HSV Procurement Portal

Official

Procurement Portal

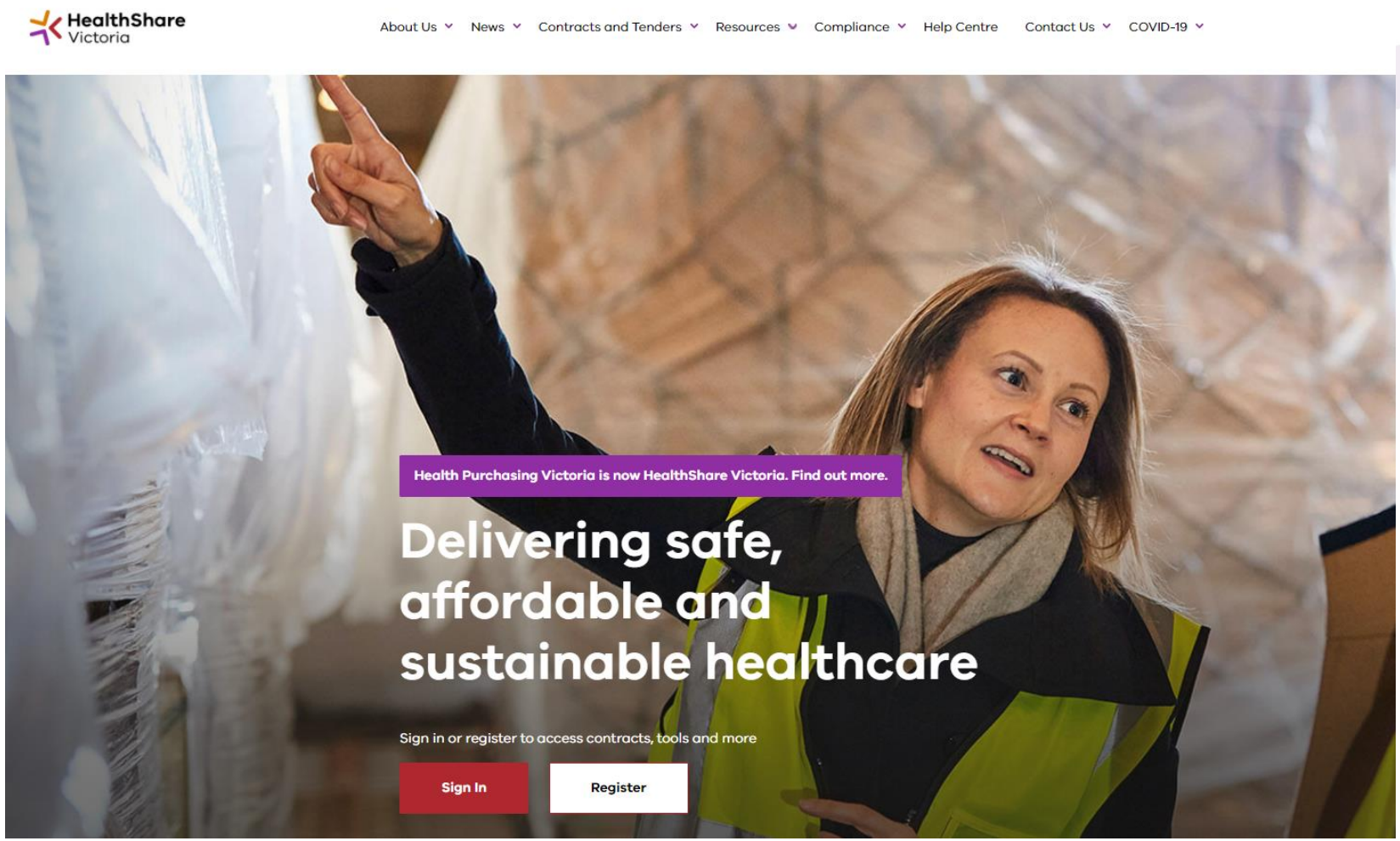
Request for Information (RFI) document download, Request for Information (RFI) related questions, and Request for Information (RFI) submission from the HSV Procurement Portal ONLY

Register/Access at healthsharevic.org.au

Each HSV Procurement Portal company account has one superuser responsible for managing sub-users, 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*



