HealthShare Victoria

Supplier Briefing

Dental Consumables
HSVITS2021-123

15 April 2021 11:00AM AEST

Sharon Chen

Category Manager

Acknowledgement of Country

“I would like to acknowledge the Traditional Owners of the Land we are meeting on today, the Wurundjeri people of the Kulin Nations. I pay my respects to their Elders past, present and emerging. and extend that respect to all Aboriginal people here today.”

Official

HSV Project Team

Product Reference Group (PRG)

Specialist subject matter experts from Health Services

Diana Skratulja – Clinical Product Advisor

Clinical interface with Health Services and assists with evaluation

Luke Dal Santo – Sourcing Analyst

Provides financial analysis and assists with evaluation

Sharon Chen – Category Manager

Authorised person for this ITS and ongoing contract management

Briefing Pack

The following documents will be available on HSV website: Contracts and Documents > Tenders (ITS) > HSVITS2021-123 Dental Consumables:

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

Please ensure to favorite the following cabinet: "HSVITS2021-123 Dental Consumables" to receive further updates.

Questions about the industry briefing, draft SOR and draft category listing can be forwarded to s.chen@healthsharevic.org.au and will close AEST 14:00 on Wednesday 21 April 2021. HSV Q&A responses to be posted after this date.

Agenda

- **HSV Overview**
- **Invitation to Supply (ITS)**
  - ITS objectives
  - Scope & contract terms
  - Product categories & changes
  - Tentative timeline
  - Distributors
  - Product references
- **Tender Response Worksheet (TRW) Demonstration**
- **HSV Procurement Portal**
- **Next Steps**

HealthShare Victoria(HSV)

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

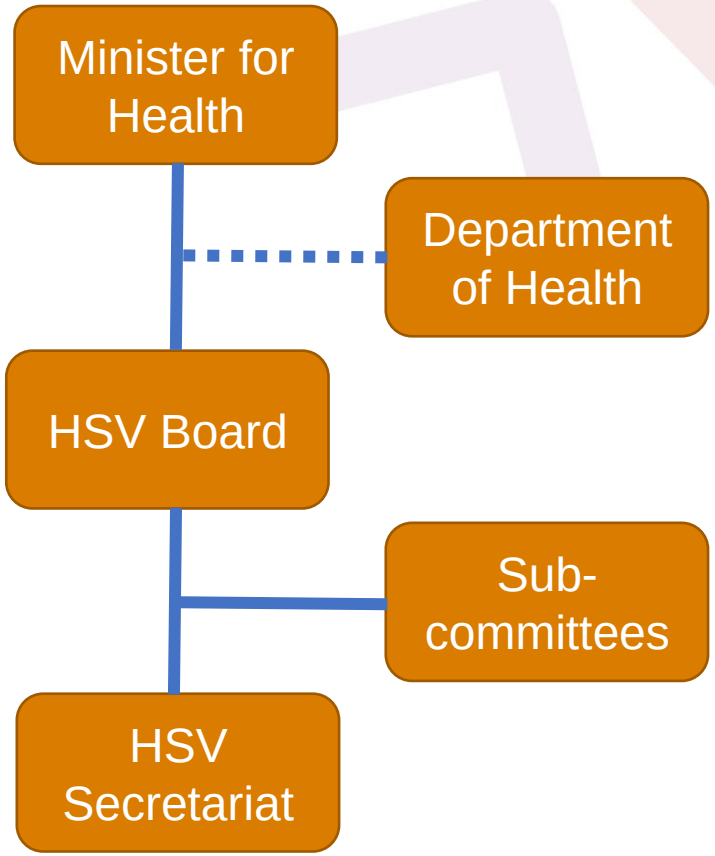
- Manage a state-wide supply chain for medical consumables, including PPE
- Coordinate state-wide strategic procurement
- Deliver more efficient corporate services

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

Australian Government
Department of Health
Therapeutic Goods Administration

- **Therapeutic Goods**
  – TGA approved

- **GS1 data standards**
  (National Product Catalogue(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.

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, HSV 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.
- HSV 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
- To source for innovative and better-quality products for this contract
- Create efficiency in tendering and category management through use of the National Product Catalogue
- Transparent and efficient bidding process
- Develop supplier relationship management

Scope

Coverage:
The scope includes dental consumables and instruments used in public dental health services

Term:
2-year principal period with 1 x 2-year option (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.
- HSV reserves the right to enter direct negotiations with suppliers

ITS Product Categories key changes

Category No.	Category Description	Key points to note on SOR changes for this tender
1	BURS	International Standard Codes need to be submitted in TRW
2	ENDODONTICS PRODUCTS	
3	GENERAL CONSUMABLES	
4	IMPRESSION PRODUCTS	
5	DENTAL INSTRUMENTS AND ACCESSORIES	Includes instruments and accessories for dental use only.
6	LABORATORY PRODUCTS	
7	ORTHODONTIC PRODUCTS	
8	PREVENTATIVE PRODUCTS	
9	RESTORATIVE PRODUCTS	
10	DENTAL INSTRUMENT KITS	Original category 10-Surgical products has been removed and replaced by a new category – Dental Instruments Kits, it includes basic dental examination kit for general use, not custom procedure packs.

Note: Please ensure products tendered comply to specification called out on the HSV Statement of Requirement (SOR) document on this ITS.

ITS Product Categories Changes

All category changes will be reflected in the new Tender Response Worksheet (TRW).

Changes applied across all category specifications:

- Respondents to submit reprocessing instructions for autoclave compatible or not autoclave compatible.
- Must provide Material safety data sheet to all fluid products.
- All products must be Latex-free
- All categories open for disposable and re-usable

Note: Please ensure products tendered comply to specification called out on the HSV Statement of Requirement (SOR) document on this ITS.

Out of Scope for ITS

- The RFT does not include:

i. Dental Anaesthetics (drugs specific)

ii. Dental Equipment

iii. Dental Handpieces

iv. Dental Implants

v. Dental Pharmaceutical Products

vi. Dental Imaging & Radiography Equipment and accessories; and

vii. Supply of products that are already part of other established HSV contracts

- Note: Some of the dental consumables used in dental procedures such as anaesthetics (e.g. syringes), evacuation, waxes and infection control are re-assigned under the other Proposed Categories.

