



Official

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

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

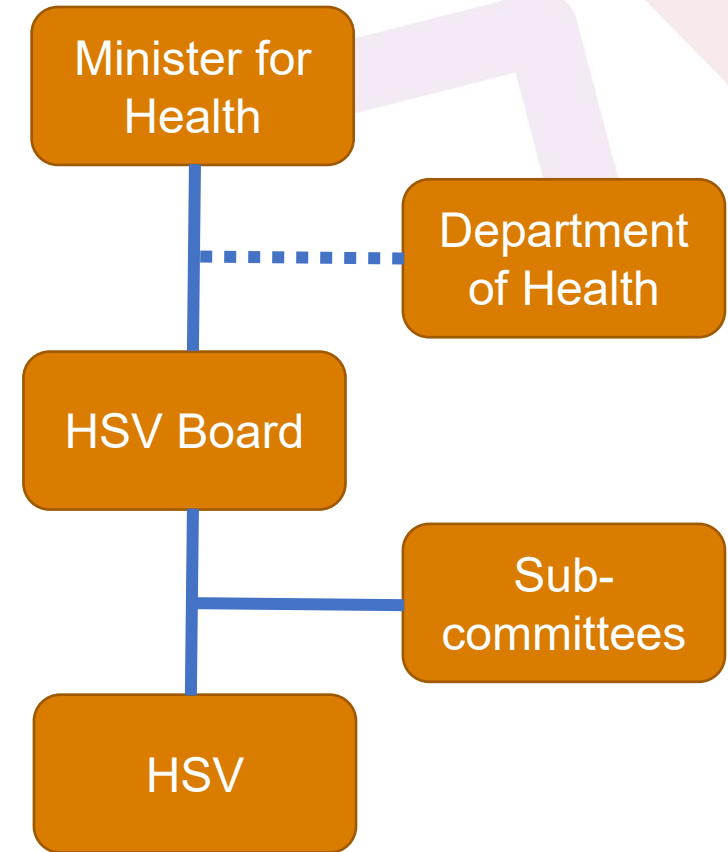
Our vision

- 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



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



Australian Government
Department of Health
Therapeutic Goods Administration



- **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).

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/distributor 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.

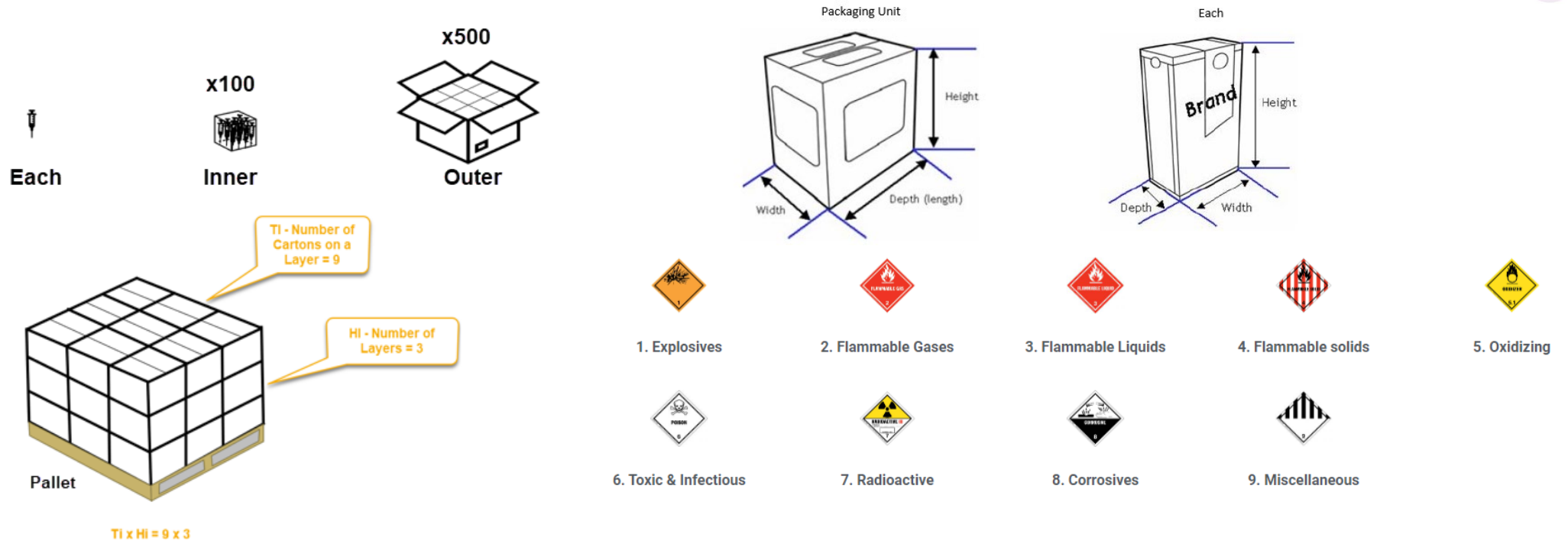
Tip: If the TRW is running slow, set calculations to manual while entering data, and back to auto-calculate once finished to check if any data is incorrect or missed

