HealthShare Victoria

Supplier Briefing

Skin Integrity Consumables supplementary ITS 001 HPVITS2021-200.001

Tuesday, 4th Feb 2025, 10:00am

Janice Rodrigo, Category Manager

Jared Tang, Senior Category Manager

Acknowledgement of Country

"I would like to start by acknowledging the Traditional Owners of the land on which we are meeting. I pay my respect to their Elders past, present and emerging"

HSV Project Team

Janice Rodrigo- Category Manager
Jared Tang - Senior Category Manager
Authorised person for this ITS and ongoing contract management

Hassan Pirov - Head of Sourcing - Clinical
Provide guidance and support for the ITS

Mel Jewell - Clinical Products Advisor
Diana Skratulja - Clinical Products Manager
Provide guidance and support on supplier and product compliance to the SoR and regulatory and general requirements of this ITS

Ricardo Pardave– Sourcing Analyst
Luke Dal Santo– Sourcing Analyst
Trang Tran – Supply Chain Clinical Data Analyst
Stanley So – Master Data Manager

Product Reference Group (PRG)
Representatives from VIC Public Hospitals
Assist with the development and endorsement of the ITS strategy and Specification & Award outcome

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Agenda

HSV Project Team

HSV Overview

Supplier Code of Conduct / Fair Jobs Code (FJC) / Local Jobs First (LJF)

Invitation to Supply (ITS)

- ITS Objectives
- Proposed Timeline
- Scope (Statement of Requirements)
- Tender Response Worksheet (TRW)
- Reference and sample requirement
- Distributors
- National Product Catalogue (NPC) Fast Track
- Supply Chain Data Attributes
- Data Integrity – Product Description

HSV Procurement Portal (Jaggaer)

Tips for Responding

Today's Meeting Notes

Firstly -Thank You ALL for your time today and upcoming participation for the HPVITS2021-200.001 Skin Integrity Consumables Supplementary

House keeping:

Please silent/mute yourselves on Microsoft teams

This is a Briefing only as we have limited time and many topics to cover

There is No Q&A during this briefing, please emails any questions/feedback after briefing: **helpdesk@healthsharevic.org.au 03 9947 3900**

Briefing slide deck will be available on HSV website after this session

https://healthsharevic.org.au/contracts-and-tenders/contracts-and-documents/details/444

HPVITS2021-200.001 Skin Integrity Consumables Supplementary

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

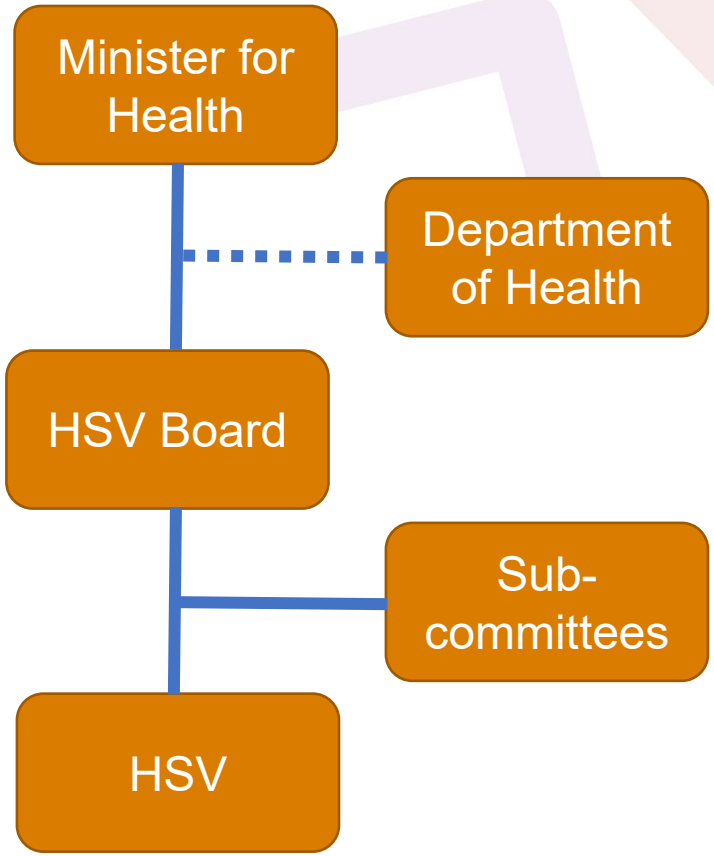
- Manage a state-wide supply chain for medical consumables, including PPE
- Coordinate state-wide strategic procurement
- Deliver more efficient corporate services

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



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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

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.

Victorian health supplier's minimum standards

- **Therapeutic Goods**
  – TGA approved

- **GS1 data standards**
  (NPC contract compliance obligation)

- **Recall Health**
  (contract compliance obligation)

Fair Jobs Code

The Fair Jobs Code (FJC) aims to improve employment outcomes for persons employed by suppliers and service providers to the Victorian Government. The FJC is implemented by Victorian Government departments, agencies and public bodies to help support and promote fair labour standards and to ensure compliance with employment law.

The FJC applies to the purchase of goods and/or services, regardless of the method of procurement.

The FJC applies to threshold procurement contracts (contracts with a value of $3 million or more exclusive of GST) and high value procurement contracts (contracts with a value of $20million or more exclusive of GST).

For further information, Respondents should refer to the FJC and FJC Guidelines which can be found at www.buyingfor.vic.gov.au/fair-jobs-code-guidelines-suppliers-and-businesses

Successful respondents must complete:

Fair Jobs Code Pre-Assessment Certificate

Fair Jobs Code Plan

Agreement and continuing FJC obligations

Please see Part 3 : Respondent's Offer section 11. Fair Jobs Code in the Part 1-7 ITS documents.

Local Jobs First

Through Local Jobs First (LJF) 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

- You are **not** required to provide a Local Industry Development Plan (LIDP) at this stage
- If awarded to contract, you might be subsequently requested to produce a LIDP to support the evaluation of your offer

Invitation to Supply (ITS)

ITS Objectives

- Transparent and efficient Invitation-To-Supply (ITS) process
- Achieve best Value-for-Money (VFM) outcome
- Expand scope and value under contract
- Develop supplier relationship management
- Create efficiency in tendering and category management through use of the **National Product Catalogue (NPC)**

Proposed Timeline

Key Activities	Tentative Date
Industry Briefing Session	Tuesday, 4th February 2025 10.00am AEDT
ITS Release Date	**Wednesday, 12 February 2025**
Last date for ITS questions	24 February 2025
ITS Closing Date and Time	**Wednesday, 26 February 2025, 14:00 AEDT**
Evaluation	End February 2025 – Mid March 2025
Respondents advised of outcome	**April-May 2025**
Agreement execution	May 2025
Health Services notification of outcome	May 2025
Agreement Commencement Date	**1 June 2025**

Statement of Requirements (SoR)

- Used to validate supplier and product compliance
- Tendered consumables in Tender Response Worksheet (TRW) must align with SoR & product catalogue
- **List products in one sub-category only (do not duplicate)**
- "Partially Comply" or "Does Not Comply" responses must be supported by comments / justification
- **Must be submitted in full and only to be provided in the requested format in .xlsx file only**
- Refer to SoR file for categories in scope alongside the Clinical Attribute sheets.

Scope (SoR)

- **Note:** This contract will now include some existing categories that were previously in the Intravenous Access Devices and Administration Consumables (IVADAC) contract. These categories were identified as overlapping and better aligned with the Skin Integrity contract, ensuring a more logical fit for health services.
- **Coverage:** The scope covers Consumables utilised for covering and protecting a surgical site or wound from possible infections.
- **Term:** Given this is a supplementary the term will continue from the existing Skin Integrity Contract Option term in place, from **1st of June 2025- 30th November 2026. Total of approx. 18months**
- **Categories included:** 5 Categories, 14 Subcategories.
- Price Features: Fixed based pricing with volume/pallet pricing. Free into Store (FIS). Single point delivery at HSV Distribution Centres (DC).