Product samples

- Respondents are required to provide 2 units of samples per range, and clearly labelled with supplier name, product part no., product description and subcategory no..
- If a product range is being tendered, please provide samples of the 2 most common items (e.g. different length or size) in that range.
- Samples are only required for products not currently on an HSV contract and for the sub-categories requested.
- Any samples not submitted in the tender will not be evaluated.
- Samples to be delivered to HSV before the tender closes on Wednesday 02 June 2021.
- Delivery address: Level 34, 2 Lonsdale Street, VIC 3000. Attention to Sharon Chen, Category Manager, HealthShare VIC.

Tentative Timeline

Key Activities	Date
Industry Briefing Session	Thursday 15 April 2021
Last day to submit questions on Industry Briefing	Wednesday 21 April 2021
ITS Release Date	**Wednesday 28 April 2021**
Last date for ITS questions	Wednesday 26 May 2021 14:00 AEST
ITS Closing Date and Time	**Wednesday 02 June 2021 14:00 AEST (5 weeks)**
Evaluation	June 2021
Respondents advised of outcome	July 2021
Transition	August 2021
Agreement Commencement Date	Wednesday 1st September 2021

Distributors

Respondents nominating Distributors must:

- Provide HSV 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
- It is the responsibility of the Contract Holder to manage their distributor in all contract requirement and to support you in the sales reporting.

Successful respondents are directly accountable for:

- Product availability
- Sales reports
- Correct invoice pricing

Product References

NB this is not company information references

Reference sites are required for:

- Products that are not on the current HSV contract
- Minimum **three** clinical or product user referees per product or product range
- Product references letter for new products will now be required to be done prior to tender closure by your nominated referee and to be sent back directly to HSV on helpdesk@healthsharevic.org.au

Referees must:

- Have no conflict of interest
- Be informed and agree to provide reference to HSV
- Be clinical or product end users (where applicable)
- Be from private or public hospitals within Australia (or as otherwise accepted by the PRG)
- Be included in the referee details section of the Tender Response Worksheet
- Be provided in the Tender Response Worksheet

A template will be provided in the tender package so that you can provide it to your referees.

Tender Response Worksheet (TRW) Demonstration

Official

Tender Response Worksheet (TRW)

- The TRW is used to collect detailed data on the products tendered, including price and supplier/distributer data. **The TRW has changed since the last tender**
- 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), WMS etc. **Its not just for clinicians**
- **Processes in HSV 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 a product could be tendered in more than one sub category, 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 & all formulas “fill down”. Contact HPV if required
- Do not add or delete columns, or individual cells, this may create unforeseen issues with the “Auto populated” cells for that category
- Provide responses in the requested format (and units if applicable)

Data Integrity in TRW - Description

Product description will be given in upper case, will start with a major noun, minor noun and followed by adjectives or properties to describe the product then have the brand in brackets and either the manufacturer part number or item number that is visible on the packaging. i.e.

MAJOR NOUN MINOR NOUN PROPERTY 1 PROPERTY 2 PROPERTY 3 PROPERTY 4 PROPERTY 5 PROPERTY 6… (BRAND NAME) MANUFACTURER PART NUMBER/ITEM NUMBER

For example: **DRESSING FILM** TRANSPARENT ADHESIVE 20cm x 30cm LATEX-FREE STERILE (TEGADERM) 1629

- Major Noun: **DRESSING** (Expressed as the singular) Minor Noun: **FILM**
- Properties: **TRANSPARENT ADHESIVE 20cm x 30cm LATEX-FREE STERILE**
- Brand (as visible on the packaging): **(TEGADERM)** (Always enclosed in brackets)
- Manufacturer Part Number/Item number (as visible on the packaging): **1629**

All descriptions in upper case, except for the unit of measurement

Description will be devoid of symbols unless they are required for joining a word (NON-STERILE, SINGLE-USE, 2-PLY) or representing a strength i.e. 5% or 350mg/ml etc

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 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

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

- 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 S.I. or industry standard (e.g. ISO related) units. Avoid mixing units and imperial measurements
- For Dental Burs (Category 1) you may add the word “ISO” followed by the products ISO code in the description rather than all the properties it relates to. HSV will populate the description properties i.e.
    - BURS FINISHING AND POLISHING ISO 123456789012345 (BRANDA) PARTNO123

Official

ITS Submission

- Tender submissions shall comply with the following:

- Tenders shall be completed electronically and uploaded online via the **HSV Procurement Portal**
- Submit early –you can overwrite your information up to the time of closing. Your response is secure by the portal system and HSV can only open everyone responses after tender closes.
- Late tenders will cause delay to everyone and in most cases will not be accepted. It may only be accepted under strict late tender clause of the ITS conditions and adequate supporting evidence.

