



Official

Supplier Briefing

HVAC & associated services
HPVITS2022 - 175

13th October 2022



Agenda

I would like to acknowledge the traditional owners of country throughout Australia, and recognise their continuing connection to land, waters and culture. I pay my respect to Elders past, present and emerging

HSV Overview

Invitation to Supply

- Proposed Timeline
- Category objectives
- Proposed categories in scope
- Other information (e.g. Support services required)

HSV Procurement Portal

Next Steps

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

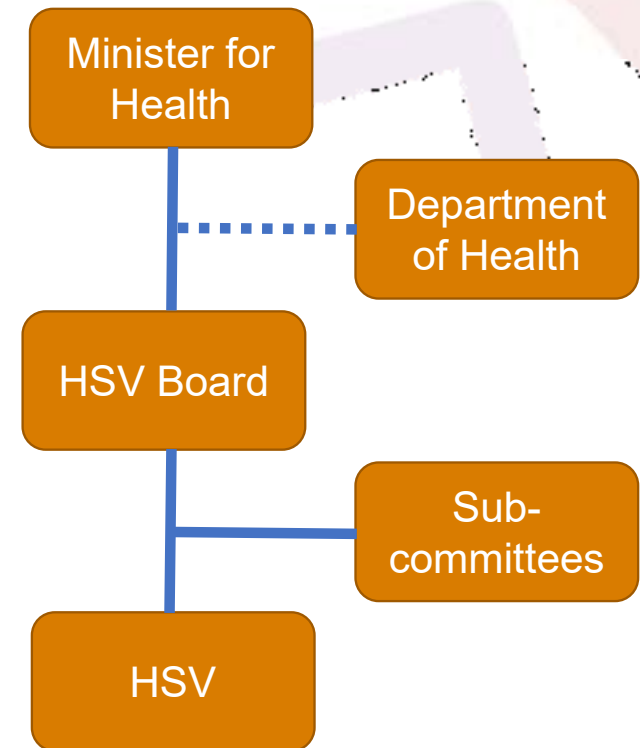
Our vision

- We help to deliver safe, affordable and sustainable healthcare.



HSV Organization

- 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 (Health services act 1988)
- 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.



Local Jobs First

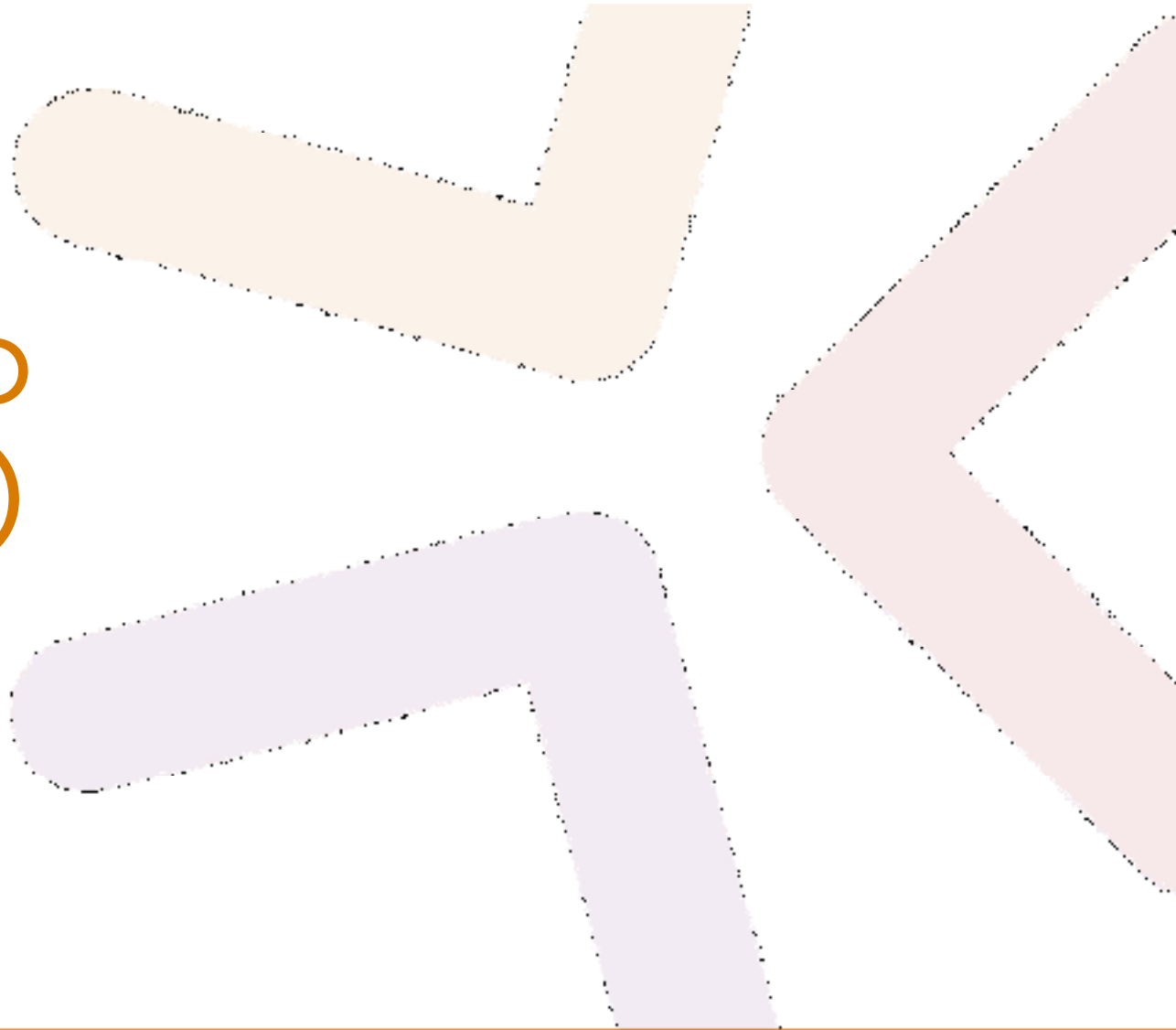
Through Local Jobs First (LJF) policy, the Victorian Government is committed to improving opportunities for local suppliers to create more new jobs and grow the economy.