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Scope (Categories/Subcategories)

Category Number	Category Description	Subcategory Number	Subcategory Description
01.00	Transparent Film Dressings	01.01	Transparent Film Dressings, Sheet
		01.02	Transparent Film Dressings, Spray
		01.03	Transparent Film Dressings, IV Management, Antimicrobial
		01.04	Transparent Film Dressings, IV Management, Non-Antimicrobial
18.00	Impregnated Dressings	18.03 only	Impregnated Bandages
23.00	Surgical Patties	23.01	Surgical Pattie, X-Ray Detectable, Sterile
44.00	Medical Device Fixation Dressing	44.01	Medical Device Fixation Dressing, CVC/PICC/PIVC
		44.02	Medical Device Fixation Dressing, Urine Catheter
		44.03	Medical Device Fixation Dressing, Nasogastric Tube, Invasive
		44.04	Medical Device Fixation Dressing, Nasogastric Tube, Non-Invasive
		44.05	Medical Device Fixation Dressing, Wound Drainage
		44.06	Medical Device Fixation Dressing, Vascular Catheter
		44.07	Medical Device Fixation Dressing, Universal
45.00	Antimicrobial IV Access Site Discs	45.01	Antimicrobial IV Access Site Discs

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 will ultimately feed into Pricing Schedules, the HSV Catalogue, EDI (purchasing systems), WMS etc. **It's 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 in the requested format
  - Mandatory data missing = Product won't be awarded
  - Include units as required/applicable
- Tender products once only, in the most appropriate subcategory
- The “Commercial”, “Clinical” and “Supply Chain” tabs are linked for each Category by the Grey (Formula driven) Cells. Do not override or delete these formulas and do not add or delete columns, or individual cells
- To add rows (if >200 products per category) ensure that rows are added to the bottom of the “Commercial”, “Clinical” and “Supply Chain” tabs & all formulas “fill down”. Contact HSV if required

Data Integrity in TRW

- Poor quality information will be returned for correction:
  - UNSPSC (at least to class level xx xx xx 00)
  - 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 (e.g. 1: Australia, not Aust, not Victoria, not Brunswick – e.g. 2: United States, not USA or America or Iowa)
  - 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

Data Integrity– TRW Errors

- **ITS Missing Data-By Category**
  - Use this summary to ensure the same number of products in the Commercial, Clinical and Supply Chain tabs
- **ITS Missing Data-By Subcategory**
  - Use this summary to ensure the same number of products in each subcategory in each of the appropriate tabs
- **ITS Missing Data-Full Breakdown**
  - Use this summary for a full breakdown of missing data and possible errors. In most cases hyperlinks from this sheet will take you straight to the error for speedy rectification.

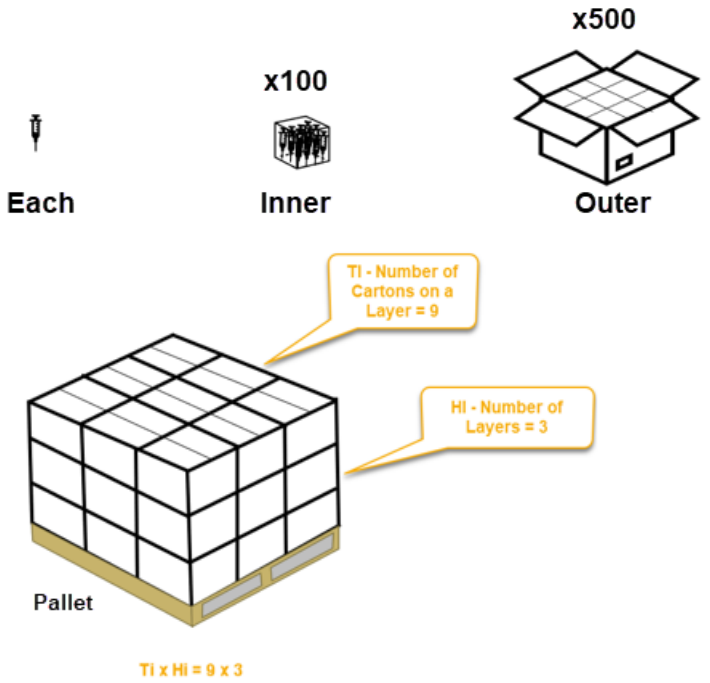
Tip: If the TRW is running slow, set calculations to manual while entering data, and back to auto-calculate once finished to check if any data is incorrect or missed

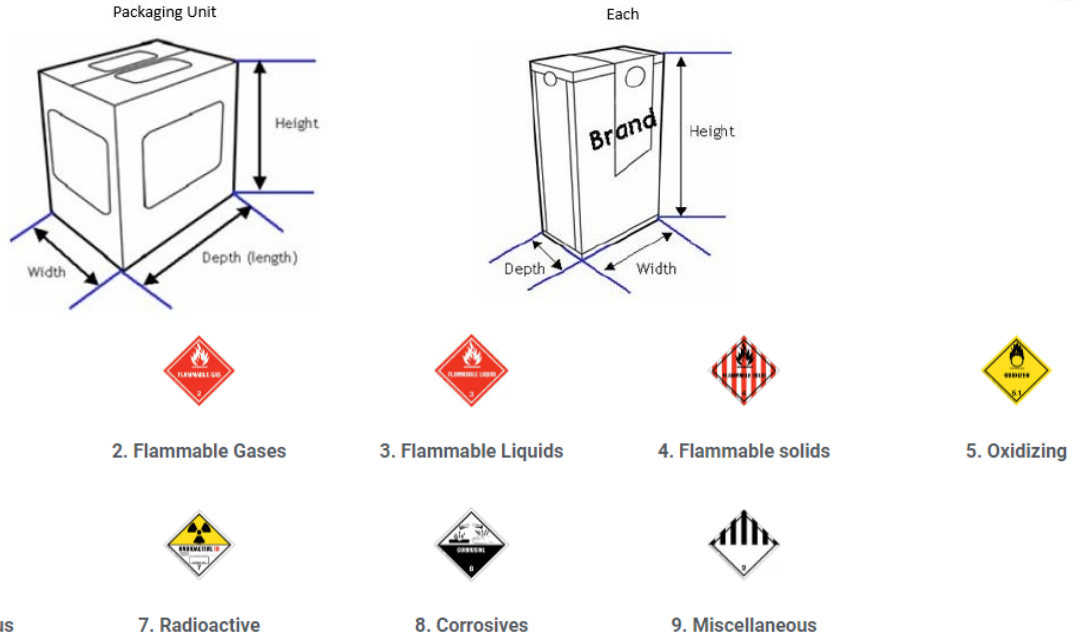
National Product Catalogue (NPC) Fast Track

- NPC Fast Track Response available to suppliers who are already publishing on the NPC
- **All Clinical information needs to be populated.**
- If GTIN is published on the NPC and up to date, we will draw the following from the NPC:
  - UNSPSC;
  - Manufacturer Name;
  - Manufacturer Part Number;
  - Country of Origin;
  - Supply chain data
- Consideration: Ensure you have been made **NPC Ready** with HealthShare Victoria (HSV) so we can view your data. The NPC Fast Track option is not available if you are not NPC Ready.
- Contact GS1 Supplier Engagement Team to confirm: NPC.SupplierEngagement@gs1au.org

Supply Chain Data Attributes

- HSV has expanded to provide supply chain services to health services.
- Attributes required include:
  - Product level hierarchy, dimensions, weights, pallet information, dangerous goods





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Supply Chain Data Attributes

Instructions for completion

- Complete **all** requested information
  - Mandatory data missing = Product won't be awarded
- All tabs linked in the TRW. Do not override or delete these formulae and do not add or delete columns, or individual cells
- To add rows, ensure that rows are also added to all tabs (Commercial, Clinical and Supply Chain) & all formulae “fill down”. Contact HSV if required
- Provide responses in the requested format and units
  - Dimensions in mm & weights in kg

Data Integrity – Product Descriptions

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

1. Product description will start with a **major noun, minor noun and followed by adjectives or properties (from Clinical TRW worksheet) to further describe the product**
2. Brand name as visible on the packaging will be enclosed in brackets **(BRAND AAA)**
3. The item number on packaging (*not supplier part number*) is included at the end of the description string. In the case where item number on packaging is not available, the manufacturer part number will be used instead and displayed as per printed on the packaging.
    - Spacing and symbols (.,/*+) will be retained as is.
        - Source 1: 1234ABC
        - Source 2: 1234 abc
        - Packaging: 1234-ABC
        - Final MPN > **1234-ABC**