HSV Procurement Portal

Procurement Portal

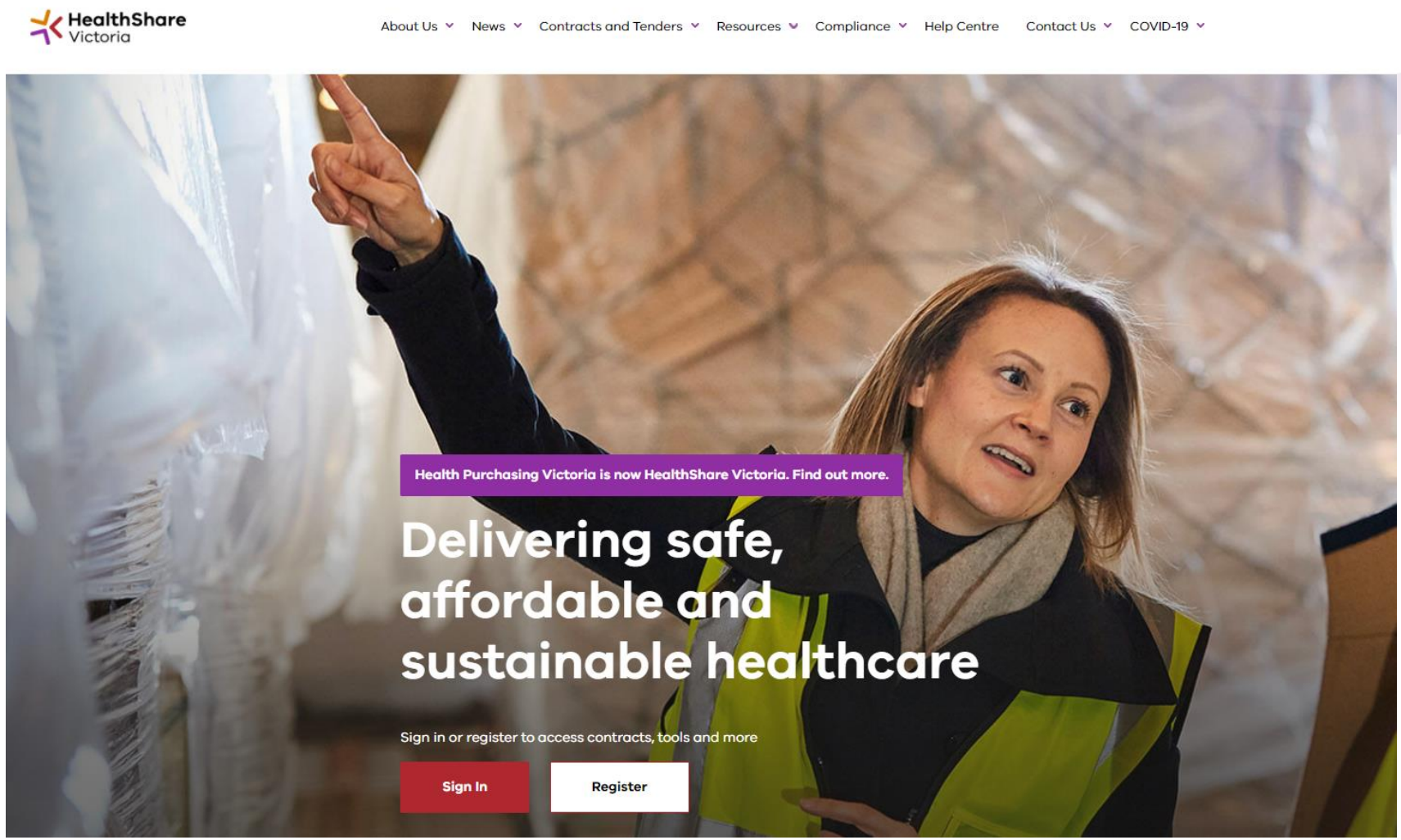
Documents are available, to be completed and submitted via the RFI section of the HSV Procurement Portal accessible from the HSV website www.healthsharevic.org.au

Register on the HSV website to access the HSV Procurement Portal, hosted by Jaggaer.

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

HSV Procurement Portal
Jaggaer:
Ph: 02 8074 8627
customersupport@jagger.com

Go to https://www.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.

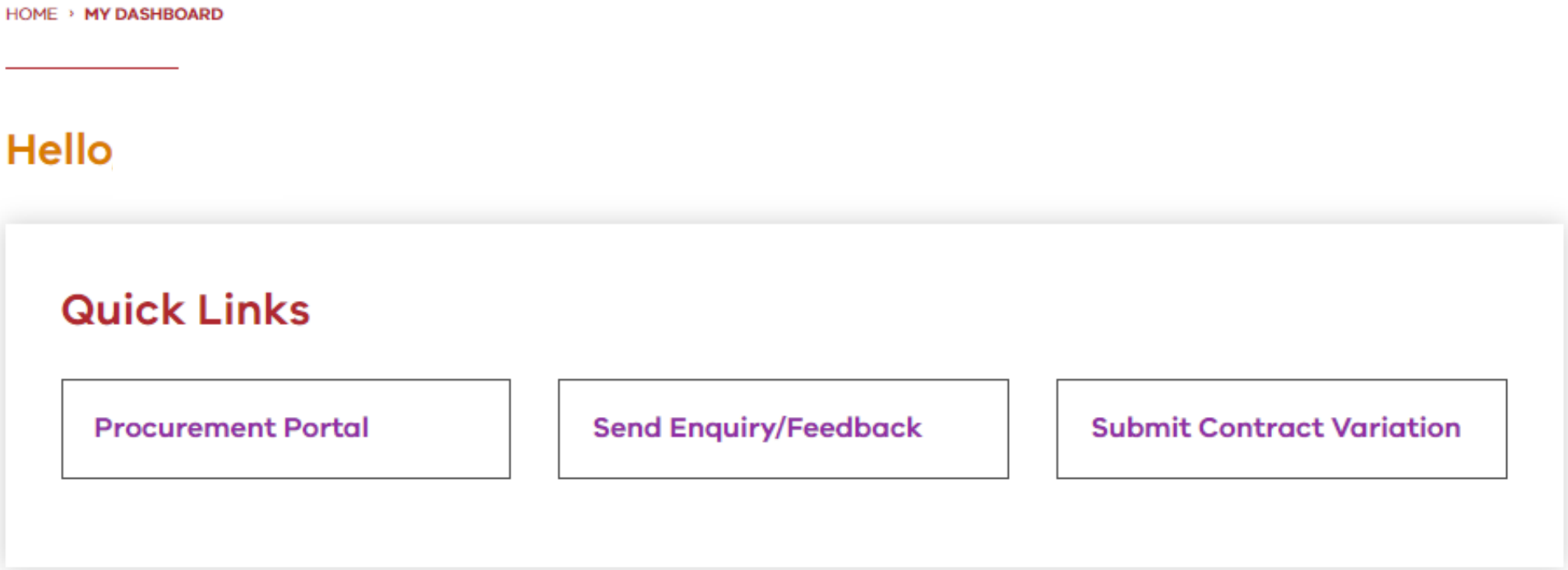
To create your account:

