



Official

HPVITS2022-174 – BUILDING SERVICES –
TRADES - METRO ITS
Response Submission –Online

POST ITS RELEASE UPDATE

RFQ Details

Messages (Unread 1)

Settings

Buyer Attachments (13)

My Response

Associated Users

My Response has been divided into 3 envelopes as below:

YOUR RESPONSE IS NOT YET SUBMITTED. To complete the upload of your response, click "Submit Response"

My Response Summary

	ENVELOPE	INFO PARAMETERS	
1.	Qualification Response	Missing mandatory responses (63)	
2.	Technical Response		
3.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections) 0

Click on each Envelope to provide responses **ONLINE**

YOUR RESPONSE IS NOT YET SUBMITTED. To complete the upload of your response, click 'Submit Response'

My Response Summary

ENVELOPE

- 1. [Qualification Response](#)
- 2. [Technical Response](#)
- 3. [Commercial Response](#)

1

Once you click on an envelope, Online Questionnaire page would open up

2

READ ME FIRST – Provides tips and instructions on how to complete the online questionnaire

Please read carefully before completing the questionnaire

1.1 1. READ ME FIRST - TIPS FOR COMPLETING YOUR RESPONSE - QUESTION SECTION

	NOTE	NOTE DETAILS
1.1.1	Important Attachments	Please note that we have uploaded attachments in the 'attachments' area Respondents must download and consider these documents as part of their response
1.1.2	Help	ONLINE HELP is available from the small "user" icon next to your name at the top right of the screen TECHNICAL ISSUES Jaggaer Helpdesk (02) 8074 8627 customersupport@jaggaer.com HSV Helpdesk (03) 9947 3700 helpdesk@healthsharevic.org.au Please provide a tender reference, a clear description of the problem, and your contact details TENDER RELATED QUESTIONS should be directed to the category manager through this tender's secure messaging feature

Online Questionnaire has different sections. Each section would have questions and their descriptions

You are required to provide answers in requested format. For example, Yes/no, numeric, text, option list etc.

← RFQ: rfq_1427 - HPVITS2022-174 Building Services - Trades ● Running Save And Continue Cancel Save And Return

2.10.10	Staff development	* Does the staff receive appropriate training and supervision, to enable them to perform their roles safely and efficiently.	<input type="text"/>
2.10.11	Contingency planning	* Do you commit to put in place and manage a contingency plan to ensure delivery of services without disruption to the Health services upon award. (Eg. If a global pandemic is to occur in future how would you manage the disruption to services?)	<input type="text"/>
2.10.12	Operational capability	* Please detail your operation capabilities I.e.Works depot location/s, number and type of technicians employed, emergency service / on call arrangements etc.	+ Attach File
2.10.13	Operational capability	* Please detail your operation capabilities I.e.Works depot location/s, number and type of technicians employed, emergency service / on call arrangements etc.	+ Attach File

Remember to always save and continue

Upload attachment

← RFQ: rfq_1427 - HPVITS2022-174 Building Services - Trades ● Running

1.1.15 Answers Answers should be as relevant, complete, and self-contained as possible. Please minimise cross references to attachments.

QUESTION	DESCRIPTION	RESPONSE	
1.1.16	Acceptance of Instructions	* Have you read and understood the above instructions?	<input type="text"/>

1.2 CORPORATE DETAILS - SECTION OF PROFILE QUESTIONS

NOTE	NOTE DETAILS
1.2.1	Note: Company

QUESTION	DESCRIPTION	RESPONSE	
1.2.2	Company Details	* Legal Entity name of your business as listed on the ABR	<input type="text"/>
1.2.3	Company Details	* Please provide the organisation's postal address	<input type="text"/>
1.2.4	Company Details	* Please provide your organisation's head office address	<input type="text"/>

Yes / No

Text
(Not more than 2000 characters)

1.2.5	Company Details	* Please select the option that best describes the corporate structure of the tendering entity	---
1.2.6	Business Structure	* Business Structure - Is your Organisation: - a public company (i.e. regulated by ASIC, with public shares, and either listed or unlisted on the ASX) - a large proprietary company (i.e. regulated by ASIC, with private shares, defined as 'large' under the Corporations Act 2001) - a small proprietary company (i.e. regulated by ASIC, with private shares, defined as 'small' under the Corporations Act 2001) - other (not structured as a company / not regulated by ASIC / Sole Trader / Partnership / Trusts)	--- Public Company Private Company - Large Private Company - Small Other - Not incorporated as a company / Sole Trader / Partnership / Trust
1.2.7	Company Details	If your business is a company, what is the company place of incorporation?	Characters available 2000
1.2.8	Company Details	If your business is a company, what is the company date of incorporation?	dd/MM/yyyy
1.2.9	Company Details	If your organisation is a company, please list individual shareholders that hold more than 10% of shares (if any).	Characters available 2000