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Register

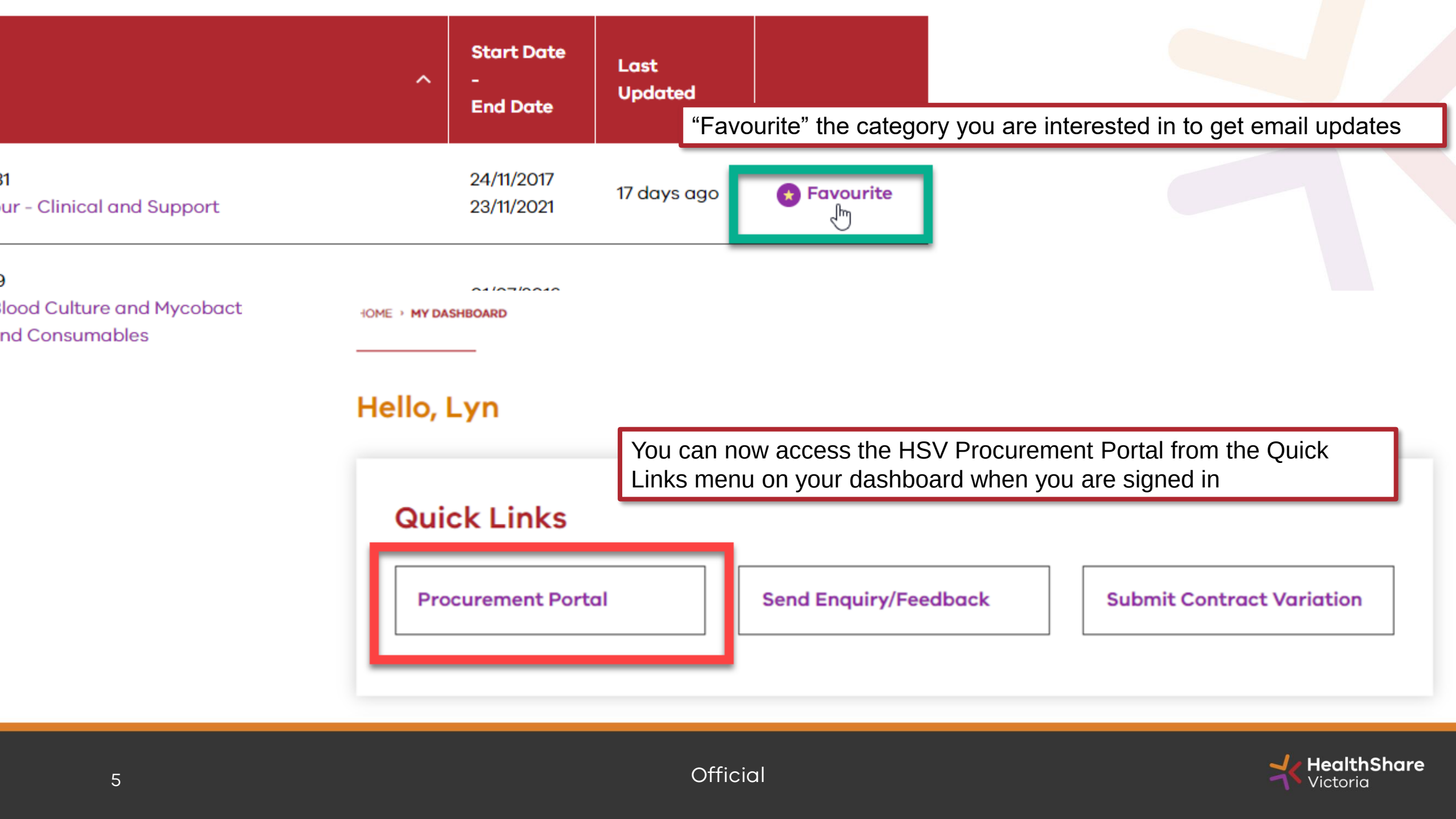
Welcome to HealthShare Victoria's website. To register for an account to access targeted content, please register as a supplier or health service below.

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

New suppliers will need to enter additional user and business details – phone number, address, etc.


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

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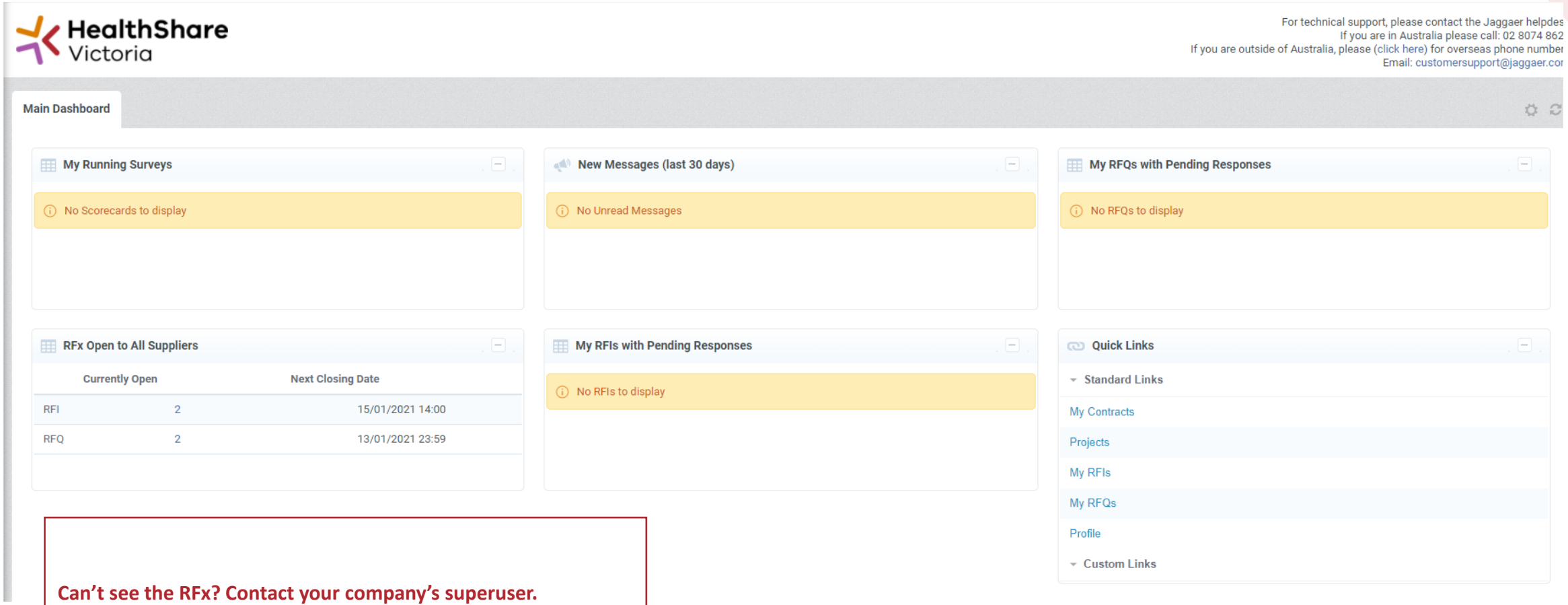
You will be directed to the Procurement Portal where you can access any open RFx or edit your personal profile



Can't see the RFx? Contact your company's superuser.