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

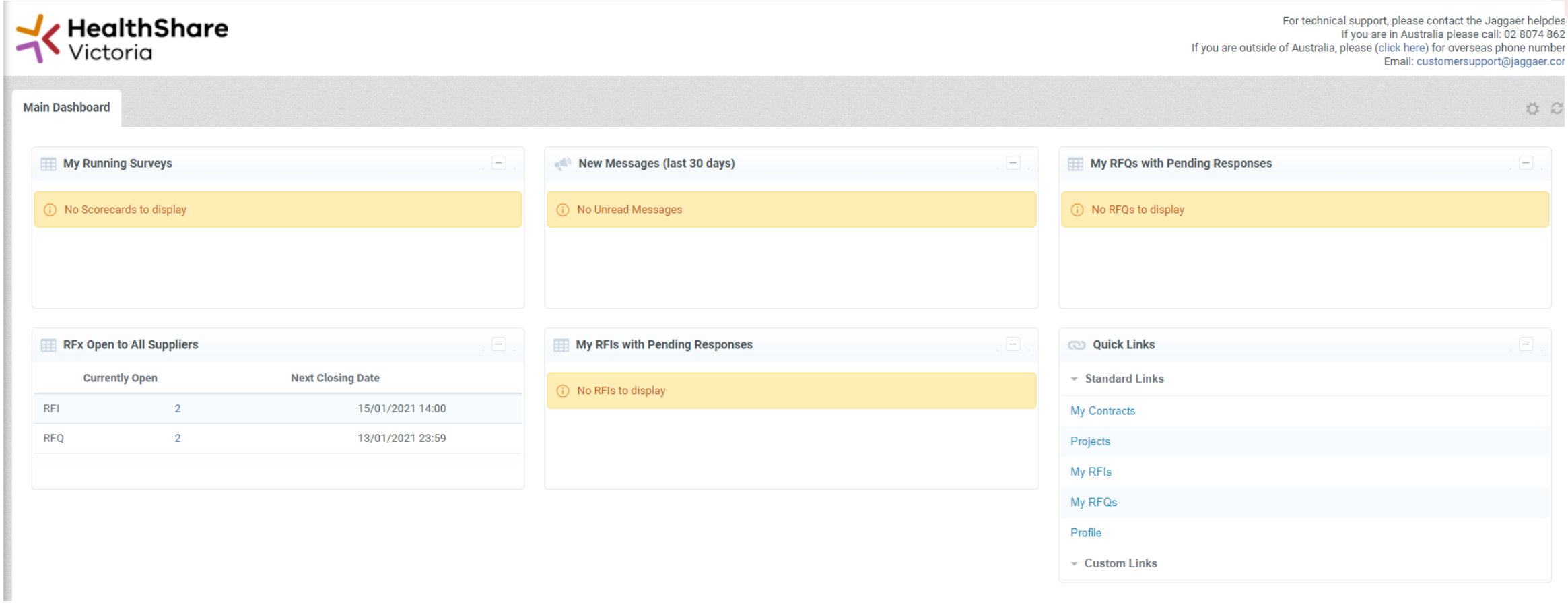
Your registration is now complete

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

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



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



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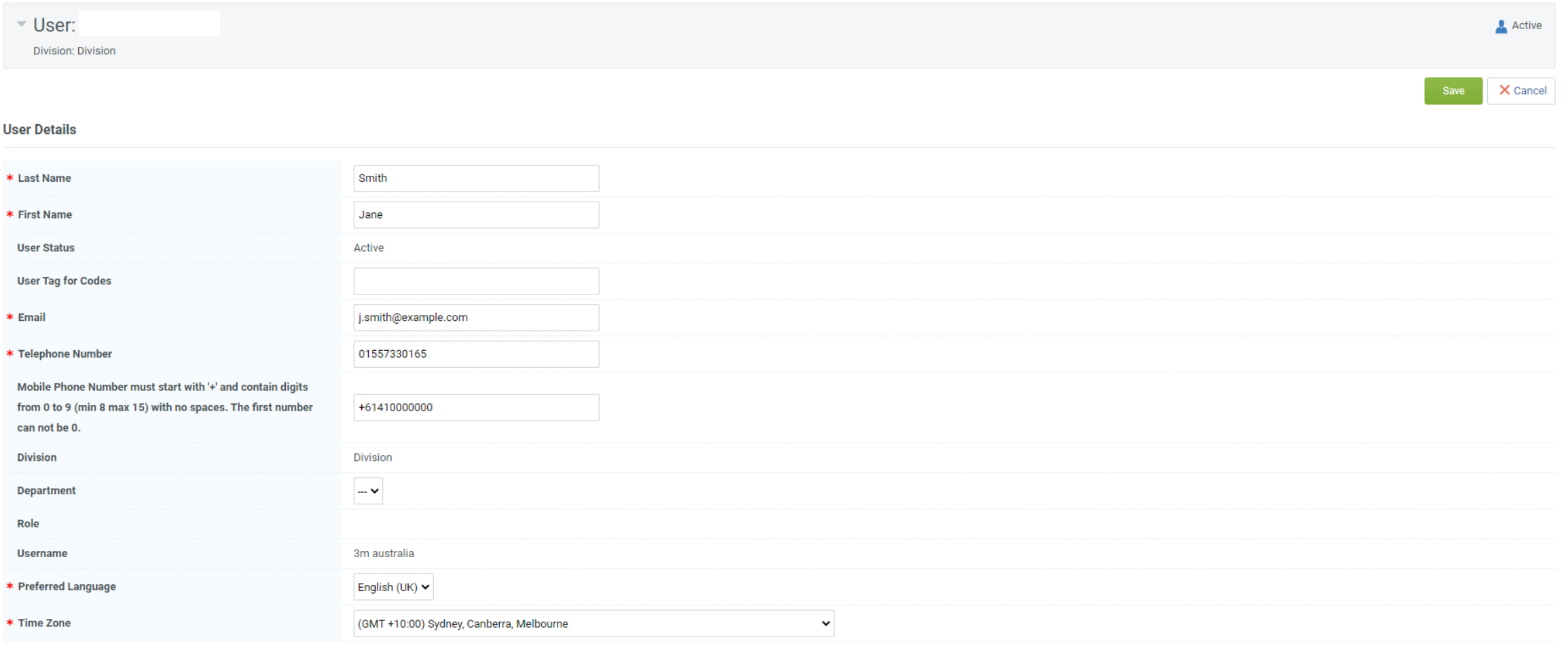
If you are the Super User you will receive all system alerts.
You can change or add email addresses using ; to separate



