



Official

HPVITS2022-174 – Building Services Trades Understanding attachments & response

POST ITS RELEASE UPDATE

PARTS OF ITS

1. My Response

Click on 'Intend to Respond'

← RFQ: rfq_1427 - HPVITS2022-174 Building Services - Trades ● Running ... Decline To Respond Intend To Respond

RFQ Details Messages (Unread 1)

Settings Buyer Attachments (13) **My Response** Associated Users

→|

Currency: AUD

1. QUALIFICATION RESPONSE (QUESTIONS: 94)

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

Response : Mass download

You can download all 3 envelopes in excel format

← 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 Associated Users

→ | 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

My Response has been divided into 3 envelopes as below:

Response Envelopes (Q+T+C)

Qualification Envelope

- Company & contact details, Insurances, COI etc
- Upload: insurances, Part 5 forms 1 – 3 etc.

Technical Envelope

- Risk, OH&S, social procurement, operational capability, compliance with Part 4 etc
- Upload: Certifications, policies, Part 5 forms 4 – 9 etc.

Commercial Envelope

- Pricing / Commercial

PARTS OF ITS

2. Buyer Attachments

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











RFQ Details Messages (Unread 1)

Settings **Buyer Attachments (13)** My Response Associated Users

→| Folders and Files List root >

Enter Filter (type to start search)

Showing Result 1 - 13 of 13 Show: 20

	FOLDER/FILE NAME ↑	DESCRIPTION	SIZE	LAST MODIFICATION DATE	
1	 Part 1 - 4 and Industry Briefing Presentation.pdf		1,822 KB	08/12/2022 13:52:56	
2	 Part 4 - Schedule 4 – Reporting Guidelines Appendix 1.xlsx		60 KB	08/12/2022 13:32:46	
3	 Part 5_Form 1 - Statutory Declaration - Probity.docx		1,339 KB	08/12/2022 13:39:40	
4	 Part 5_Form 2 - Supplier Code of Conduct – Commitment Letter.docx		712 KB	08/12/2022 13:39:40	
5	 Part 5_Form 3 - Response to Offer.docx		1,342 KB	08/12/2022 13:39:40	












You can download all documents at once by clicking 'Mass download' as below

Mass Download

Mass download of Attachments

Ensure to always populate and respond with latest version of the document

There are total 12 documents as below :
Part 1 – 4 : To Read
Part 5 : Populate and attach in responses

<input type="checkbox"/>	Name	Type	Compressed size
	Part 1 - 4 and Industry Briefing Presentation	Microsoft Edge PDF Document	1,333 KB
	Part 4 - Schedule 4 – Reporting Guidelines Appendix 1	Microsoft Excel Worksheet	51 KB
	Part 5_Form 1 - Statutory Declaration - Probity	Microsoft Word Document	218 KB
	Part 5_Form 2 - Supplier Code of Conduct – Commitment Letter	Microsoft Word Document	221 KB
	Part 5_Form 3 - Response to Offer	Microsoft Word Document	218 KB
	Part 5_Form 4 - Proposed Departures	Microsoft Word Document	217 KB
	Part 5_Form 5 - Gender Equality Commitment Schedule	Microsoft Word Document	217 KB
	Part 5_Form 6 - Inclusive Employment Commitment Schedule	Microsoft Word Document	217 KB
	Part 5_Form 7 - Improving Women's Safety Commitment Schedule	Microsoft Word Document	218 KB
	Part 5_Form 8 - Social Benefit Supplier Commitment Schedule	Microsoft Word Document	218 KB
	Part 5_Form 9 - Workforce Profile Schedule	Microsoft Word Document	218 KB

Parts 1 - 4 to Read

Part 5 Forms 1-3 : Fill and upload in Qualification response

Part 5 Forms 4-9 : Fill and upload in Technical response

PARTS 1 - 3

PART 1: INVITATION AND GENERAL INFORMATION

1. HealthShare Victoria

- a. Health Purchasing Victoria ('HPV') was established by section 129(1) of the *Health Services Act* 1988 and is a public authority which represents the Crown. HPV's functions include 'to supply or facilitate access to the supply of goods and services to public hospitals and other health or related services on best value terms'.
- b. HealthShare Victoria (HSV), established in 2021 brings Health Purchasing Victoria's existing

Part 1 : Provides information on purpose of tender, indicative timetable, Structure of this ITS, Evaluation criteria and technical & commercial weightings etc.

