicians
- Processes in HPV and Health are becoming more automated – If your data is incorrect, ultimately it will be harder for your customers to find, use, understand and buy your products!

Tender Response Worksheet (TRW)

Instructions for completion

- Complete **all** requested information
 - Mandatory data missing = Product won't be awarded
- If your product could be tendered in more than one subcategory, tender it once only in the most appropriate sub category
- The “Commercial” and “Clinical” tabs are linked for each Category by the “Auto populated” (Grey) Cells. Do not override or delete these formulas
- To add rows (if >500 products per category) ensure that rows are added to both the “Commercial” and “Clinical” tabs & formulas “fill down”. Contact HPV if this doesn't work for you
- Do not add columns
- Provide responses in the requested format

Data Integrity in TRW

Poor quality information will be returned for correction (or product not awarded):

- Human and machine understandable descriptions i.e. it must be easier for non-specialists to understand and interpret e.g.
- No (or very limited) abbreviations, especially if not common or ambiguous to a non-expert (Don't write N/S for non-sterile, Sz for size, Disp for disposable, similarly L/LG/LRG may not appear in a search for "Large")
- Give appropriate units where required: Don't write 100x5; Use 100mm x 5mm
- If sizing is not standardised among suppliers, consider adding dimensions or a more standardised sizing measure as well
- Avoid using Brand names, ®, ™, and company specific jargon unless required. Add standard terminology if jargon may not be understood by non expert
- All components of Kits must be listed
- Ordering part numbers & descriptions must be complete and unique

Data Integrity in TRW

- The UNSPSC must be given to at least Level 3 (preferably L4) (L3 = 42xxxx00)
- The ARTG must have a number or be listed as “EXEMPT” (TBC/TBA = non award)
- UOM descriptor must be reflective of the standardised GS1 Packaging Type descriptor (e.g. ‘carton’ not ‘sleeve’)
- Country of Manufacture must be populated and reflective of GS1 code lists (e.g. 1: Australia, not Aust, not Victoria e.g. 2: United States, not USA or America or Iowa)
- Use commas or semi colons to separate properties where appropriate
- Use meters rather than feet / inches (unless standard practise is otherwise)

Data Integrity in TRW

Overall:

Product Description must be clear, succinct and as detailed as possible, with key properties/components listed in (general) order of importance e.g. Product, Sterile/Non-Sterile, Size, extra components etc

- Oxygen Mask, High Concentration, paediatric size, with 2.1m tubing, with xyz type connector

- Oxygen Mask, High Concentration, paediatric size, without tubing, with xyz type connector

- 5x box of OxyHimask™ w/ newly improved 7foot tubing, paed/ neonat and connector

ITS Submission

Tender submissions shall comply with the following:

- Tenders shall be completed electronically and uploaded online via the **HPV Procurement Portal**
- Late tenders may only be accepted under strict late tenders clause of the ITS conditions
- Submit early –you can overwrite your information up to the time of closing
- Upon request from HPV post tender closure, two samples of different sizes (at least one paediatric size if relevant) may be requested for sample evaluation. The samples will be disposed of after evaluation.

HPV PROCUREMENT PORTAL

Procurement Portal

Documents are available, to be completed and submitted via the RFQ 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 Jaggaer.

The HPV Procurement Portal supports one Super-user who is responsible for managing sub-users, including visibility to the EOI documentation.

HPV procurement portal

Jaggaer:

Ph: 02 8074 8627

customersupport@jaggaer.com

Tips for Responding

- Make sure that you read and digest all documentation thoroughly and make note of key actions and deadlines
- Utilise the appropriate people within your organisation. Nominate a key person or coordinator for this ITS and its final submission.
- Answer every question, including bullet points
- Do not assume your company is known or well known by the evaluators – instead; 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
- Unanswered mandatory questions will prevent your response from uploading.

Tips for Responding

- If you have a slow internet connection and the size of the response is in excess of 10mb, your session could time out while trying to upload the response
- Try to submit your response a few days before closing, this will give you time to address any issues that might be stopping your submission from uploading, e.g. Unanswered mandatory questions or file sizes larger than 10mb. Don't leave it till the last minute to submit your response – leave plenty of time
- Resubmit as many times as you like, only the latest version will be visible to HPV. **Note: 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**
- Use the secure messaging to communicate with the HPV and seek clarifications
- **Call the Jaggaer helpdesk for technical guidance, tel (02) 8072 0644**