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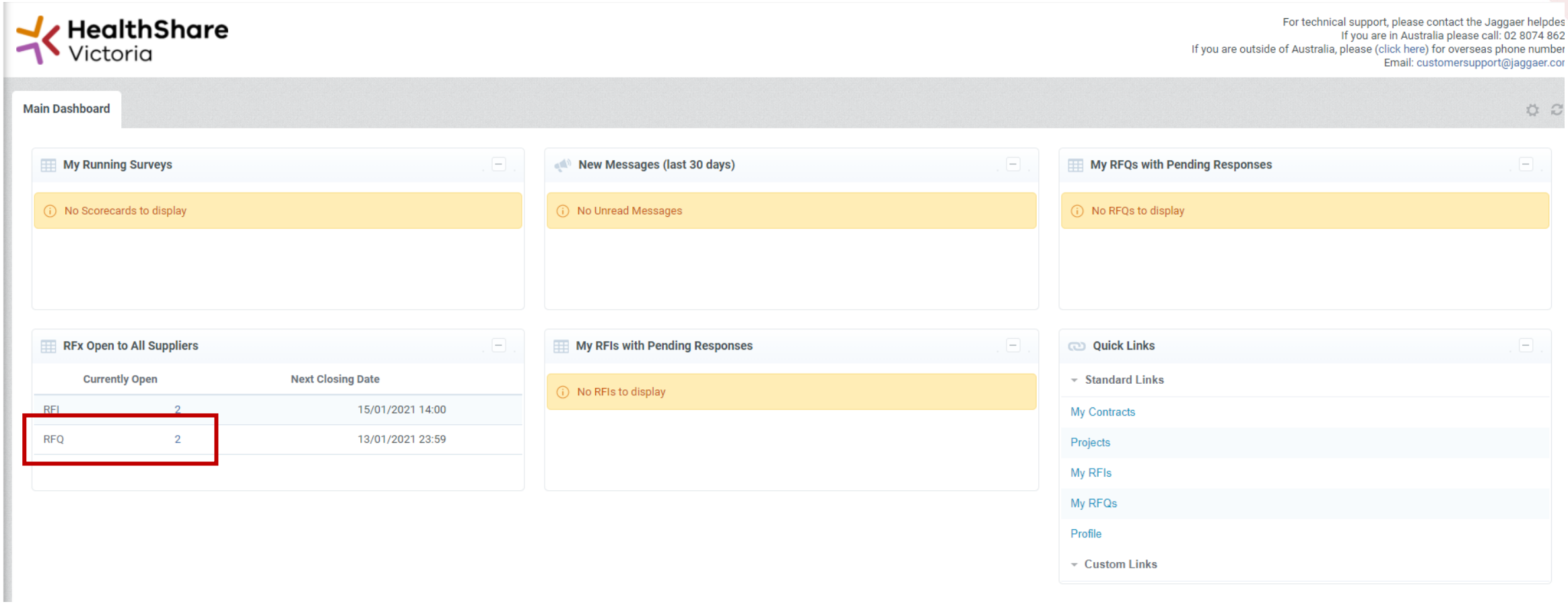
From your Dashboard click on the ‘RFQ’ line within the ‘RFx Open to All Suppliers’



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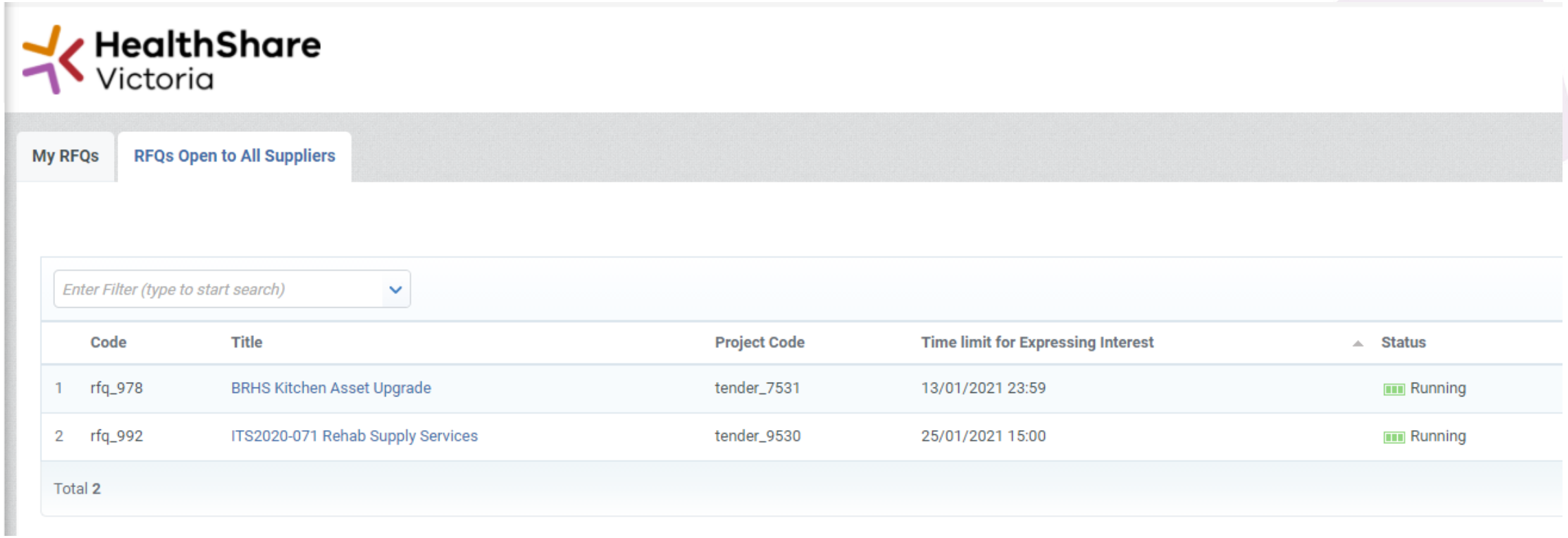
Select the tender you would like to express interest in



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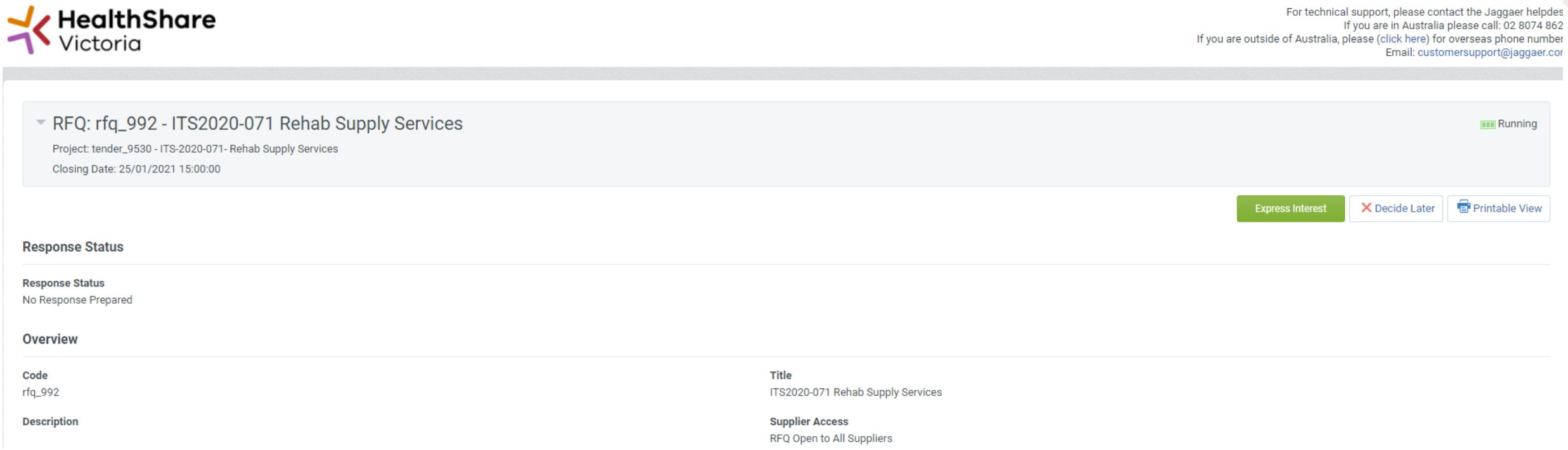
Click on ‘Express Interest’. This is the only way to access the event.