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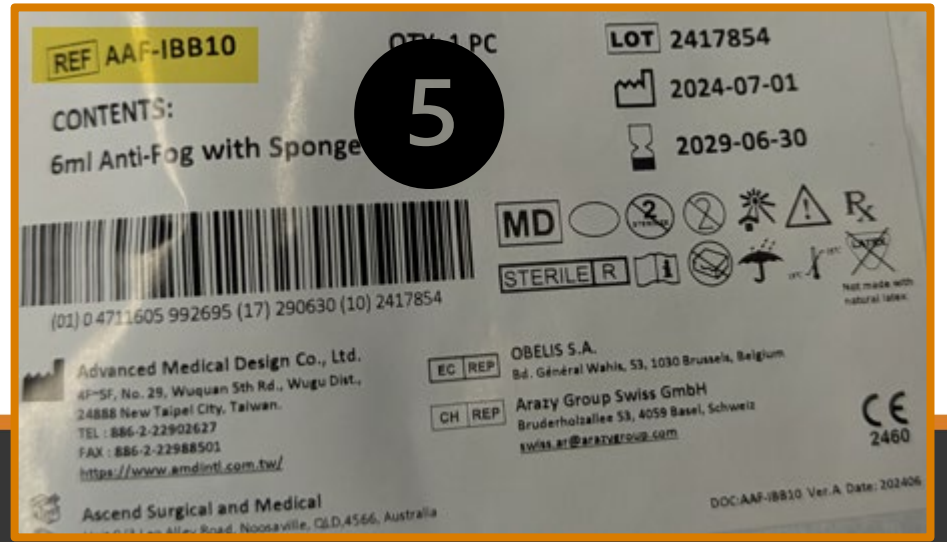
Data Integrity – Product Descriptions

Examples of Item Number on Packaging



Data Integrity – Product Descriptions

4. Description string will be devoid of commas and symbol unless to represent the strengths
   - & = **AND**
   - + = **WITH**
   - / = **OR** unless it's to represent a strength
5. Description will be in **UPPER CASING** except for the unit of measurement
6. All measurement units will be displayed as per **SI Units** (metric) with no spacing between the value and unit.
   - The unit will be expressed in lower casing (1**cm** x 5**cm**) with a lower-case **x** to separate the dimensions, unless specified otherwise by the SI system (ie. **L**= litre)

METRIC SYSTEM EXACT EQUIVALENTS

Length:	1 meter (m)	=	100 centimeters (cm)
	1 meter (m)	=	1000 millimeters (mm)
	1 kilometer (km)	=	1000 meters (m)
Mass:	1 gram (g)	=	1000 milligrams (mg)
	1 kilogram (kg)	=	1000 grams (g)
	1 metric ton	=	1000 kilograms (kg)
Volume:	1 liter (L)	=	1000 milliliters (mL)
	1 liter (L)	=	10 deciliters (dL)
	1 milliliter (mL)	=	1 cubic centimeter (cm^3)

Data Integrity – Product Descriptions

7. Where required, a maximum of **2** decimal places will be displayed
8. For unit of measurements specific to a type of product, they will be represented as per below:
    - Gauge (needle): **G**
    - French Gauge (catheter): **Fr**
9. Unit of Measure and Unit of Issue are excluded from the description to keep the description item specific
10. Description will be up to a maximum of **140** characters in length, inclusive of spacing
11. All words in the description will follow the **Australian English** spelling as defined in the Macquarie Dictionary

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Data Integrity – Product Descriptions

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

Example: **BLADE SURGICAL** CARBON-STEEL 10cm x 8mm SIZE 10 SINGLE-USE STERILE (BRAND AAA) 1234-ABC

- Major Noun: **BLADE** (Expressed as the singular)
- Minor Noun: **SURGICAL**
- Properties: **CARBON STEEL**
- Properties: **10cm x 8mm**
- Properties: **SIZE 10**
- Properties: **SINGLE-USE**
- Properties: **STERILE**
- Brand: **(BRAND AAA)** (Always enclosed in brackets, as visible on the packaging)
- Item number (as visible on the packaging)/Manufacturer Part Number : **1234-ABC**

Product References-Samples

Note: this is not company information references

Reference sites are required for:

- Products that are not on the current HSV contract
- **Minimum two clinical or product user** referees per product or product range

Referees must:

- Be clinical or product end users
- Have no conflict of interest
- 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(TRW)
- Be informed and agree to provide reference to HSV
- Be provided in the Tender Response Worksheet

Samples required and delivered by the close of the Tender :

If a product range is being tendered(e.g. different size, length), please provide 2 samples of the most common used items in that range. The exception will be if the range of product have a paediatric size, then you will need to provide one Adult size and one Paediatric size samples

Direct delivery to HSV DC at 8-12 Ordish Road, Dandenong South VIC 3175
(HealthShare Victoria Dandenong South Distribution Centre).

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

Successful respondents are directly accountable for:

- Legal obligations under contract
- Product availability (backorders, recalls)
- HSV Sales reports and Stock on Hand reports
- Correct invoice pricing
- Contract Variation Request (CVR)

HSV Procurement Portal (Jaggaer)

Procurement Portal

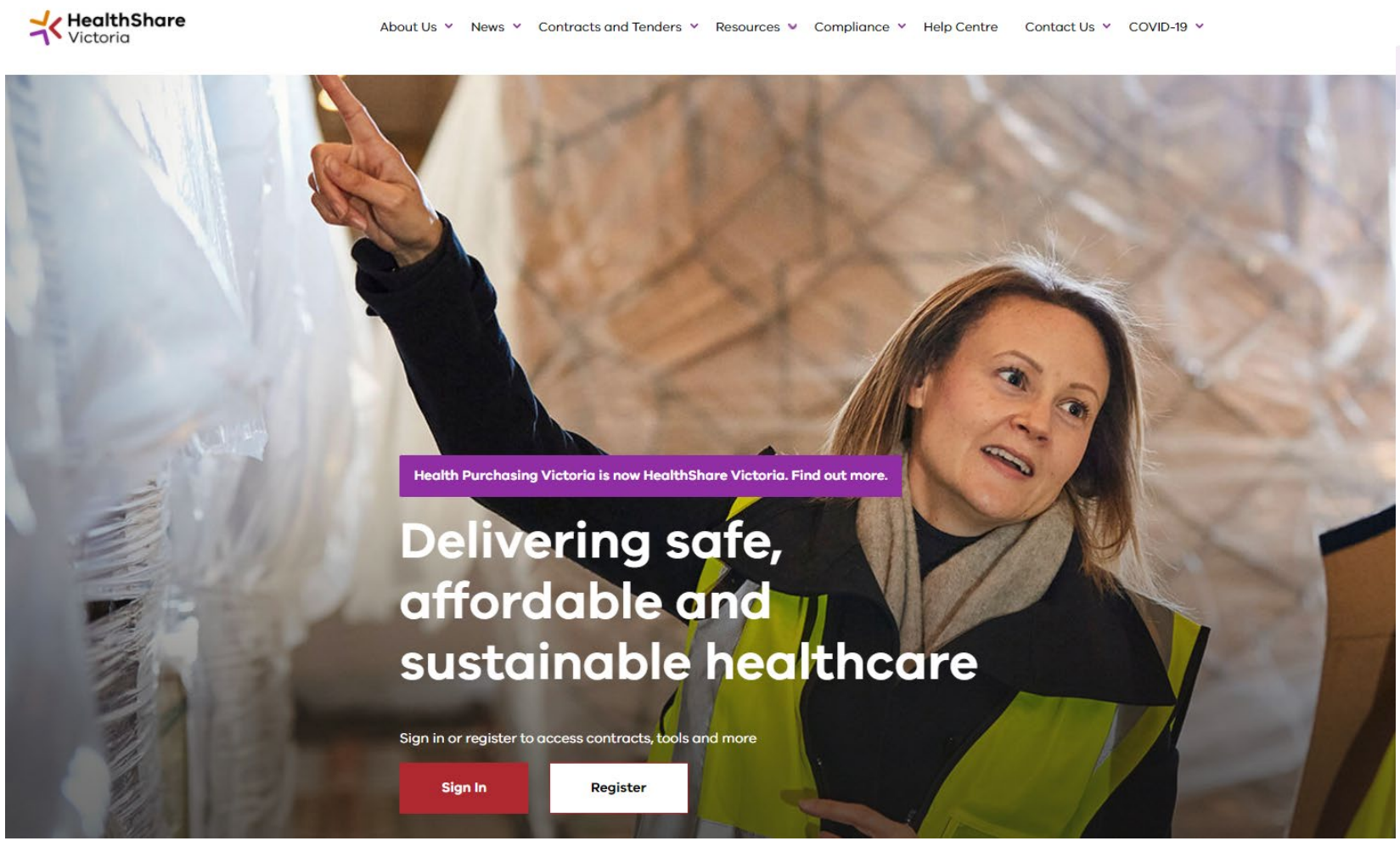
Tender document download, tender related questions, and tender submission from the HSV Procurement Portal ONLY

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*



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.