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

- Achieve Best Value for Money
- Transparent and efficient bidding process
- Develop supplier relationship management
- Improve data quality
- Put in place preventative maintenance schedule

Scope

- **Participating health services** : All 'Public Health Services' (as legislatively defined) referred to in Schedule 1 and Schedule 5 of the Health Services Act 1988 (Vic)
- **Term** : 3-year contract with 2 x 1 year extension
- **Categories** :
 - Heating, ventilation & air conditioning and Refrigeration
 - Chillers & boilers
 - Cooling tower & water treatment
 - HEPA filtration

Note : Please be advised that you do not have to provide all of the above services. You have to provide either one of the mentioned services to participate in the upcoming tender.

Tentative Timeline

Key Activities	Date
Industry Briefing Session	13 October 2022
ITS Release Date	8 December 2022
Last date for ITS questions	17 February 2023 14:00 AEST
ITS Closing Date and Time	24 February 2023 14:00 AEST
Extension Due date	03 March 2023 14:00 AEST
Respondents advised of outcome	Dec / Jan 2023
Agreement Commencement Date	Jan / Feb 2024

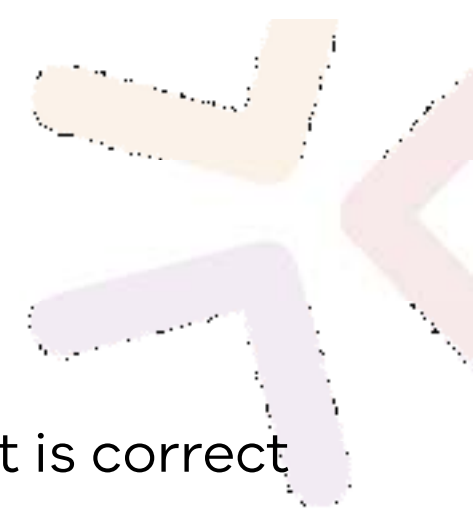


Tender Response Worksheet (TRW)

- Tender Response Worksheet is used for evaluation in this tender and to submit pricing
- Used to create the future pricing schedule for participating health services (PHS)

Instructions for completion

- Complete **all** requested information
- Find the subcategory for your product
- Do not add columns
- Provide responses in the requested format



Data Integrity in TRW

- Poor quality information will be returned for correction:
- 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