Option List : (One option)
Select one appropriate response from the drop down list

2. TECHNICAL ENVELOPE

2.4.22	Gender Equality Strategy - Policies and Procedures	* Do you have policies and/or procedures supporting any of the following employment practices to achieve gender equality?	<input checked="" type="checkbox"/> Statement promoting a gender equal organisational culture <input type="checkbox"/> Gender equality in leadership and management <input checked="" type="checkbox"/> Gender composition in teams / work groups <input type="checkbox"/> Gender equitable remuneration <input type="checkbox"/> Flexible work options <input checked="" type="checkbox"/> Sub-contractor requirements
2.4.23	Gender Equality Strategy - Performance measurement and targets	Do you have any of the following performance measures and targets for gender equality?	<input type="checkbox"/> Gender equality action plan (or equivalent) <input type="checkbox"/> Data collection <input type="checkbox"/> Key Performance Indicators (KPIs) <input type="checkbox"/> Benchmarks / targets for results to be achieved against KPIs
2.4.24	Gender Equality Strategy - monitoring and oversight	* Does you have any of the following formal internal monitoring and oversight of performance in place?	<input type="checkbox"/> Management review <input type="checkbox"/> Governance review <input type="checkbox"/> Periodic internal auditing process

Multi Choice Option List :
Select multiple appropriate boxes from the applicable options

2. TECHNICAL ENVELOPE

2.10.12	Operational capability	* Please detail your operation capabilities i.e. Works depot location/s, number and type of technicians employed, emergency service / on call arrangements etc.	+ Attach File
2.10.13	Operational capability	From the list please select ALL health services where your organisation has provided HVAC & associated services in the previous 12 months. Leave blank otherwise. **IMPORTANT** There are 66 HEALTH SERVICES in the List, only 10 ARE DISPLAYED AT A TIME. Use the 'NEXT RESULTS' and 'PREVIOUS RESULTS' controls to see all of the health services. 'SELECT ALL' and 'DESELECT ALL' controls AFFECT VISIBLE ITEMS ONLY (not all 66 health services) Note: Health Services often comprise multiple facilities at various addresses. Whilst the list is of the main Health Service names, the intention is that the Services may be required at any of their associated entities and facilities.	Type to start search Select All Deselect All ALBURY WODONGA HEALTH ALEXANDRA DISTRICT HEALTH ALFRED HEALTH ✓ AUSTIN HEALTH BAIRNSDALE REGIONAL HEALTH SERVICE ✓ BARWON HEALTH ✓ BASS COAST HEALTH ✓ BEAUFORT AND SKIPTON HEALTH SERVICE BEECHWORTH HEALTH SERVICE BENALLA HEALTH Next results + Attach File
2.10.14	Cost reduction	* Suppliers are to outline their approach to total cost reduction programs.	
2.10.15	Value creation	Advise how you will administer new innovative ideas to promote ongoing value creation for HSV & health services	
2.10.16	Long term value proposition	Submit information or suggestions as to what sets your current services apart for the long term value proposition to the HSV & Health services. This includes:	
2.10.13	Operational capability	From the list please select ALL health services where your organisation has provided HVAC & associated services in the previous 12 months. Leave blank otherwise. **IMPORTANT** There are 66 HEALTH SERVICES in the List, only 10 ARE DISPLAYED AT A TIME. Use the 'NEXT RESULTS' and 'PREVIOUS RESULTS' controls to see all of the health services. 'SELECT ALL' and 'DESELECT ALL' controls AFFECT VISIBLE ITEMS ONLY (not all 66 health services) Note: Health Services often comprise multiple facilities at various addresses. Whilst the list is of the main Health Service names, the intention is that the Services may be required at any of their associated entities and facilities.	Type to start search ALFRED HEALTH ✕ BAIRNSDALE REGIONAL HEALTH SERVICE ✕ BASS COAST HEALTH ✕ CASTERTON MEMORIAL HOSPITAL ✕ COLAC AREA HEALTH ✕

**Multi Choice Option List :
Selecting Health Services**
The list of health services is very long and only 10 names will be displayed at once

Select your options and Click on 'Next results'

Select from the displayed list and click on 'Next results'

Once your selection is complete, the selected health services list will be displayed in the answer section

2.10.13 Operational capability

From the list please select ALL health services where your organisation has provided HVAC & associated services in the previous 12 months. Leave blank otherwise.

****IMPORTANT**** There are 66 HEALTH SERVICES in the List, only 10 ARE DISPLAYED AT A TIME. Use the 'NEXT RESULTS' and 'PREVIOUS RESULTS' controls to see all of the health services. 'SELECT ALL' and 'DESELECT ALL' controls AFFECT VISIBLE ITEMS ONLY (not all 66 health services)

Note: Health Services often comprise multiple facilities at various addresses. Whilst the list is of the main Health Service names, the intention is that the Services may be required at any of their associated entities and facilities.