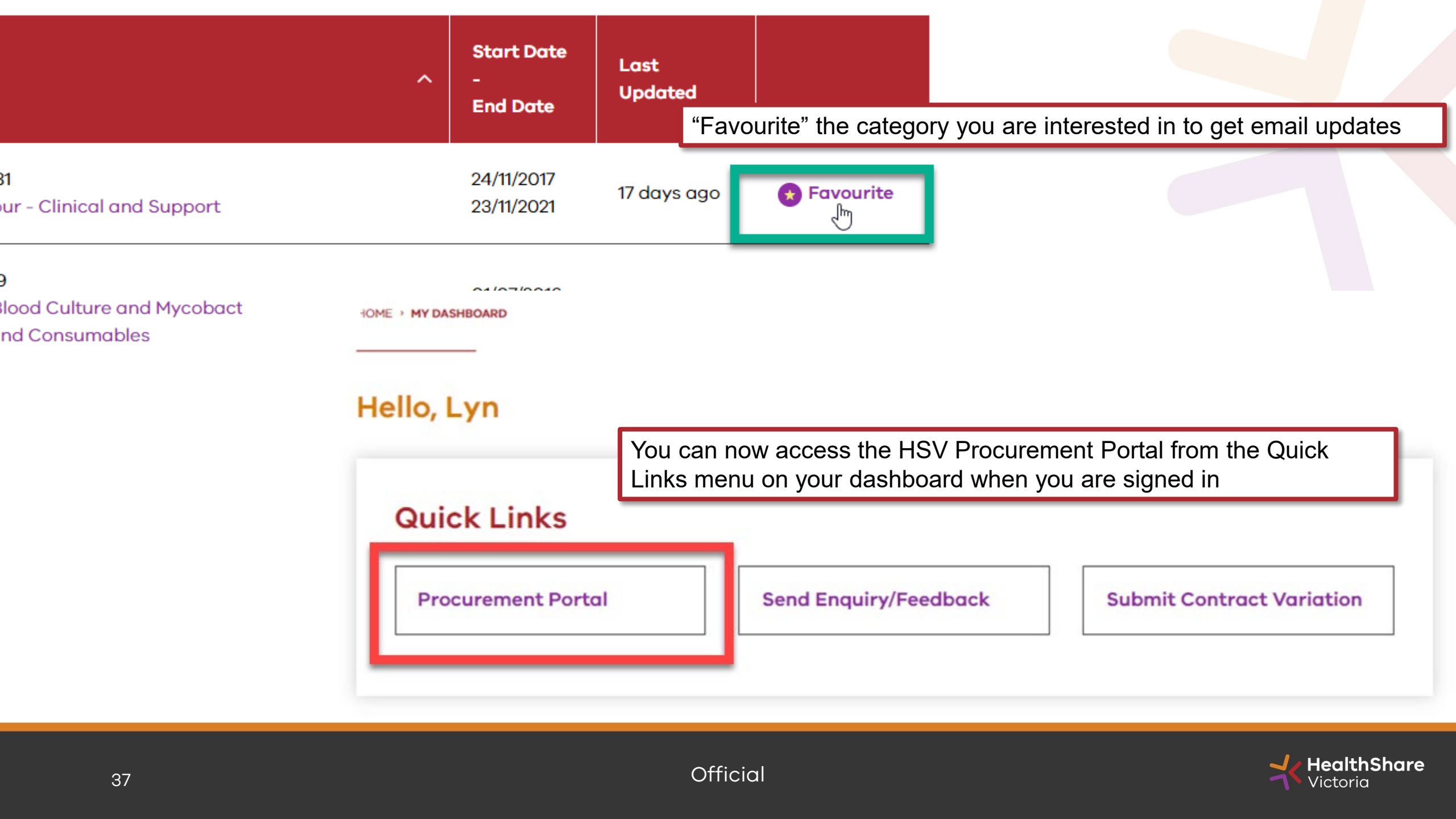
To create your account:

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

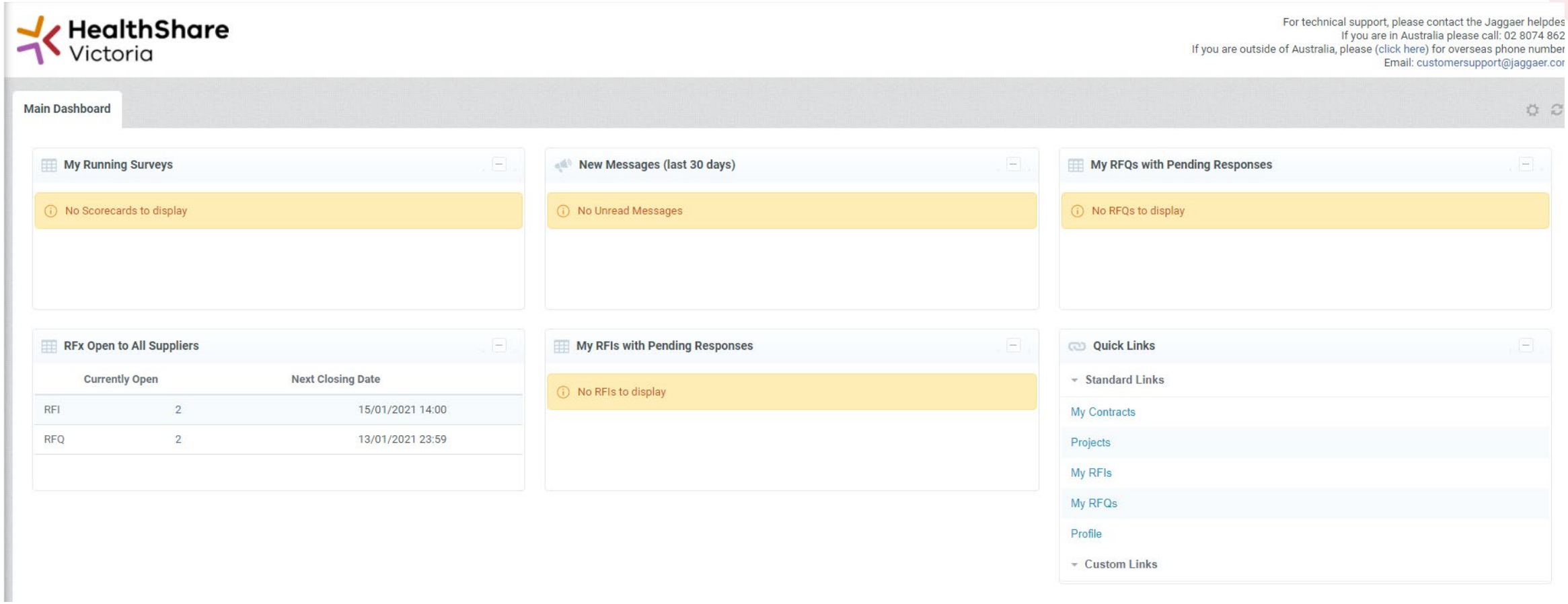
Complete your registration and you will receive a new account email with a password setup link

Important! Tender under the ABN that would sign the contract!