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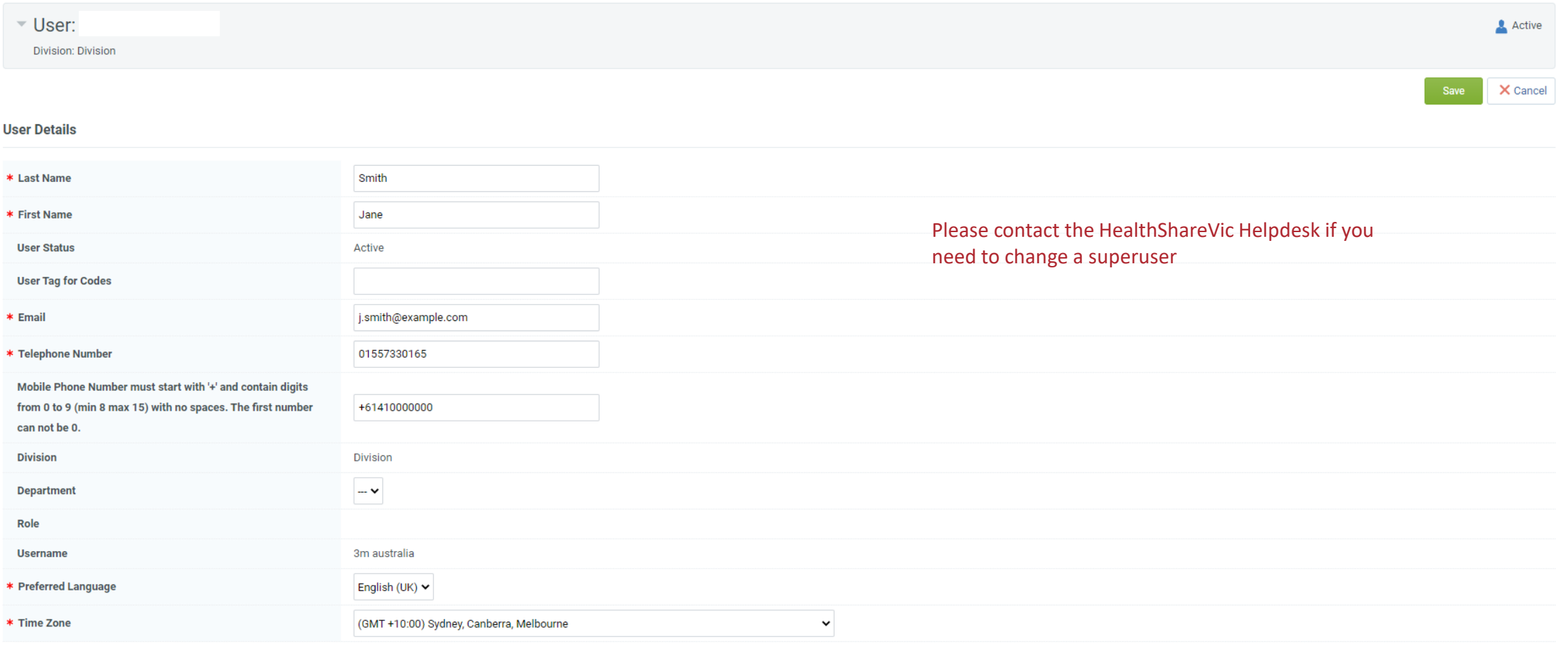
If you are the Super User you will receive all system alerts.
Add additional contact email addresses to yours using ; as a separator.



Please contact the HealthShareVic Helpdesk if you need to change a superuser

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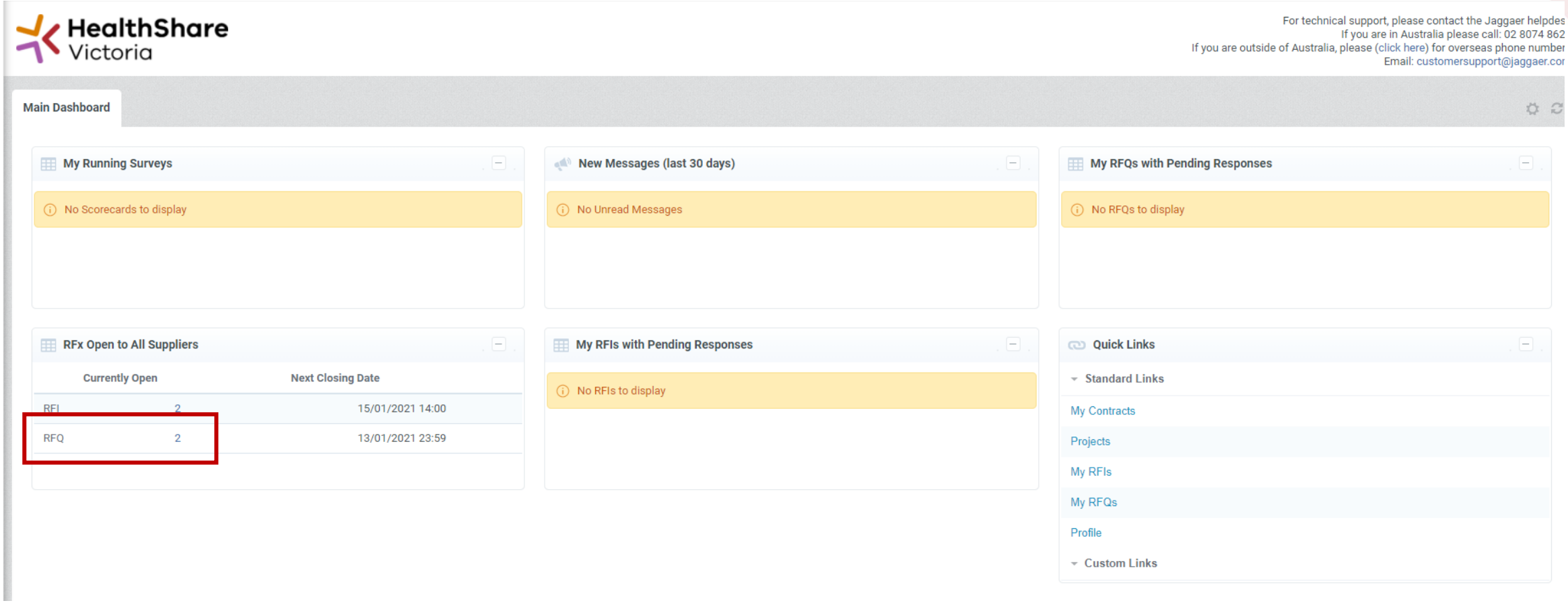
From the Portal click on the ‘RFI’ line within the ‘RFx Open to All Suppliers’