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



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

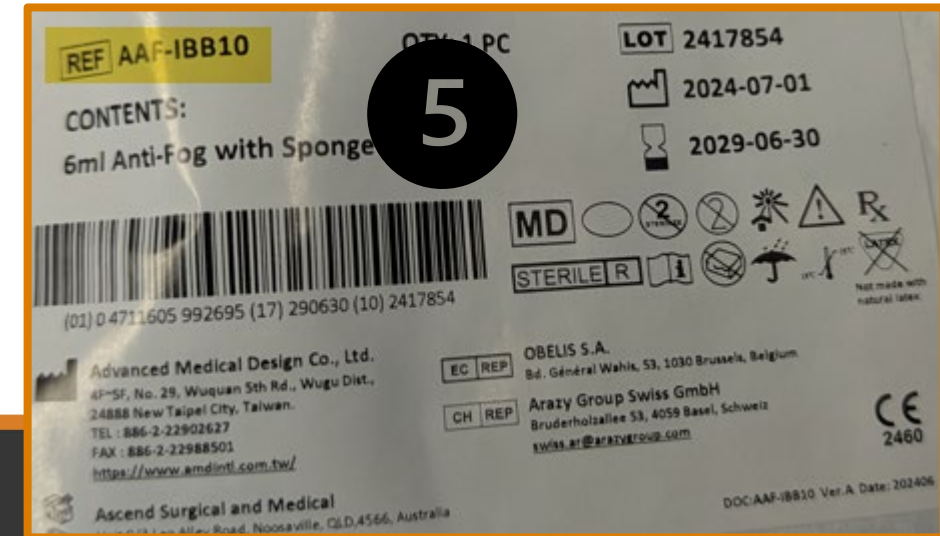
Data Integrity – Product Descriptions

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**

Data Integrity – Product Descriptions

Examples of Item Number on Packaging



Data Integrity – Product Descriptions

- Description string will be devoid of commas and symbol unless to represent the strengths
 - & = **AND**
 - + = **WITH**
 - / = **OR** unless it's to represent a strength
- Description will be in **UPPER CASING** except for the unit of measurement
- 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

<i>Length:</i>	1 meter (m)	=	100 centimeters (cm)
	1 meter (m)	=	1000 millimeters (mm)
	1 kilometer (km)	=	1000 meters (m)
<i>Mass:</i>	1 gram (g)	=	1000 milligrams (mg)
	1 kilogram (kg)	=	1000 grams (g)
	1 metric ton	=	1000 kilograms (kg)
<i>Volume:</i>	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

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*

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: 12345678901234567890

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

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

New distributors should register a separate account.