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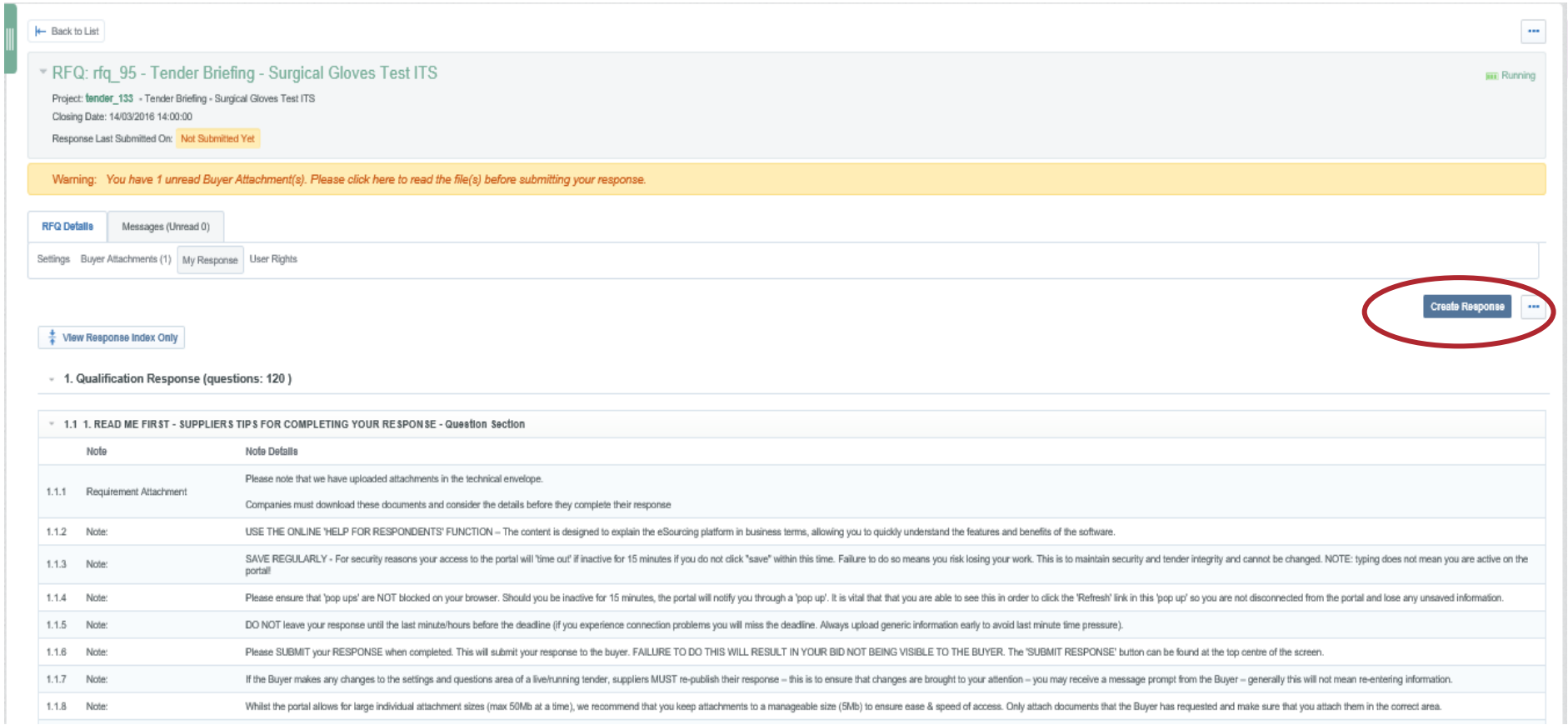
To populate the content of your tender response, click on ‘Create Response’