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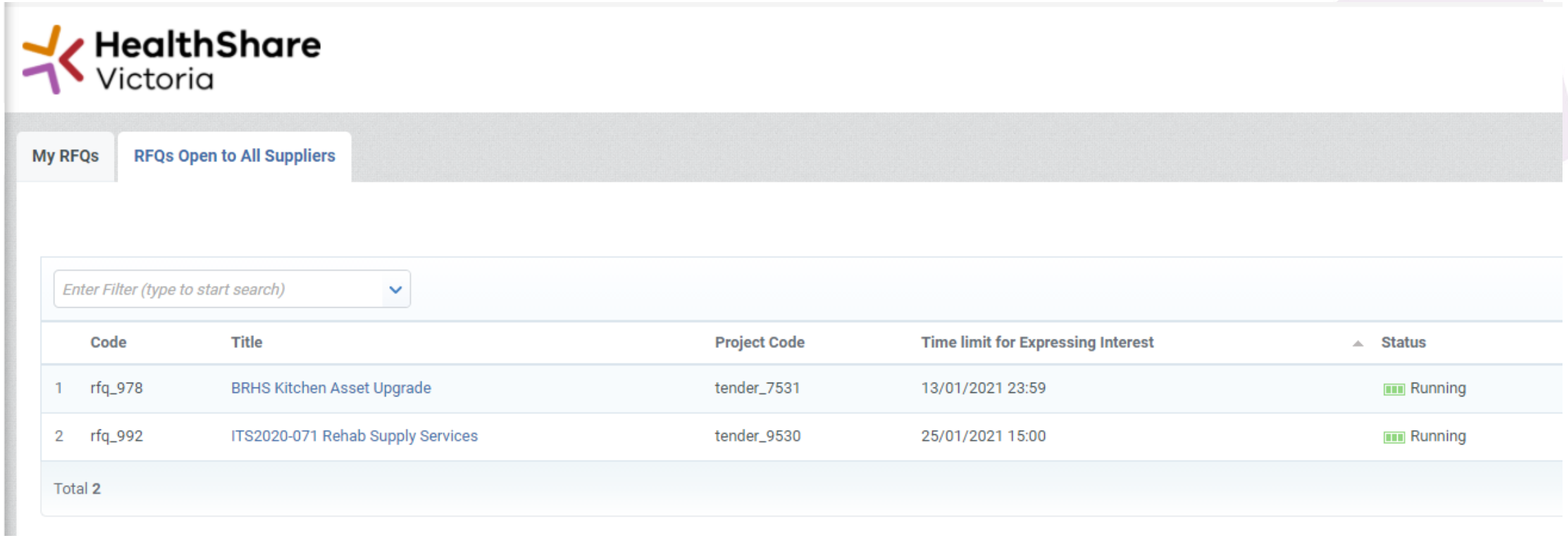
Select the Request for Information (RFI) you would like to express interest in



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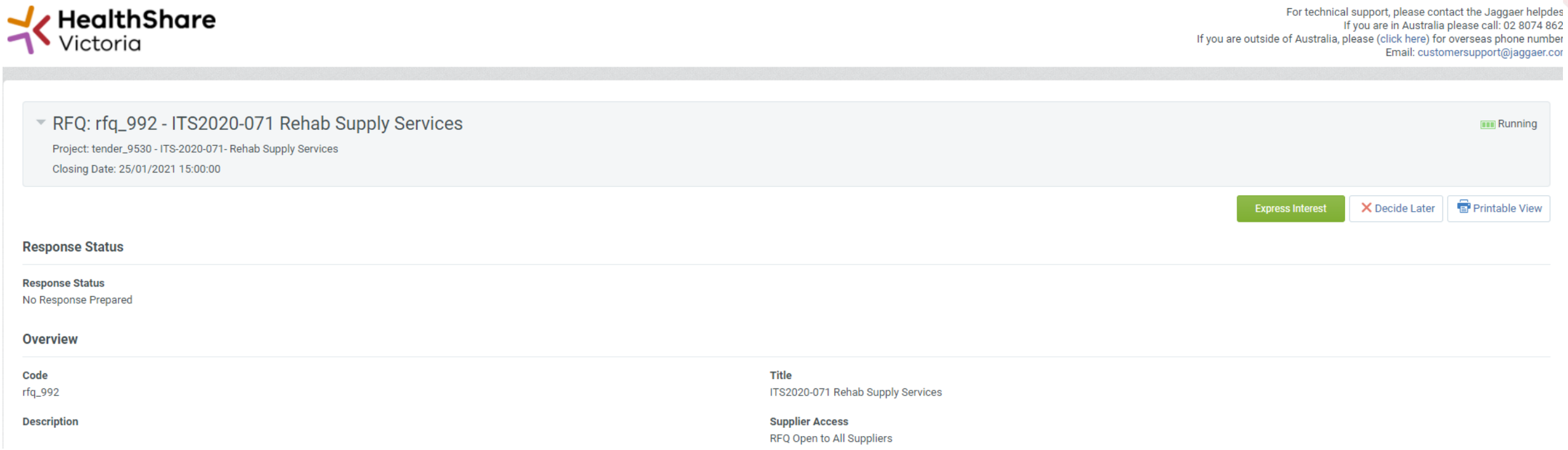
Click on ‘Express Interest’. This is the only way to access the event.