HSV Procurement Portal





Procurement Portal

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

Register/Access at healthsharevic.org.au

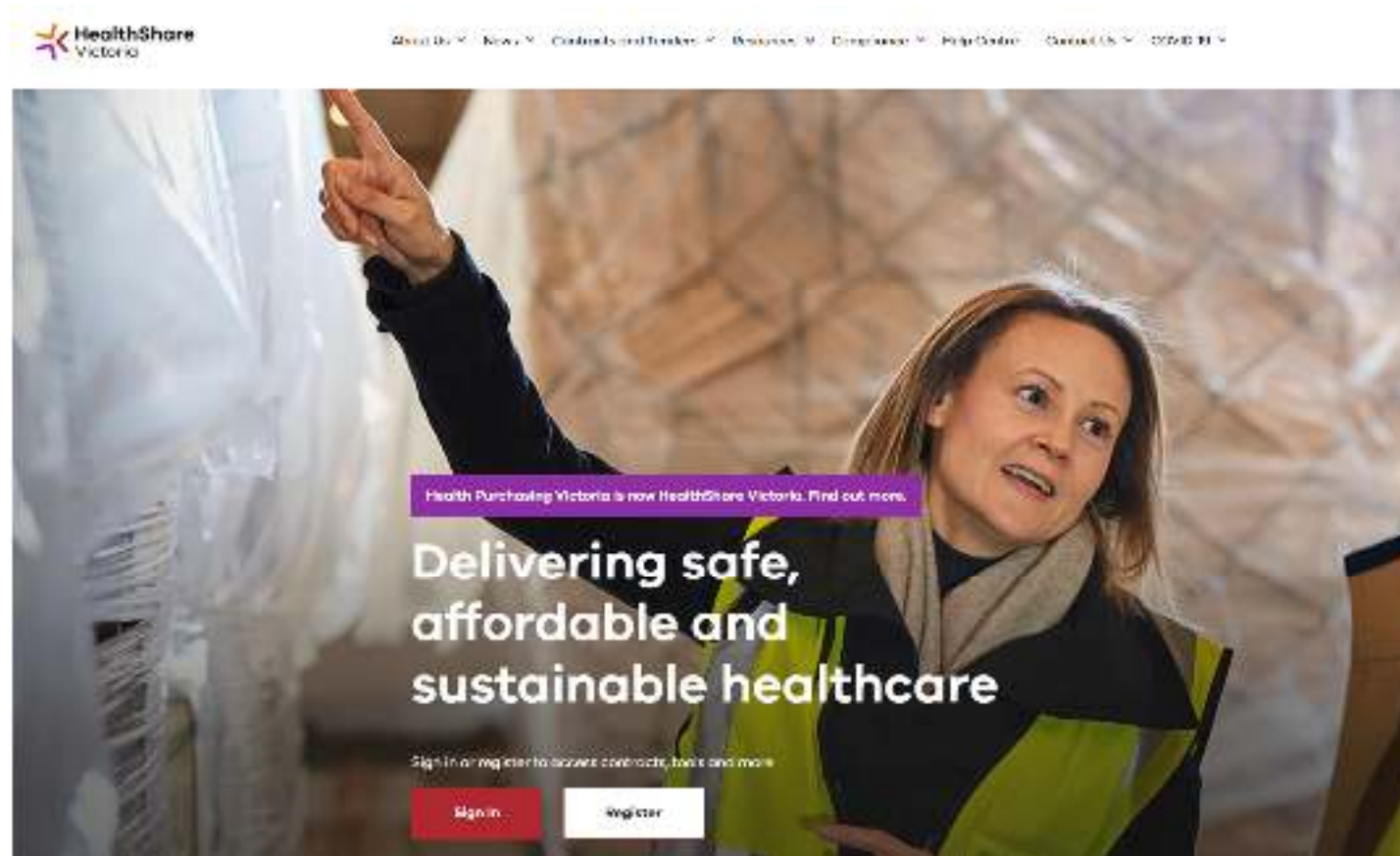
Each HSV Procurement Portal company account has one superuser responsible for managing subusers, including visibility of the EOI documentation

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.

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, commas, 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	
31 ur - Clinical and Support	24/11/2017 23/11/2021	17 days ago	

“Favourite” the category you are interested in to get email updates

lood 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

The screenshot shows the HealthShare Victoria Procurement Portal dashboard. The top left features the HealthShare Victoria logo. The top right contains contact information for technical support: "For technical support, please contact the Juggler Helpdesk. If you are in Australia please call: 02 9274 000. If you are outside of Australia, please click here for overseas phone numbers. Email: customer.support@hsv.vic.gov.au".

