SUPPLIER BRIEFING PRESENTATION

RESPIRATOR PROTECTIVE EQUIPMENT (RPE) FIT TESTING SERVICES

HPVC2020-210

HEALTH PURCHASING VICTORIA

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Health Purchasing Victoria

Health Purchasing Victoria (HPV) works in partnership with public hospitals and health services to facilitate large scale tenders and manage common-use contracts on behalf of the State

We do this by:

Partnering with them to organise collective contracts for the things they buy.

Providing advice and education on how to get their supply chain working at its best.

Ensuring Victorian Government health purchasing policies are complied with

HPV Organisation

- Independent statutory authority

- Established in 2001, funded by the Dept. of Health

- Receives legislative support to establish whole of health contracts

- Processes based on the VGPB Strategic Sourcing Principles
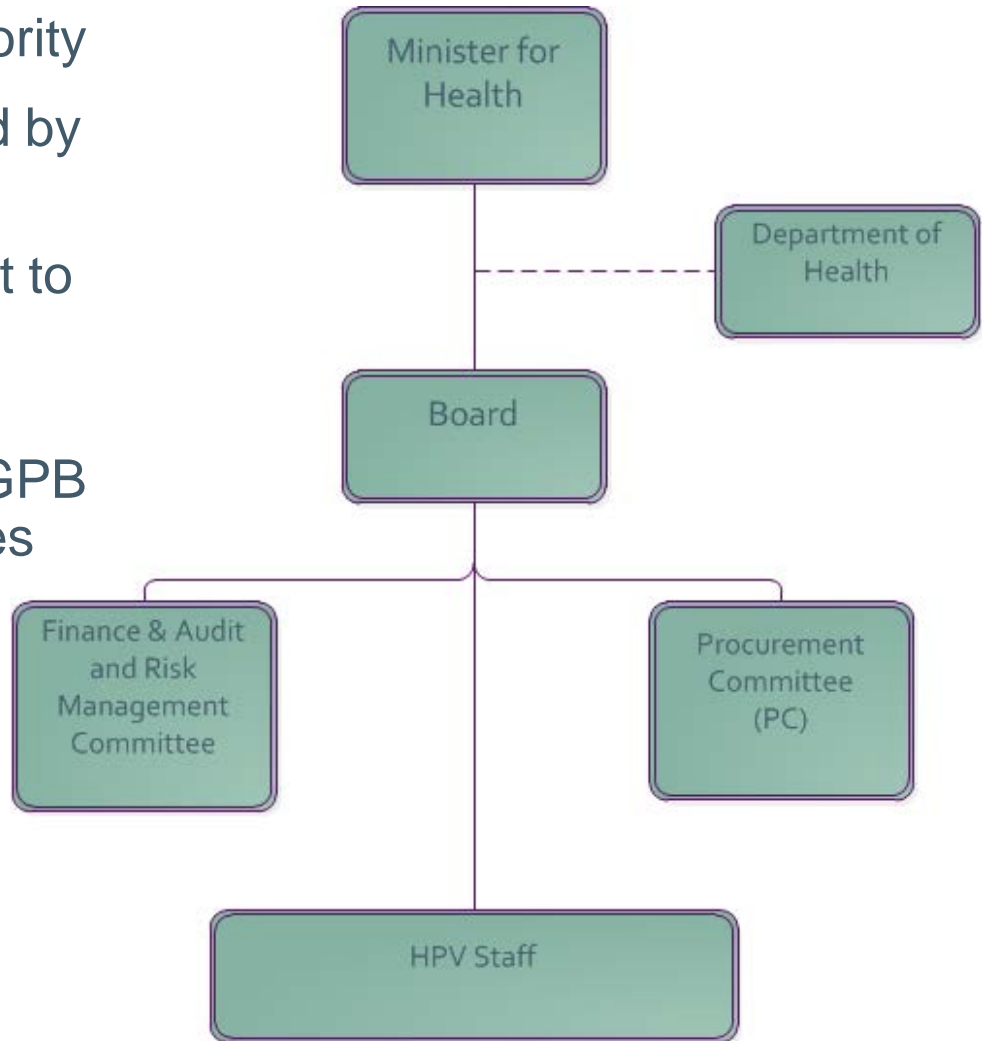
HPV Objectives

- Facilitate access by public hospitals and health services to goods, services and equipment on best-value terms

- Combines 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 <u>Supplier Code of Conduct</u>.

The Code outlines minimum ethical standards in behaviour that suppliers will aspire to meet when conducting business with, or on behalf of, the State:

        A. integrity, ethics and conduct
        B. conflict of interest, gifts, benefits and hospitality
        C. corporate governance
        D. labour and human rights
        E. health and safety
        F. 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.