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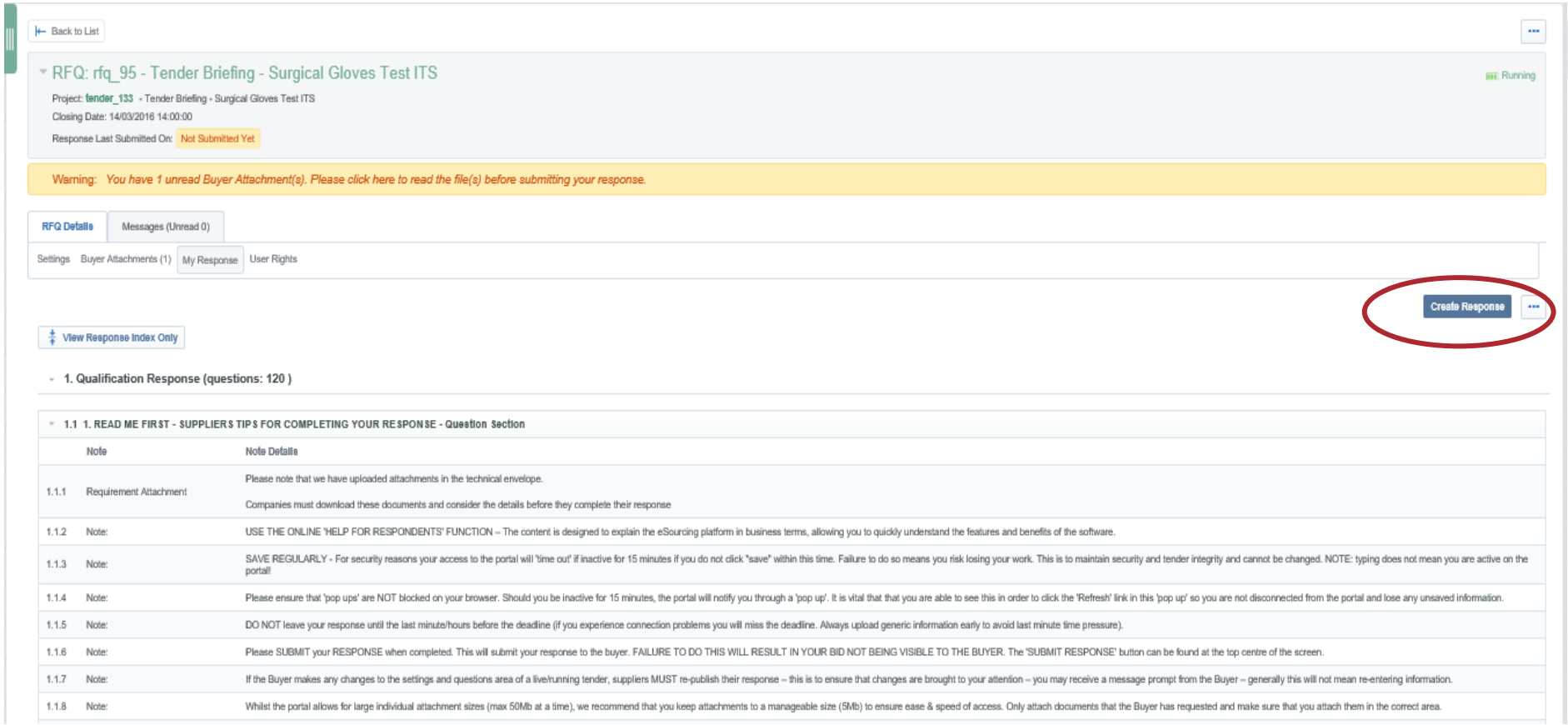
To populate the content of your Request for Information (RFI) response, click on ‘Create Response’