New distributors should register a separate account.


Start Date - End Date
Last Updated
“Favourite” the category you are interested in to get email updates
31
our - Clinical and Support
24/11/2017
23/11/2021
17 days ago
Favourite
9
Blood 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



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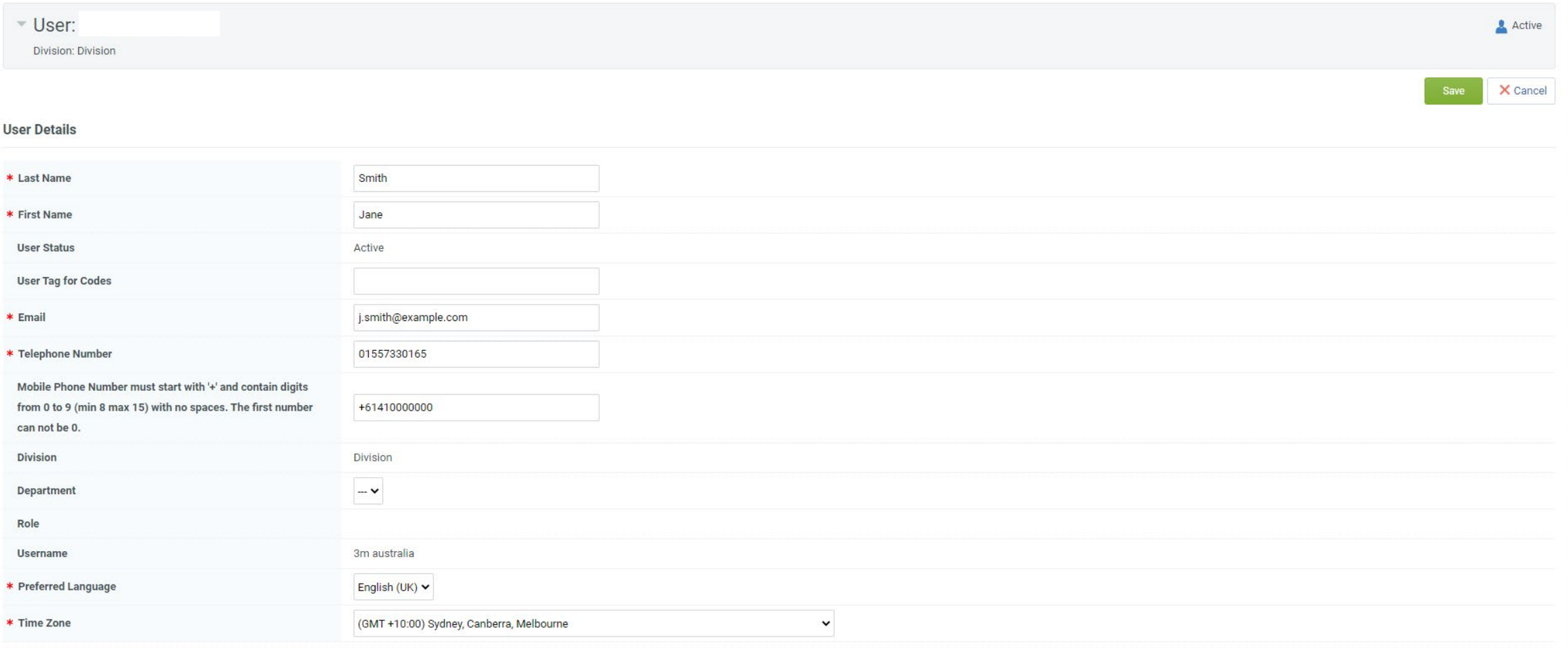
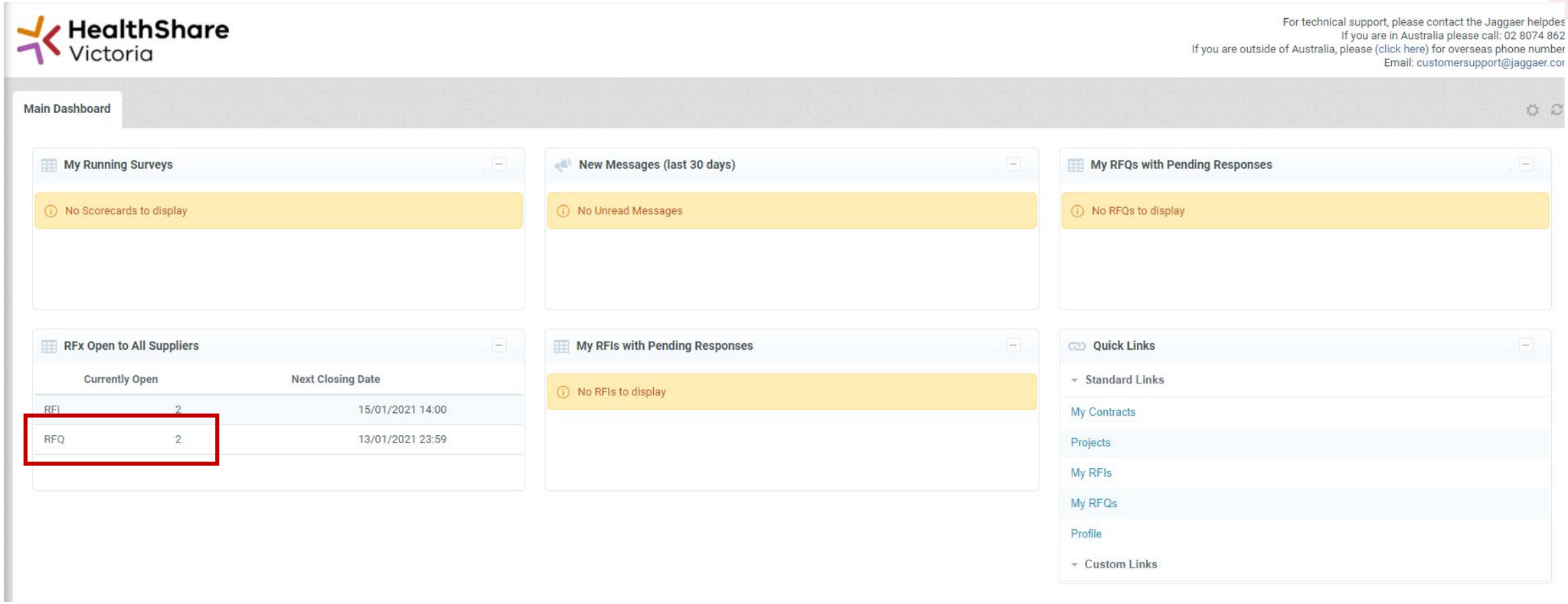
If you are the Super User you will receive all system alerts.
Add additional contact email addresses to yours using ; as a separator.