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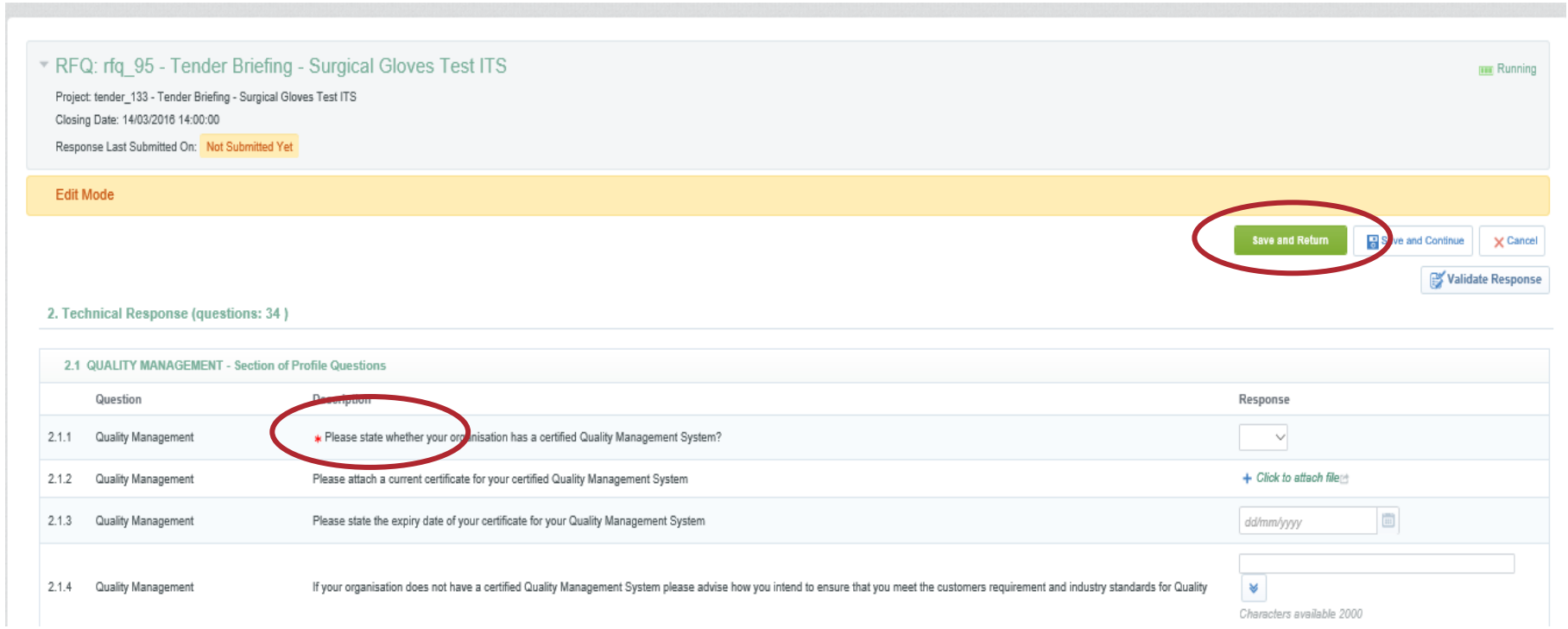
Make sure you save regularly. If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.



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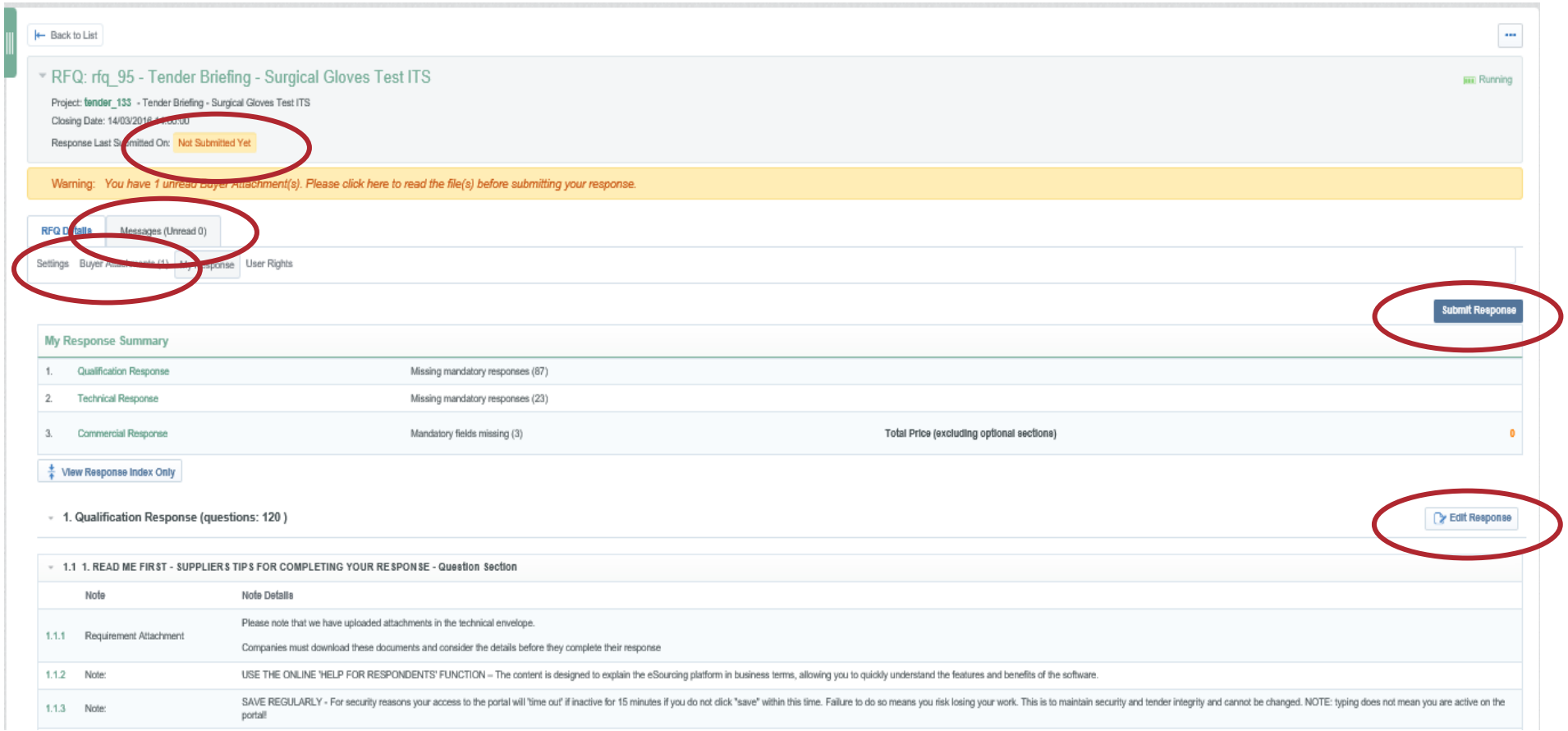
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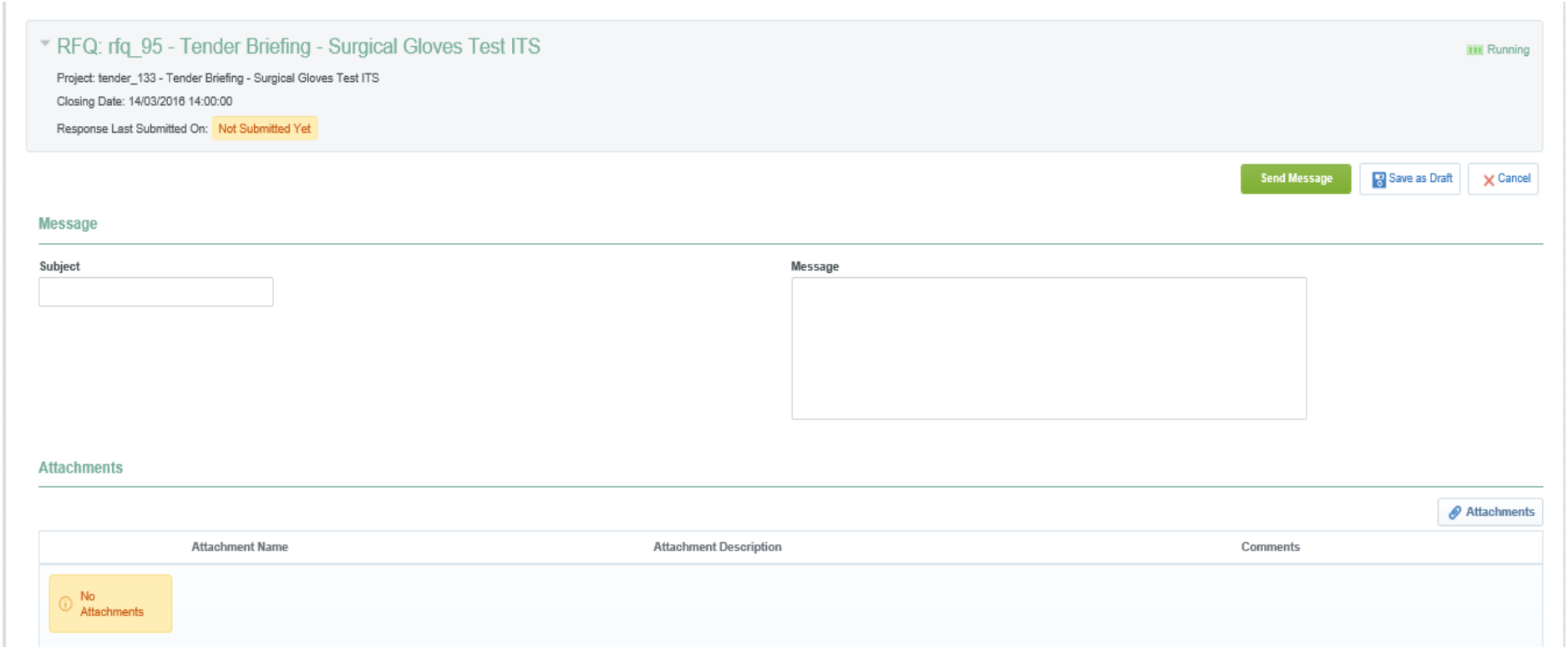
RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS
Running
Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016
Response Last Submitted On: Not Submitted Yet
Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.
RFQ Details
Messages (Unread 0)
Settings
User Rights
Submit Response
My Response Summary
1. Qualification Response
Missing mandatory responses (87)
2. Technical Response
Missing mandatory responses (23)
3. Commercial Response
Mandatory fields missing (3)
Total Price (excluding optional sections)
0
View Response Index Only
1. Qualification Response (questions: 120)
Edit Response
1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section
Note
Note Details
1.1.1
Requirement Attachment
Please note that we have uploaded attachments in the technical envelope.
Companies must download these documents and consider the details before they complete their response
1.1.2
Note:
USE THE ONLINE 'HELP FOR RESPONDENTS' FUNCTION – The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software.
1.1.3
Note:
SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for 15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work. This is to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!