The dashboard is titled "Main Dashboard" and contains several widgets:

- My Running Surveys:** Shows "No surveys to display".
- New Messages (last 30 days):** Shows "No unread messages".
- My RFIs with Pending Responses:** Shows "No RFI to display".
- RFIs Open to All Suppliers:** A table with columns "Currently open" and "Next closing date".
- My RFIs with Pending Responses:** Shows "No RFI to display".
- Quick Links:** A list of links including "Standard Links", "My Contacts", "Projects", "As RFI", "As Tender", "Profile", and "Custom Links".

	Currently open	Next closing date
RFI	3	15/01/2021 14:00
RFQ	2	13/01/2021 20:59

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

User: [Redacted] Active

Division: [Redacted]

Save Cancel

User Details

Last Name	<input type="text" value="Smith"/>
First Name	<input type="text" value="John"/>
User Status	Active
User Tag for codes	<input type="text"/>
Email	<input type="text" value="john@sample.com"/>
Telephone Number	<input type="text" value="01557330188"/>
<small>Mobile Phone Number must start with '+' and contain digits from 0 to 9 (less 0 area 15) with no spaces. The first number can not be 0.</small>	<input type="text" value="+61470000000"/>
Division	Division
Department	—
Role	
Username	See controls
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'

HealthShare Victoria

For technical support, please contact the Loggia helpline
If you are in Australia please call: 02 8274 662
If you are outside of Australia please click here for overseas phone numbers
Email: customersupport@loggia.com

Main Dashboard

- My Running Surveys: No Surveys to display
- New Messages (last 30 days): No Unread Messages
- My RFQs with Pending Responses: No RFQs to display
- RFx Open to All Suppliers: Table with 2 rows. The second row is highlighted with a red box.
- My RFIs with Pending Responses: No RFIs to display
- Quick Links: Standard Link, My Contracts, Projects, My RFIs, My RFIs, Profile, Custom Links

Currently Open	Next Closing Date
RFI	14/01/2021 14:00
RFQ	13/01/2021 20:00

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	IT62020-071 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 Jaggoo helpdesk
if you are in Australia please call 02 8074 800
if you are outside of Australia, please (click here) for overseas phone number
Email: customersupport@jaggoo.co



RFQ: rfq_992 - ITS2020-071 Rehab Supply Services Running

Project: tender_3520 - ITS2020-071 - Rehab Supply Services
Closing Date: 26/01/2021 15:00:00

[Express Interest](#) [Decide Later](#) [Printable View](#)

Response Status

Response Status
No Responses Prepared

Overview

Code rfq_992	Title ITS2020-071 Rehab Supply Services
Description	Supplier Access RFO Open to All Suppliers

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



RFQ: rfg_95 - Tender Briefing - Surgical Gloves Test ITS

Project Number: 416 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/09/2015 14:00:00
Responses Last Submitted On: Not Submitted Yet

Warning: You have 3 unread Buyer Alerts/notifications. Please click here to read the Alerts before submitting your response.

Info Details Messages (3 unread)

Settings: Buyer Alerts (1) My Responses User Rights

View Response Tools Only

1. Qualification Response (questions: 129)

1.1 READ ME FIRST - SUPPLIER TIPS FOR COMPLETING YOUR RESPONSE - Question Section

QID	QID DATE
1.1.1	Requirement Awareness
1.1.2	Read the Supplier Help Fun Responses Function
1.1.3	Save Regularly
1.1.4	Please ensure that you are NOT logged in your browser
1.1.5	DO NOT leave your response until the last minute
1.1.6	Please SUBMIT your RESPONSE when completed
1.1.7	If the Buyer makes any changes to the settings and questions area of a forthcoming tender, suppliers MUST re-submit their responses
1.1.8	When successful access for large individual attachments may cause SWS to lock, we recommend that you upload attachments to a management site (OneDrive/SharePoint) & upload to access. This allows documents that the Supplier has created and make sure that you attach them in the correct order.