	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
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nd Consumables

HOME > MY DASHBOARD

Hello, Lyn

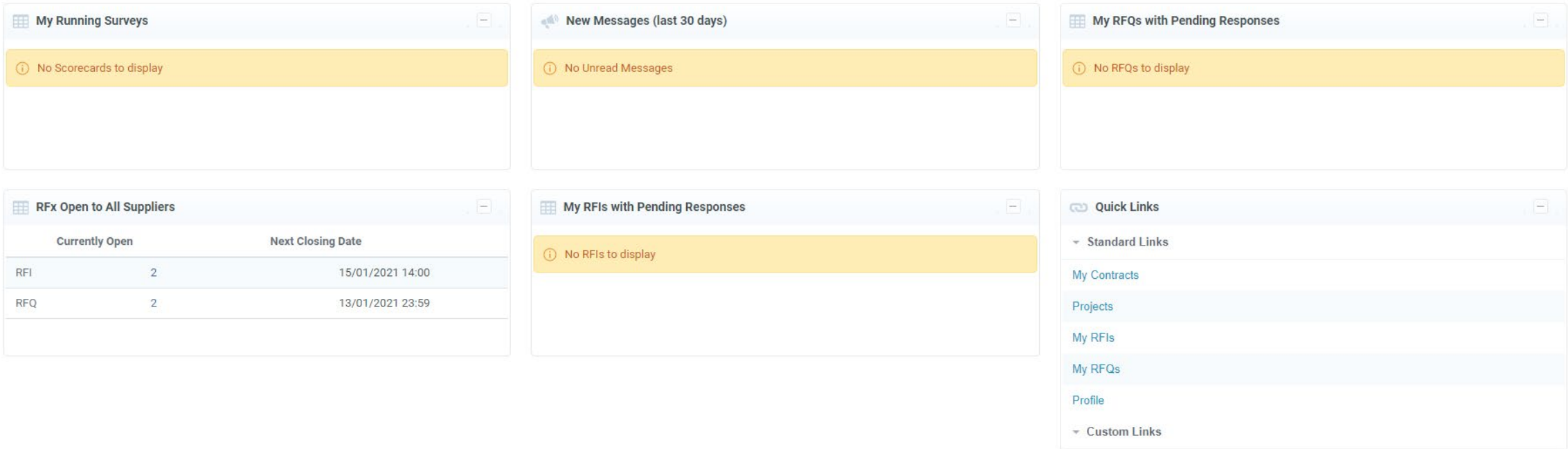
You can now access the HSV Procurement Portal from the Quick Links menu on your dashboard when you are signed in

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



The dashboard contains several widgets:

- 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:** A table showing currently open RFIs and RFQs with their next closing dates.
- My RFIs with Pending Responses:** No RFIs to display.
- Quick Links:** A list of links including My Contracts, Projects, My RFIs, My RFQs, Profile, and Custom Links.

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

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

Save Cancel

User Details

* Last Name	<input type="text" value="Smith"/>
* First Name	<input type="text" value="Jane"/>
User Status	Active
User Tag for Codes	<input type="text"/>
* Email	<input type="text" value="j.smith@example.com"/>
* Telephone Number	<input type="text" value="01557330165"/>
Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	<input type="text" value="+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.



For technical support, please contact the Jaggaer helpdes
If you are in Australia please call: 02 8074 862
If you are outside of Australia, please (click here) for overseas phone number
Email: customersupport@jaggaer.cor

▼ 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 a tender response. At the top, there is a navigation bar with a 'Back to List' link. Below this, the tender details are displayed: 'RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS' with a status of 'Running'. Project information includes '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' and 'Messages (Unread 0)'. Under 'RFQ Details', there are sub-tabs for 'Settings', 'Buyer Attachments (1)', 'My Response', and 'User Rights'. A 'View Response Index Only' button is located below the tabs. On the right side of the interface, a 'Create Response' button is circled in red. Below the navigation, 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?
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

Characters available 2000



← 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: 14/03/2018 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		



← 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.

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

HealthShare Victoria

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

1 Sourcing

2 RFQs

3 My RFQs

4 Response Status

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

Total 1

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

HealthShare Victoria

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RFQ: rfq_360 - RP RFQ 03 Jan 2020 2

Project: tender_567- R Proj (Re-sourcing 23-01-2018)

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

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

Pages (Unread 0)

Attachments (5) My Response Associated Users

Clicking on that RFQ shows when you last submitted

Tips for Responding

- Do not assume your company is known or well known by the evaluators – **provide all requested information**
- Do not use acronyms or abbreviations
- Do not cross-refer to other questions or answers in your responses
- 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.



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