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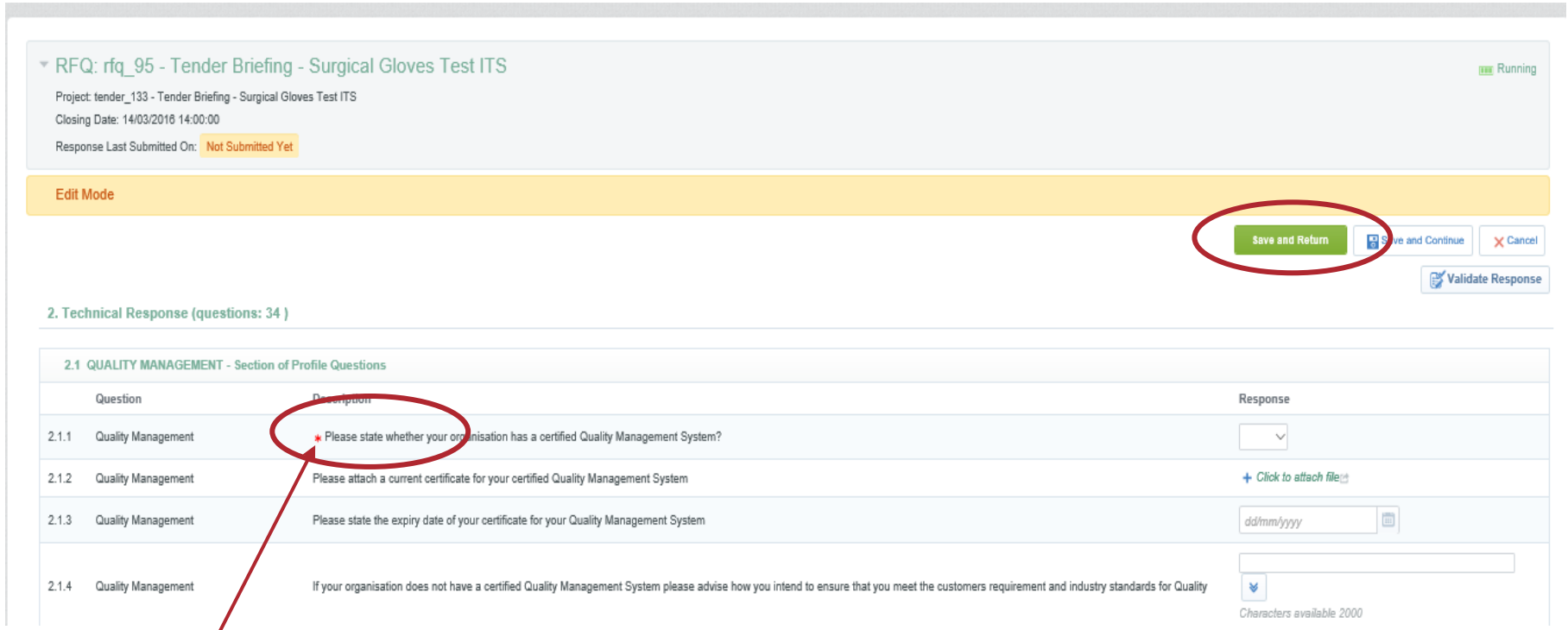
SAVE REGULARLY.
If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.