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



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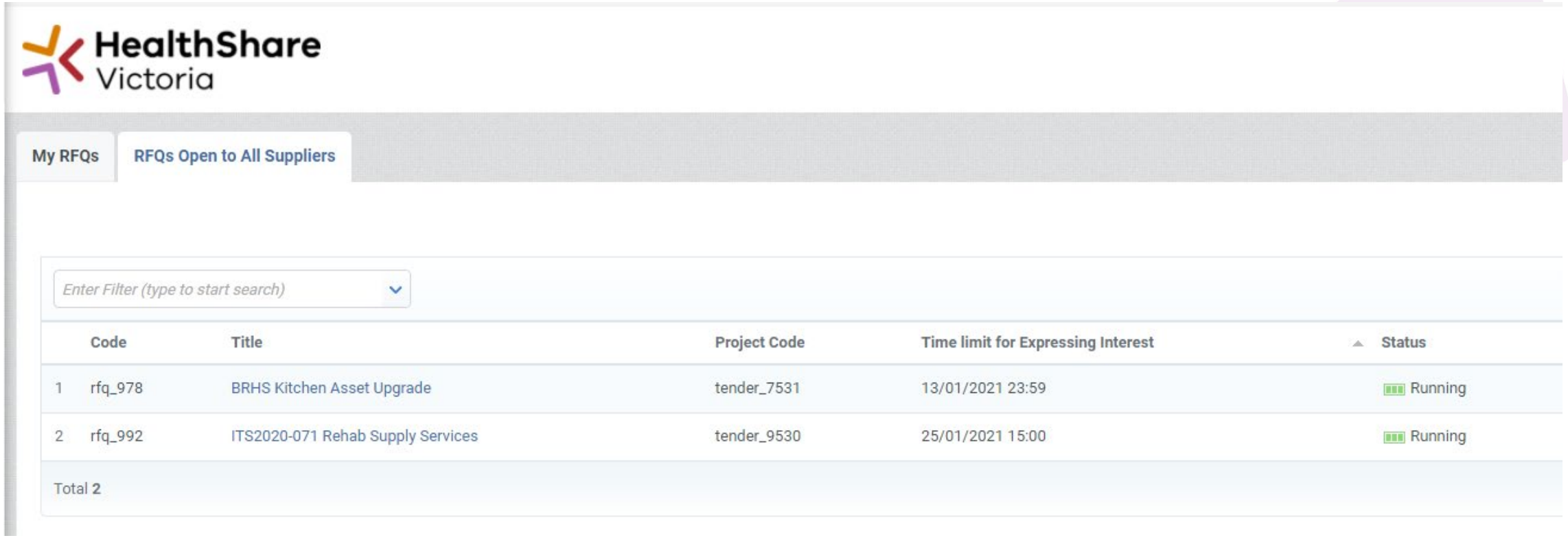
Select the tender you would like to express interest in



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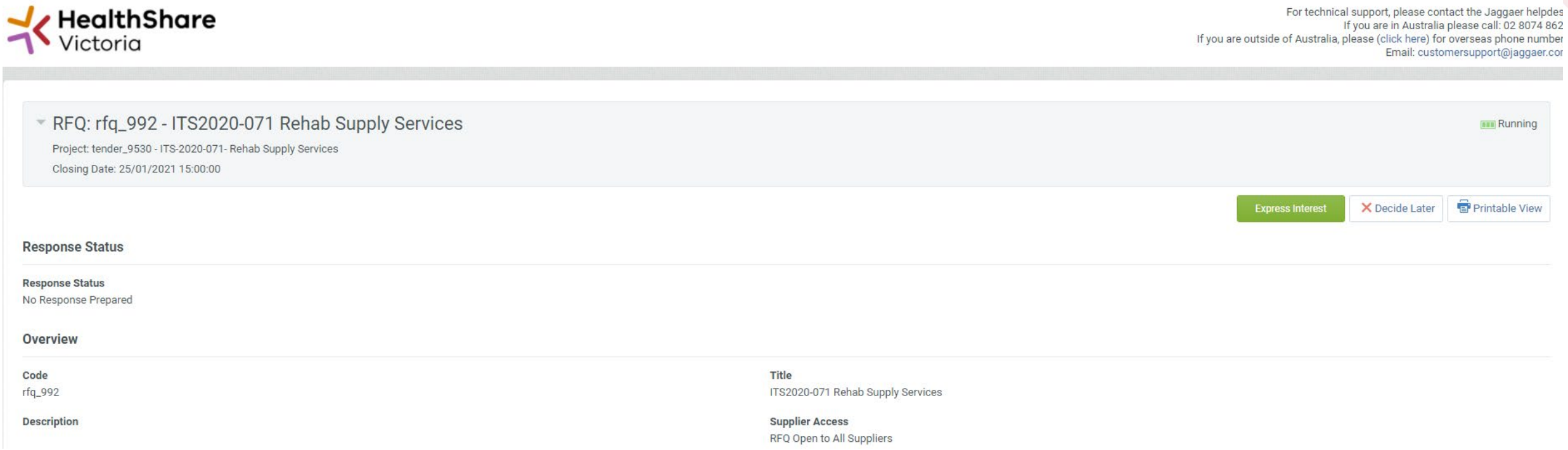
Click on ‘Express Interest’. This is the only way to access the event.



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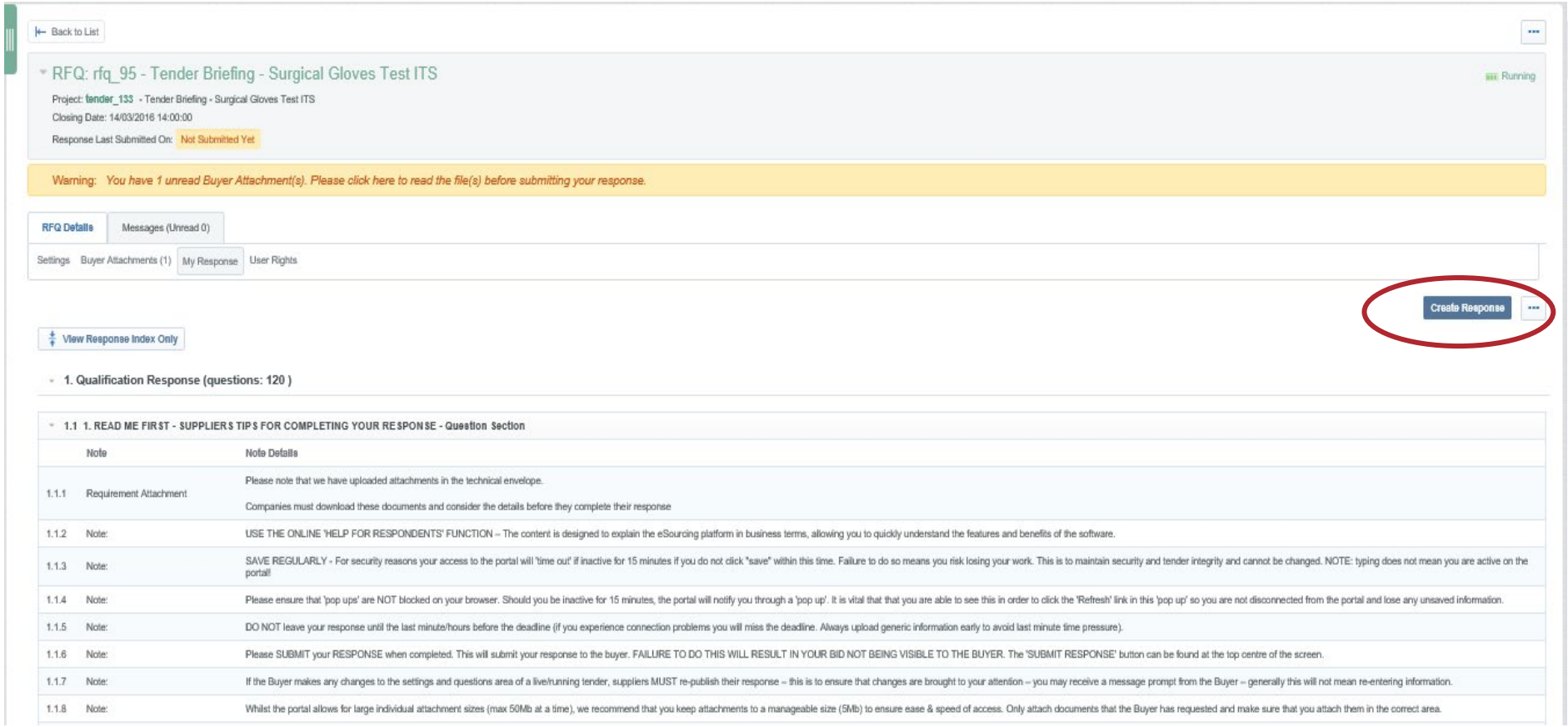
To populate the content of your tender response, click on ‘Create Response’