Ben|

Select All Deselect All

BENALLA HEALTH

BENDIGO HEALTH

COLAC AREA HEALTH X

You can also start typing the name of the health service and select your option

2.10.13 Operational capability

From the list please select ALL health services where your organisation has provided HVAC & associated services in the previous 12 months. Leave blank otherwise.

****IMPORTANT**** There are 66 HEALTH SERVICES in the List, only 10 ARE DISPLAYED AT A TIME. Use the 'NEXT RESULTS' and 'PREVIOUS RESULTS' controls to see all of the health services. 'SELECT ALL' and 'DESELECT ALL' controls AFFECT VISIBLE ITEMS ONLY (not all 66 health services)

Note: Health Services often comprise multiple facilities at various addresses. Whilst the list is of the main Health Service names, the intention is that the Services may be required at any of their associated entities and facilities.

Type to start search

ALFRED HEALTH X

BAIRNSDALE REGIONAL HEALTH SERVICE X

BASS COAST HEALTH X

CASTERTON MEMORIAL HOSPITAL X

COLAC AREA HEALTH X

BENDIGO HEALTH X

You can now see selection added to the list

← RFQ: rfq_1427 - HPVITS2022-174 Building Services - Trades ● Running

Save And Continue Cancel Save And Return

1.6.6 Conflict Management Strategy * If there is a Conflict of Interest, state your proposed strategy for Managing the Conflict. Indicate if no conflict exists.

1.7 FRAUD AND CORRUPTION CONTROL - SECTION OF PROFILE QUESTIONS

QUESTION	DESCRIPTION
1.7.1 Company Operations	* Do you have any policies and procedures in place to minimise the chance of fraud and corruption within your business and with external stakeholders?
1.7.2 Fraud and Corruption Policy Audit	If your organisation has policies and procedures in place to minimise the chance of fraud and corruption, when was the last time this policy was externally audited?
1.7.3 Fraud and Corruption Policy Audit (Summary)	If your organisation has policies and procedures in place to minimise the chance of fraud and corruption, provide a summary of the findings from the last audit.

Characters available 2000

January

MON	TUE	WED	THUR	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
			2022	2023	2024	

dd/MM/yyyy

Characters available 2000

For 'Date' click on this icon to expand the calendar to chose a date from

RFQ Details

Messages

Create Message

Received Messages

Sent Messages

Draft Messages

→| Create a new secure message [ED. To complete the upload of your response, click 'Submit Response']

My Response Summary

ENVELOPE

- 1. Qualification Response
- 2. Technical Response
- 3. Commercial Response

Missing mandatory responses (63)

Missing mandatory responses (47)

Currency: AUD

1 Click on create Message

2

Write the subject and the message body. You can also include attachments.

Messages

Message

Subject

Message

Attachments

Attachments

	NAME	DESCRIPTION	COMMENTS
--	------	-------------	----------

No Attachments

3 Once completed click on 'Send Message'

If you have any questions regarding the questionnaire or the documents please send your queries through the secure messaging function

Response Submission - Online

← RFQ: rfq_1427 - HPVITS2022-174 Building Services - Trades ● Running ... Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 1)

Settings Buyer Attachments (13) My Response Associa

→ | YOUR RESPONSE IS NOT YET SUBMITTED. To complete the upload of your response, click 'Submit Response'

My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	Qualification Response	Missing mandatory responses (63)		
2.	Technical Response	Missing mandatory responses (47)		
3.	Commercial Response	Mandatory fields missing (1)	Total Price (excluding optional sections)	0

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

Note:

Responses – including pricing – are locked and inaccessible to the buyer until close of tender
You can change and update your response multiple times before the close of tender



To confirm that your response has been submitted, check that 'My RFQs' shows '**Response Submitted to Buyer**' under the Response Status

1

Sourcing

Projects

RFIs

RFQs

Contracts

RFQs

My RFQs

RFQs Open to All Suppliers

3

2

Email: custo

Status

Response Status

4

Buyer Organisation

Response Submitted To Buyer

HealthShare Victoria

1 rfq_360

tender_567

21/05/2021 05:00

Running

Total 1



Back to List

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

RFQ Details

Messages (Unread 0)

Response Status would state 'Response To Be Submitted To Buyer' if not submitted

Clicking on that RFQ shows when you last submitted

CODE	TITLE	PROJECT CODE	CLOSING DATE ↓	STATUS	RESPONSE STATUS	BUYER ORGANI
1	rfq_1415 HPVITS2022-174 Building Services - Trades	tender_10398	24/02/2023 03:00	Running	Response To Be Submitted To Buyer	HealthShare Vi