Mandatory questions are marked with an *asterisk

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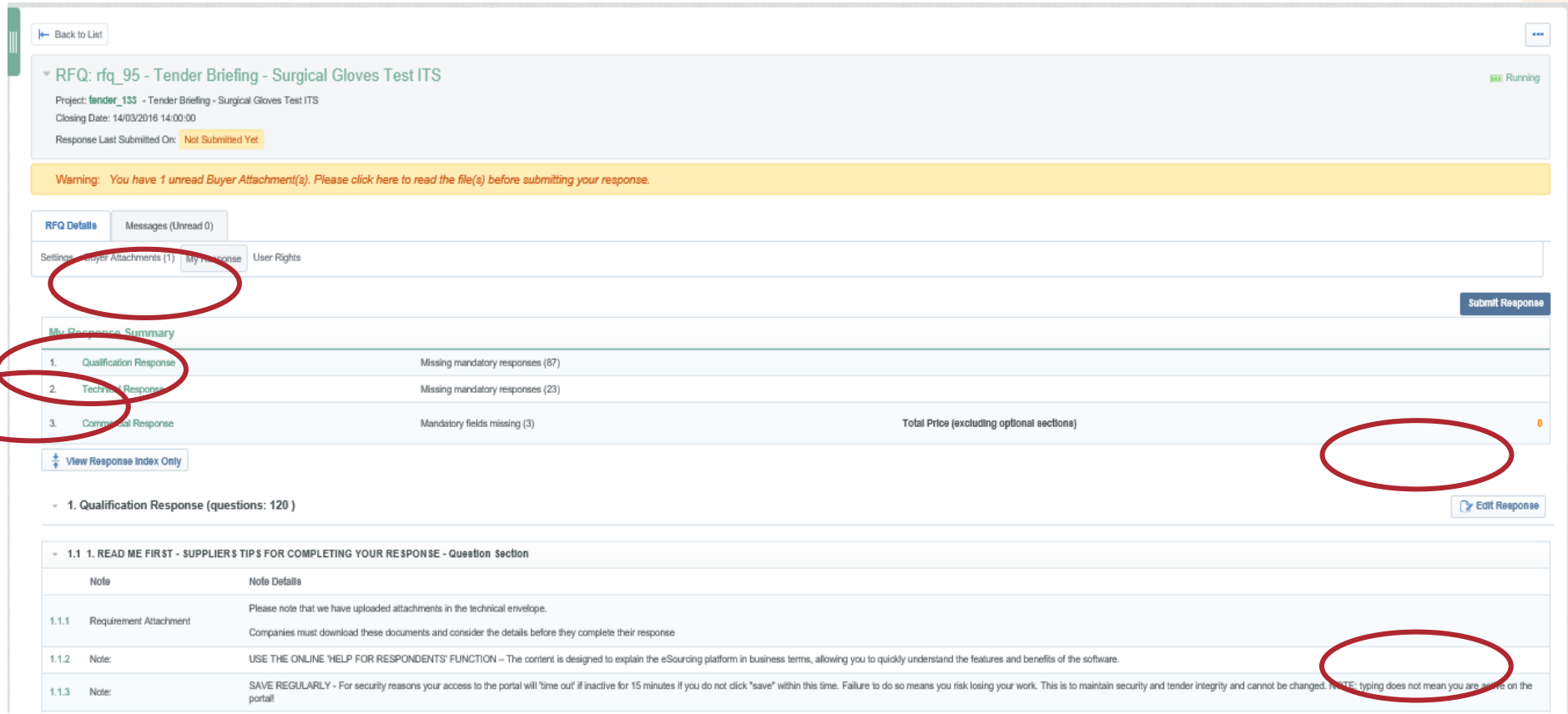
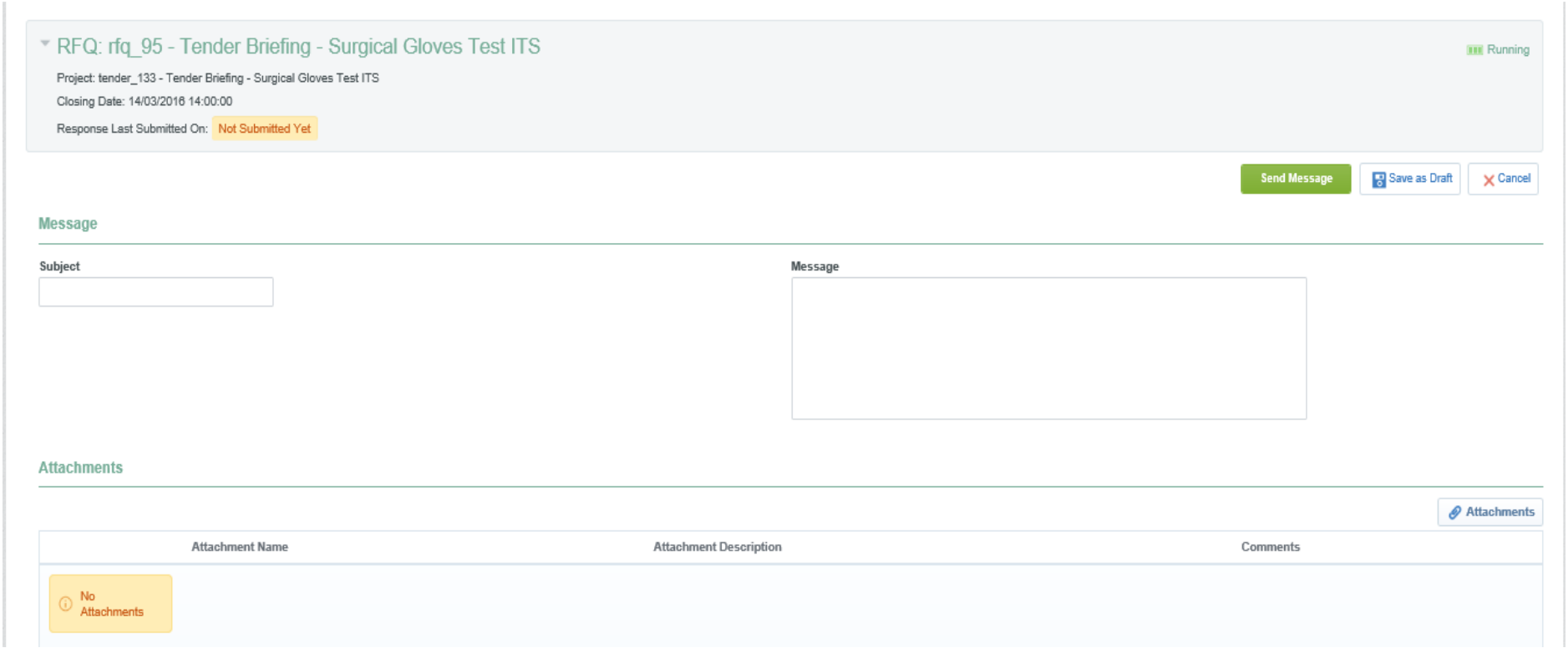


- Will advise you that you haven't submitted yet
- You can submit as many times as you like. The latest submission will overwrite previous submissions.
- Click on 'Edit Response'
- The Request for Information (RFI) questions are divided into three sections – Qualification, Technical, and Commercial. A summary of the remaining mandatory questions is summarised at each section level.