Tentative Timeline

Key Activities	Date
Industry Briefing Session	N/A
ITS Release Date	Monday 19 October
Last date for ITS questions	Tuesday 27 October
ITS Closing Date and Time	Wednesday 28 October 5:00pm AEST
Evaluation commencing	Thursday 29 October
Respondents advised of outcome	Wednesday 4 November
Agreement Commencement Date	Tuesday 10 November

Procurement Portal

Documents are available, to be completed and submitted via the RFX section of the HPV Procurement Portal accessible from the HPV website www.hpv.org.au

Register on the HPV website to access the HPV Procurement Portal, hosted by Jaggaer.

The HPV Procurement Portal supports one Superuser who is responsible for managing subusers, including visibility to the EOI documentation

HPV Procurement Portal
Jaggaer:
Ph: 02 8074 8627
Customersupport@jagger.com

Go to https://www.hpv.org.au and click *Register*

To create your account
1. Select the "I am a Supplier" option
2. Enter your business specific email address
3. Click "Next"

Register

Welcome to Health Purchasing 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 HPV for assistance.

Next

Your registration is now complete

An automatic email will be sent to the designated email address with a link to reset account password

Registration Complete

✅ Registration Complete

Thank you for registering for a supplier account on HPV's website. Your registration has been received and you will shortly receive an auto-confirmation allowing you to update your password and access supplier content on the website and the HPV Procurement Portal.

You can now access the HPV Procurement Portal from the Quicklinks menu on your dashboard when you are signed in

Hello,

Quick Links

Procurement Portal	**Recall and Recall Health**	**Send Enquiry/Feedback**
Submit Contract Variation		

You will be directed to your Dashboard where you can access any open RFQ or edit your personal profile

Role: Super User (with some Redefined Rights)

Division: Division

Save   ✕ Cancel

User Details

⭑ Last Name	Ireland
⭑ First Name	Sandra
User Status	Active
User Tag for Codes	
⭑ Email	s.ireland@hpv.org.au
⭑ Telephone Number	03 9947 3724
The 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.	+610409050188
Division Name	Division
Department	--- ▾
Role Name	Super User
⭑ Choose your Username and check it is not already in use	s.ireland@hpv.org.au;sales@hpv.org.au
⭑ Preferred Language	English (UK) ▾
⭑ Time Zone	(GMT +10:00) Sydney, Canberra, Melbourne ▾

If you are the Super User you will receive all system alerts. You can change or add email addresses using ; to separate

From your Dashboard click on the 'RFQ' line within the 'RFx Open to All Suppliers'

Select the tender you would like
to express interest in

Welcome **Diana Test**

▼ RFQ: rfq_59 - HPVITS2016-109 Workplace Supplies   ▦ Running

Project: tender_97 - HPVITS2016-109 Workplace Supplies
Closing Date: 23/03/2016 14:00:00

[**Express Interest**] [✕ Decline Later] [🖶 Printable View]

Response Status

Response Status
No Response Prepared

Overview

RFQ Code
rfq_59

Title
HPVITS2016-109 Workplace Supplies

Detailed Description
Provision of office supplies, domestic paper and cleaning equipment

Type of Supplier Access
RFQ Open to All Suppliers

Response Currency
AUD

Test RFQ
No

Buyer Organisation
HPV

Date & Time Information

Options for Viewing Responses
Sealed (parallel opening)

End Date for Buyer Replies to Messages - Date

Closing - Date
23/03/2016 14:00:00

Number of Hours before Closing Time to block Expressions of Interest
0

Awarding Strategy

Supplier Response Ranking
Best Technical Score

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

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

← Back to List

▼ RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

※ Running

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2016 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

Create Response | ...

↕ View Response Index Only

▾ 1. Qualification Response (questions: 120)

▾ 1.1 1. READ ME FIRST - SUPPLIERS 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!
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.

Make sure you 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.

HPV Procurement Portal

Welcome **Diana Test**

▼ RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

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	+ Click to attach file
2.1.3	Quality Management	Please state the expiry date of your certificate for your Quality Management System	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	⌄ Characters available 2000

Health Purchasing Victoria | Advancing safe, affordable and sustainable healthcare

Welcome **Diana Test**

← Back to List ···

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS

████ Running

Project: **tender_133** - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2016 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 (87)	
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 1. READ ME FIRST - SUPPLIERS 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.
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If you need to send a clarification question to HPV use the secure messaging function

HEALTH PURCHASING VICTORIA   **HPV Procurement Portal**

Welcome **Diana Test**

▼ RFQ: rfq_95 – Tender Briefing - Surgical Gloves Test ITS

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2016 14:00:00

Response Last Submitted On: Not Submitted Yet

Running

Send Message   **Save as Draft**   **✕ Cancel**

Message

Subject

Message

Attachments

⊘ **Attachments**

Attachment Name	Attachment Description	Comments
ⓘ No Attachments		

Once complete ensure you click 'Submit Response' -
You will be unable to submit a response if there are any
mandatory fields outstanding

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 tenders may only be accepted under the late tenders clause of the ITS conditions**

- Multiples users can work on the submission. However, when submitting, only one user should be logged on to ensure the latest data is submitted and to avoid a concurrency error.