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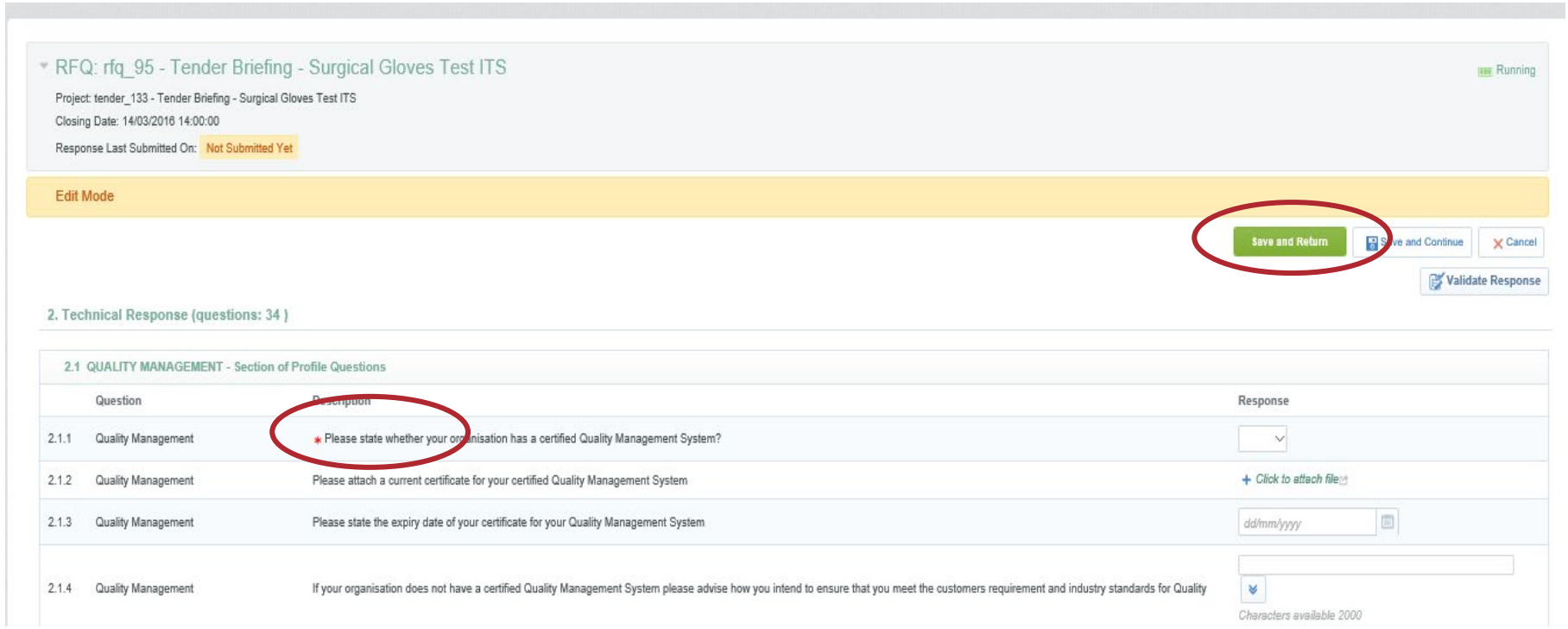
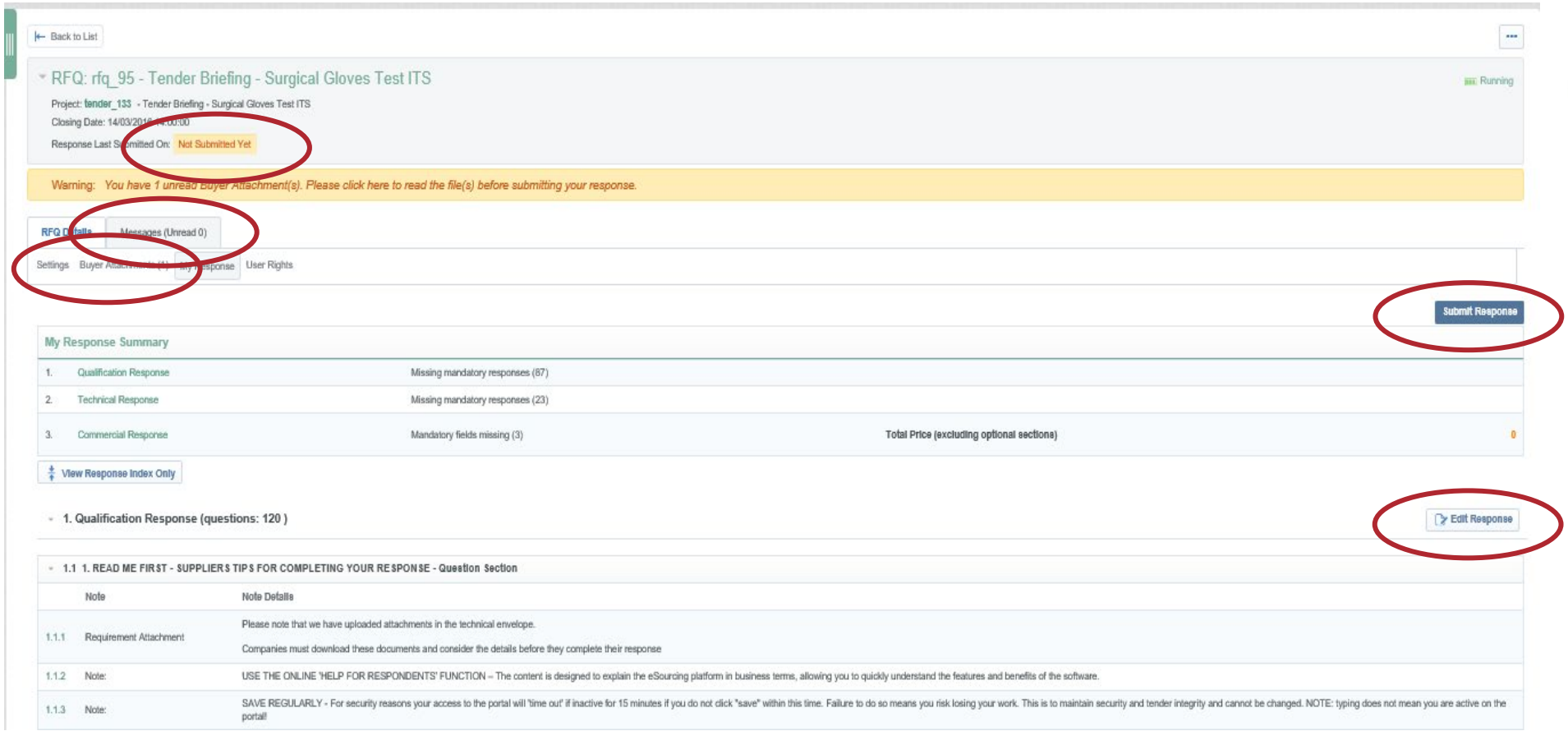
SAVE REGULARLY.
If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.




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
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!

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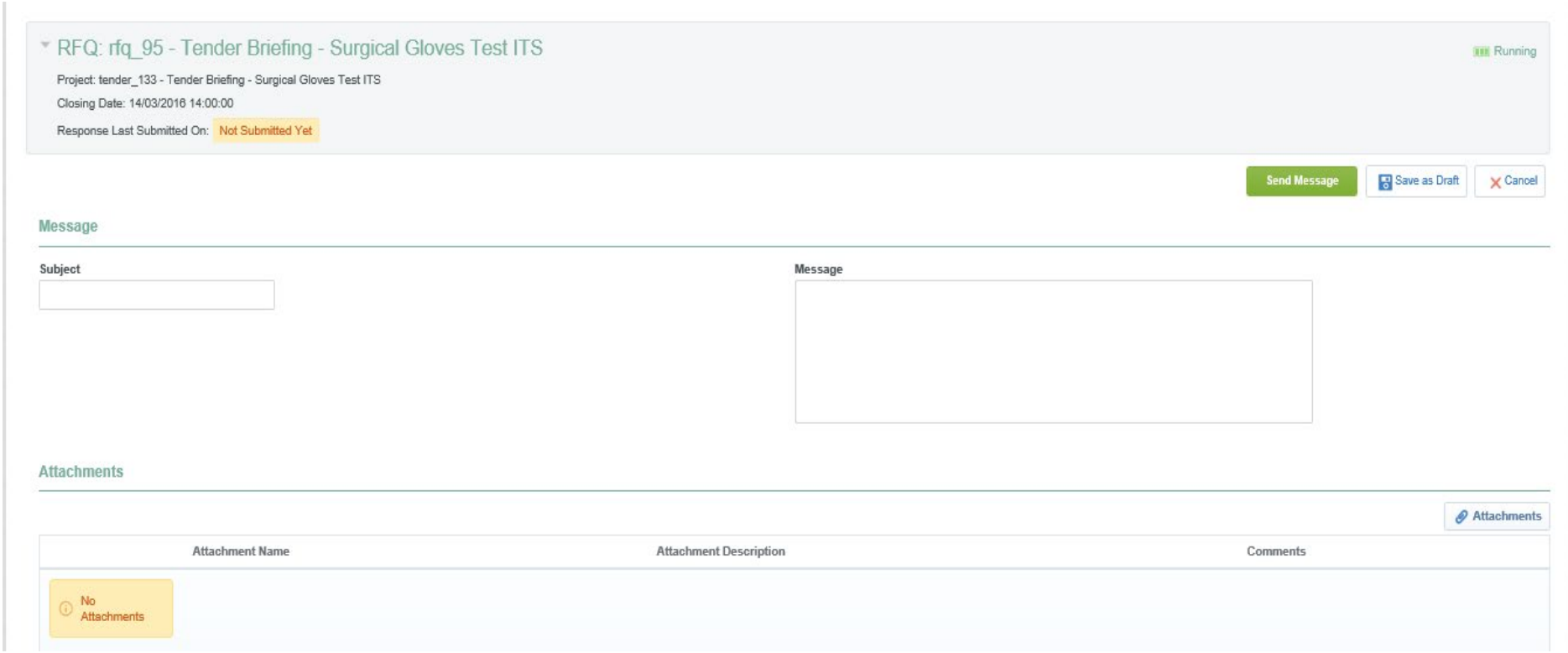
If you need to send a clarification question to HSV use the secure messaging function