Official

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



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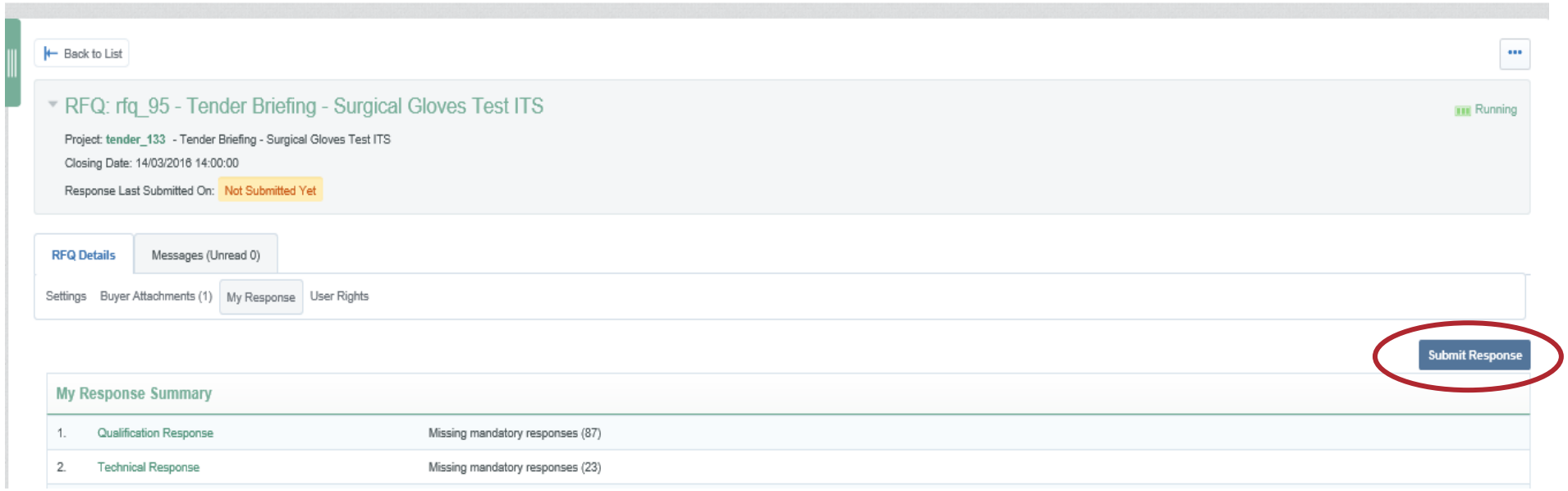
Once complete ensure you click ‘Submit Response’ - You will be unable to submit a response if there are any mandatory fields outstanding



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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 and subject matter expert within your organisation. Multiple 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.
- Nominate a key person or coordinator for this ITS and its final submission.
- 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
- 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
- Check all questions on every tab on worksheets are answered.
- Submit early – you can overwrite your information up to the time of closing.
- **Do not be late- Late tenders may only be accepted under the late tenders clause of the ITS conditions**
- Call the Jaggaer helpdesk for technical assistance and guidance, tel (02) 8072 0644

HealthShare Victoria

Any questions – please send it in to:
s.chen@healthsharevic.org.au

Closing Date: Wednesday 21 April 2021 AEST