To understand how your responses would be scored please read this section carefully

PART 2: CONDITIONS OF PARTICIPATION

1. Conditions

- a. The provisions set out in this Part 2 govern the ITS process for the supply of preventative & maintenance of assets for heating, ventilation, and air conditioning (HVAC) & associated services

Part 2 : Provides conditions of participation, expectations, confidentiality, response requirements, probity, audit, evaluation process, award etc.

To understand the evaluation and post ITS process please read this section carefully

PART 3: RESPONDENT'S OFFER

1. Company information

- a. Respondents are required to complete all information as detailed in the HSV Procurement Portal. The provision of this information will form part of the evaluation process and includes information on:
 - (i) Conflict of Interest
 - (ii) Fraud and corruption control

Part 3 : Insurances, subcontracting, pricing, Local job first policy etc.

PART 4

DRAFT STANDING OFFER FOR THE PROVISION OF SERVICES AND ASSOCIATED GOODS

Part 4 : Includes the **Agreement** and,
Schedule 1 : **Specifications**
Schedule 2 : Price schedule (Price review mechanism)
Schedule 3 : Contract management, reporting & KPI
Schedule 4 : Participating health services
Schedule 4 Appendix 1 (Excel) : Reporting guidelines
Schedule 5 : Local jobs first policy
Schedule 6 : Social procurement framework

2. TECHNICAL ENVELOPE		
2.15 COMPLIANCE WITH PART 4 - QUESTION SECTION		
NOTE	NOTE DETAILS	
2.15.1	Draft Agreement	HSV have provided 'Part 4 - Draft Standing Offer for the provision of services and associated goods' for review. This agreement is a standard agreement across HSV and aligns with the standard agreement across Government. HSV believes it to be fair for both parties but will consider departures where suppliers categorically cannot comply in its current state provided the alternative position is fair to both parties. HSV is not interested in negotiating on departures which are not of significant concern to suppliers.
QUESTION	DESCRIPTION	RESPONSE
2.15.2	Draft Agreement Compliance	* Please confirm your agreement with the statement: "I have Read and understood Part 4 - Draft Standing Offer for the provision of services and associated goods and agree to comply with all requirements"
2.15.3	Draft Agreement Departures	If you do not comply or partially comply with any of the sections or schedules of the 'Part 4 - Draft Standing Offer for the provision of services and associated goods', you must attach a completed PART 5_Form 4 Proposed Departures here:

Please advise that you have read and understood Part 4 – 'Draft standing offer for the provision of services and associated goods' and agree to comply with all requirements in section 2.15 of the 'Technical Envelope'

PART 5 : Forms 1 - 9

PART 5 : FORM 1 – 3

Populate details within forms 1, 2 and 3 of Part 5 and upload **signed copies** within the 'Qualification Envelope' as shown below :

1. QUALIFICATION ENVELOPE		
1.11 ADDITIONAL INFORMATION - QUESTION SECTION		
NOTE	NOTE DETAILS	
1.11.1	Note:	You MUST also complete and submit the following forms as part of your response: Part 5_Form 1 – Statutory Declaration - Probity Part 5_Form 2 – Supplier Code of Conduct - Commitment Letter Part 5_Form 3 – Response to Offer Part 6 Tender Response Worksheet (Note: Upload in 3. COMMERCIAL ENVELOPE)
QUESTION	DESCRIPTION	RESPONSE
1.11.2	Statutory Declaration	* Upload your signed Part 5_Form 1 – Statutory Declaration - Probity here <input type="text" value="+ Attach File"/>
1.11.3	Supplier Code of Conduct	* Upload your signed Part 5_Form 2 – Supplier Code of Conduct - Commitment Letter here <input type="text" value="+ Attach File"/>
1.11.4	Response to Offer	* Upload your signed Part 5_Form 3 – Response to Offer here <input type="text" value="+ Attach File"/>

PART 5: Form 1 HSVITS2022-175	Statutory Declaration - Probity Heating, ventilation, and air conditioning & associated services
---	--

I,
of
A

PART 5: Form 2 HSVITS2022-175	Supplier Code of Conduct – Commitment Letter Heating, ventilation, and air conditioning & Associated services
---	---

Note to Respondents: The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website: <https://www.buyingfor.vic.gov.au/supplier-code-conduct-suppliers>. Updates and amendments to the Code will also be made available at this website.

PART 5: Form 3 HSVITS2022-175	Response to Offer Heating, ventilation, and air conditioning & Associated services
---	--

To	Invitee's Details
Anuia Nikam	Company Name <input type="text" value="<insert company name>"/>

PART 5 : FORM 4 – 9:

Populate details within forms 4 to 9 of Part 5 and upload **signed copies** within the 'Technical Envelope' where required