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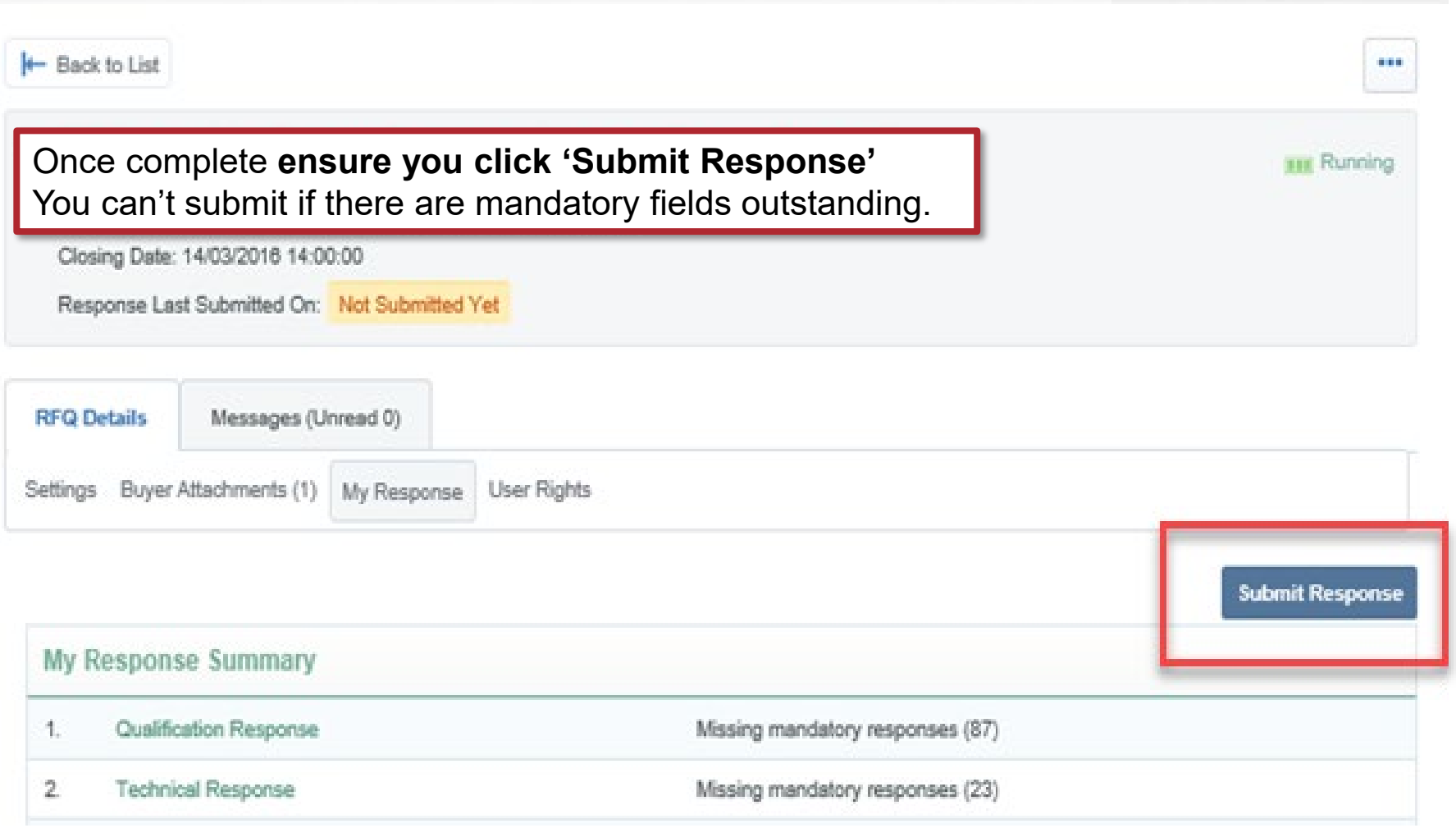
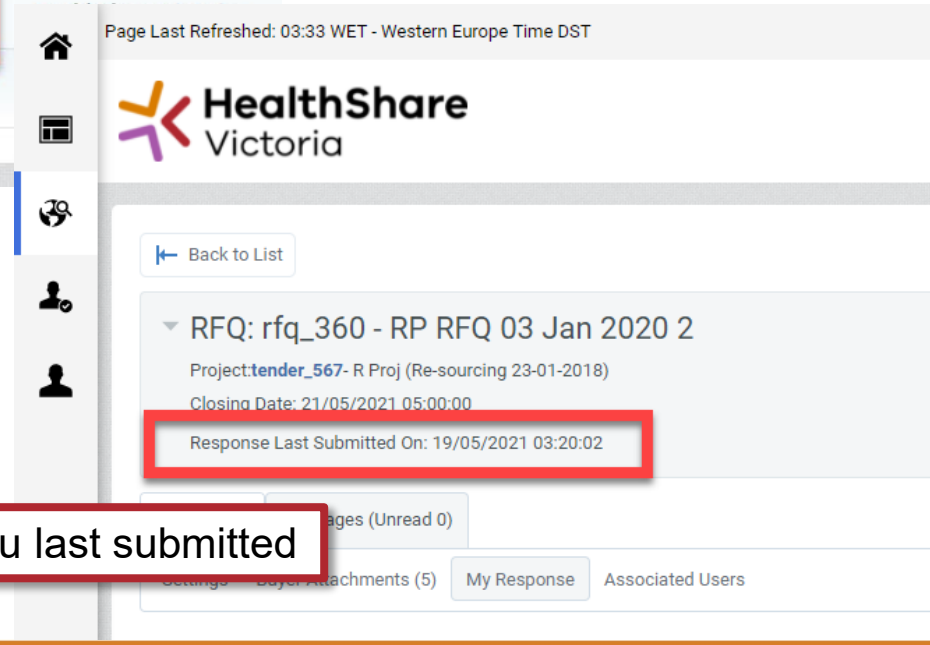


Once complete **ensure you click 'Submit Response'**
You can't submit if there are mandatory fields outstanding.

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

Official

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



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
- Please respond to **HSV Procurement Portal and TRW 'mandatory' questions, eg asterisk (*) marked** accordingly and completed in full. This must be completed or it wont allow the tender documents to be uploaded.
- **Please do not use an attachment to answer questions on the Qualitative and Technical** envelopes. Please answer the question on the space allotted.
- **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.

HealthShare Victoria

All Questions to be submitted to the helpdesk by Friday 7th February helpdesk@healthsharevic.org.au