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: rfg_35 - Tender Briefing - Surgical Gloves Test ITS Review

Project Number: 103 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/01/2016 14:00:00
Response Last Submitted On: Not Submitted Yet

Bid Mode

Save and Return Go and Continue Cancel
Validate Response

II. Technical Response (questions: 24)

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?	<input type="checkbox"/>
2.1.2	Quality Management Please attach a current certificate for your certified Quality Management System.	<input type="button" value="Click to upload file"/>
2.1.3	Quality Management Please state the expiry date of your certificate for your Quality Management System.	<input type="text" value="dd/mm/yyyy"/>
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	<input type="text"/> <small>Character limit: 2000</small>



← Back to list

RFP: rhj_95 - Tender Briefing - Surgical Gloves Test ITE

Project Number: 112 - Tender Briefing - Surgical Gloves Test ITE
Closing Date: 14/08/2023 12:00:00
Response List: 1/1 (1/1) [See Summary \(1\)](#)

Warning: You have 1 minute left to respond. Please click here to read the RfQ(s) before submitting your response.

RFQ ID: [Messages \(1/1\)](#)

Settings: [Print](#) [Refresh](#) [Close](#) [See Rights](#)

[Cancel Response](#)

My Response Summary

Item	Response Status	Response Count
1. Qualification Questions	Required questions answered (11)	
2. Technical Questions	Required questions answered (2)	
3. Commercial Questions	Required fields missing (1)	Total Price (including optional add-ons)

[View Response List Only](#)

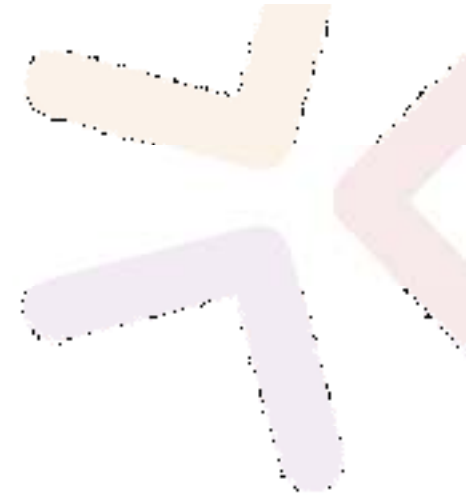
1. Qualification Response (questions: 120)

[View Response](#)

1.1. READ ME FIRST - SUPPLIER TIPS FOR COMPLETING YOUR RESPONSE - QUANTIA BUSINESS

ID#	Info Details
1.1.1	Requirement Attachment Please note that we have uploaded attachments to the bottom of the page. Candidates must download these documents and consider the details before they complete their response.
1.1.2	Note USE THE ON-PAGE HELP FOR RESPONSIBILITY FUNCTION - The system is designed to support the eProcurement platform in business terms, allowing you to quickly and efficiently find features and benefits of the software.
1.1.3	Note USER RESPONSIBILITY - For security reasons, your access to the platform will be cut off if inactive for 15 minutes. If you do not click "Auto" within this time, you will be logged out. Failure to do so increases your risk of losing your work. This is to enhance security and protect energy and cannot be changed. NOTE: Logging 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: itg_95 - Tender Briefing - Surgical Gloves Test ITS All Flows

Project: tender_123 - 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: 14/03/2018 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.



Page Last Refreshed: 03:25 WET - Western Europe Time



1

Sourcing

Projects

RFIs

2

RFQs

Contracts

RFQs

3

My RFQs

RFQs Open to All Suppliers

Status

Response Status

4

Response Submitted To Buyer

	RFQ	Tender	Start Date	Status	Buyer Organisation
1	rfq_360	tender_567	21/05/2021 05:00	Running	

Total 1

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



Page Last Refreshed: 01:31 WET - Western Europe Time CST



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RFQ: rfg_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

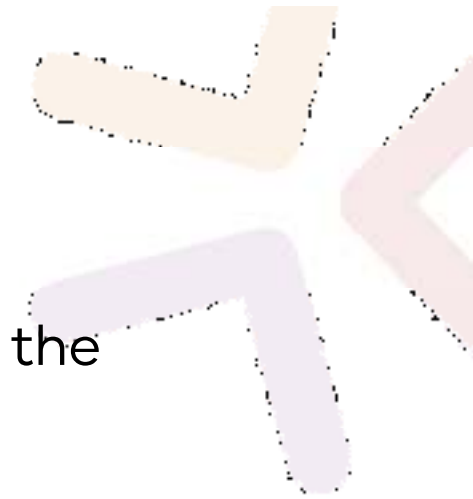
Response Last Submitted On: 19/05/2021 08:20:02

Pages (Unread 0)

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
- 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.



Questions?

Send to: a.nikam@healthsharevic.org.au