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



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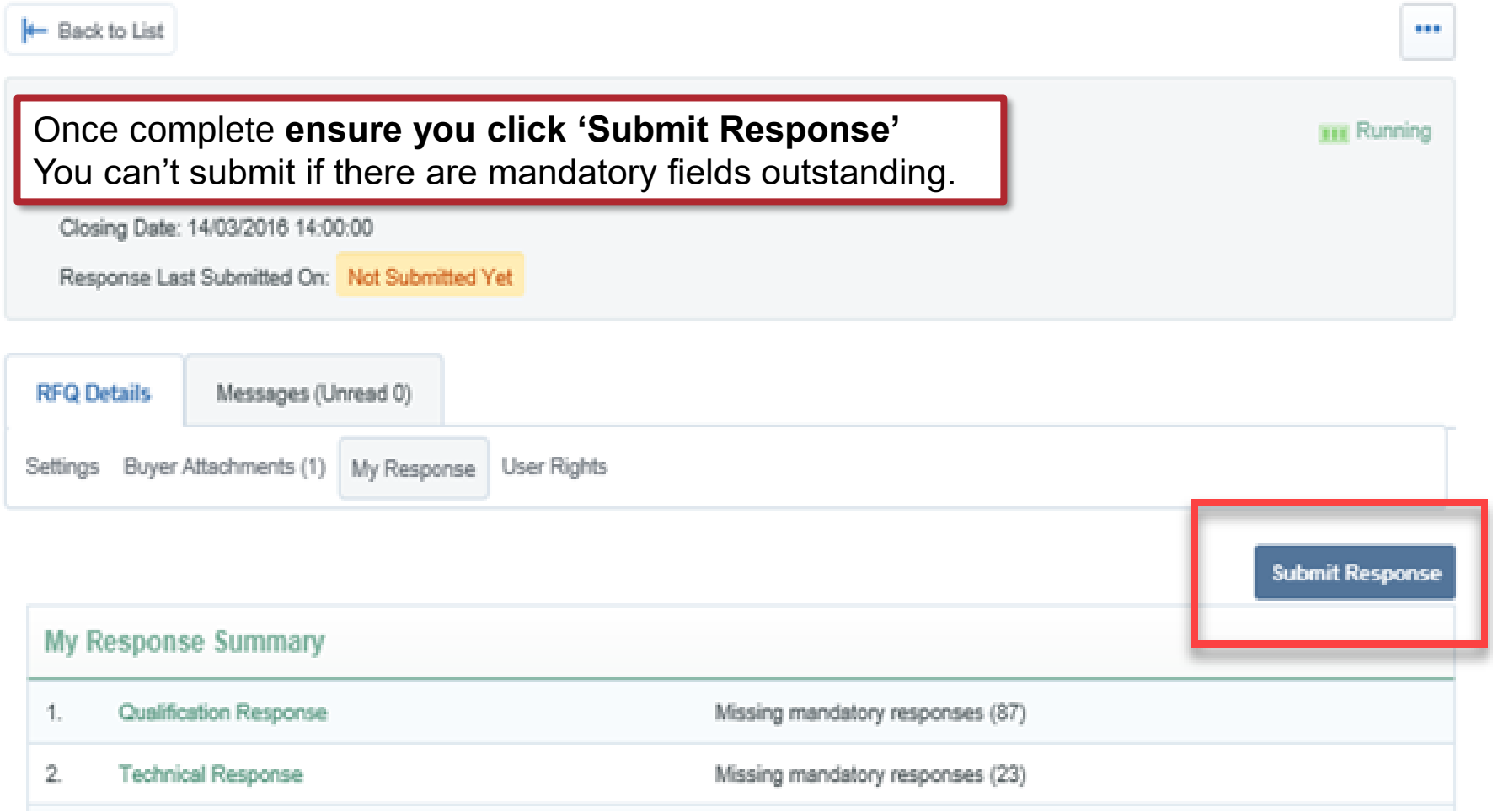


Once complete **ensure you click 'Submit Response'**
You can't submit if there are mandatory fields outstanding.

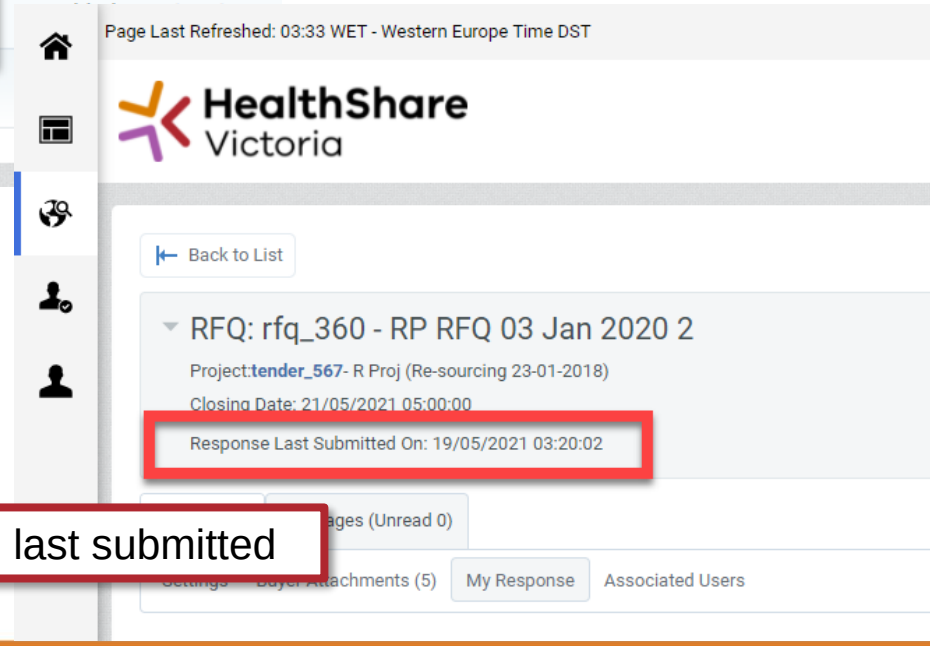
Our advice to all respondents is:

Start early, save frequently, and don't hesitate to submit early.

Note that responses – including pricing – are sealed until Request for Information (RFI) close. Your response is locked and inaccessible to the buyer until then.

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

Clicking on that RFI shows when you last submitted



Tips for Responding

- Do not assume your company is known or well known by the evaluators – provide all requested information
- Do not use acronyms or abbreviations
- Do not cross-refer to other questions or answers in your responses
- Remember to save regularly
- Submit early – you can overwrite your information up to the time of closing. Late submissions can only be accepted if they meet the strict conditions of the *ITS Late Responses* clause
- Multiple users working on a submission can cause errors and delays. It is strongly recommended that only one user be logged on at one time to work on a submission.