Internet Browser Requirement

Settings	Your Settings	Technical Requirements	Not Recommended
Browser	Firefox 61.0	Microsoft Edge Google Chrome Mozilla Firefox (ESR) 52+ Safari 11 for MacOS	Microsoft Internet Explorer 10/11
IP Address	118.189.41.242		
Operating System	Windows 10	Microsoft Windows 7, Microsoft Windows 8, Microsoft Window 10. Other operating systems such as Linux, Mac OS X or other versions of Windows although not officially supported, may be compatible with supported browser	
JavaScript Version	1.5	1.3	
Cookies Support Enabled	ON	ON	
Screen Resolution	1280 x 720	1366 x 768 +	
Colour Depth	24 bit	16 bit +	
Processor	Windows NT 10.0; Win64; x64	x86 +	
Java Applets Supported	OFF	ON	
Java Applets Enabled	OFF	ON	
Java Version Java Runtime Environment Sun Version is required for online Auction advanced features		1.8 +	1.7

HPV website 'Single Sign On'

- Allows suppliers to login via www.hpv.org.au and have their credentials automatically recognised for other systems they may access such as the HPV Procurement Portal (e-sourcing)
- You will only need to login via the HPV website

What do you need to do?

- Check your registration works (or register if you haven't already done so)
- Expect an email from webadmin@hpv.org.au with a link to update your new password for registration if you haven't registered on the HPV Website before
- Contact HPV for assistance if you are experiencing any difficulties

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](#)

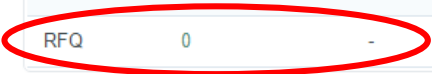
[Recall and Recall Health](#)

[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 are navigation tabs for 'My RFQs' and 'RFQs Open to All Suppliers'. A sidebar on the left contains icons for home, refresh, list, and user. The main content area features a search bar labeled 'Select a Filter' and a table of RFQs. The table has columns for RFQ Code, RFQ Title, Project Code, RFQ Status, Time limit for Expressing Interest, and Buyer Organisation. Three RFQs are listed, with the first one, 'HPVITS2016-109 Workplace Supplies', highlighted by a red rectangular box. At the bottom of the table, it shows 'Total 3' and a pagination control set to '20' items per page, 'Page 1 of 1'.

RFQ Code	RFQ Title	Project Code	RFQ Status	Time limit for Expressing Interest	Buyer Organisation
1	HPVITS2016-109 Workplace Supplies	tender_97	Running	23/03/2016 14:00	HPV
2	HPVITS2015-119 Automated Blood Culture and Mycobacterium Culture Equipment and Consumables	tender_85	Running	24/03/2016 12:00	HPV
3	HPVITS2016-124 Hand Hygiene, Disinfectants and Chemical Products	tender_113	Running	30/03/2016 14:00	HPV



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'

Back to List

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

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

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 11:00:00

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

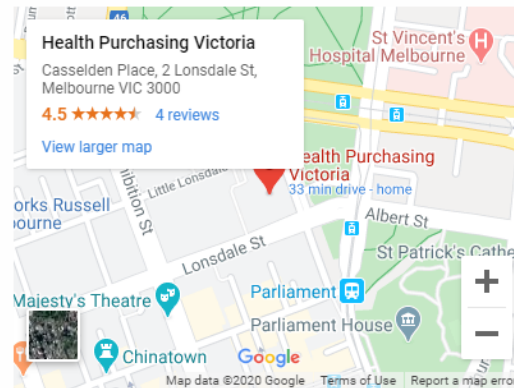
1.	Qualification Response	Missing mandatory responses (87)
2.	Technical Response	Missing mandatory responses (23)

Contact Us

Health Purchasing Victoria

Location and postal address:

2 Lonsdale Street (corner Spring Street)
Level 34, Casselden, Melbourne, VIC 3000



Requests and Complaints Procedures:

For details on HPV's compliance to the Freedom of Information Act, download [HPV's FOI Procedure](#)

For details on how HPV collects, uses and discloses personal information, download [HPV's Privacy Procedure](#)

For details on how to make a complaint, download [HPV's Complaint Management Policy](#)

Health Services

Customer Engagement Team
Listing of [Customer Relationship Managers](#)

HPV Health Service Helpdesk:
Ph: (03) 9947 3900
Email: healthservices@hpv.zendesk.com

Suppliers

HPV Supplier Assistance (tender and contract queries):
Ph: (03) 9947 3700
Email: suppliers@hpv.zendesk.com

General

HPV general enquiries:
Ph: (03) 9947 3700

Have a general query or want to provide feedback? Go to our [Feedback Form](#)

Media

0418 568 628

HPV procurement portal

Jaggaer:
Ph: 02 8074 8627
customersupport@jaggaer.com

For technical support regarding the Procurement Portal, please contact Jaggaer helpdesk

QUESTIONS?

Please forward your questions for this Industry Briefing by **AEST 14:00 on Tuesday 22nd December 2020** to:

D.Nguyen@hpv.org.au

HPV Q&A responses will be posted after this date.