

Rapid Antigen Test (RAT) Kits Supplier Briefing

Collaboration between Department of Treasury and Finance and HealthShare Victoria
21 October 2021

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Agenda

- 1 **Project Team**
- 2 **Invitation to Supply (ITS)**
- 3 **HSV Procurement Portal**
- 4 **Q&A**

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Presentation Information

Available on HSV website – ***Contracts and Documents > Tenders (ITS) > Rapid Antigen Test (RAT) Kits***

- Industry Briefing presentation slides
- HSV Procurement Portal slides

Register on HSV website:

- Add category "Rapid Antigen Test (RAT) Kits" as a Favourite to receive updates

Project Team

Project Control Board - includes representatives from HealthShare Victoria, Department of Health, and Department of Treasury and Finance.

Project Team:

Mark Lennen

Head of Sourcing – Equipment (HSV)

Devon Hazelwood

Category Manager – Pathology (HSV)

Sachin Kumar

Senior Category Manager (HSV)

Michael Carabott

Senior Sourcing and Category Manager – Strategic Sourcing (DTF)

Lisa Gordon

Senior Procurement Manager – Strategic Sourcing (DTF)

Craig Geddes

Probity Auditor

Department of Health Pathology SME's

Probity Protocols

- All tenderers must have an equal chance
- Responses will be evaluated in accordance with the approved evaluation plan
- Please comply with the tender terms and conditions –If not sure, ask questions.
- Understand and comply with the communication protocols for the ITS. Contact through the forum on HSV Procurement Portal;
- No gifts, benefits or hospitality or favours to project staff.

Probity Protocols

- Tenderers must not engage in any anti-competitive conduct.
- No approaches to staff connected with the project for assistance with bid preparation.
- No attempts to gain preferential access to decision makers / project team.
- Complete all response schedules and answer all questions fully.
- Submit tender by the closing time

Invitation to Supply (ITS) and Contract Features

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Tentative Timeline

Key Activities	Date
Industry Briefing Session	Today, 21 Oct 2021
ITS Release Date	22 Oct 2021
Last Date for Questions	27 Oct 2021 14:00 AEDT
ITS Closing Date and Time	29 Oct 2021 14:00 AEDT
Agreement Commencement Date	15 Nov 2021

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Categories – In Scope

Cat No.	Category Name
1	Home Use Self Testing Rapid Antigen Tests
2	Health Professional Supervised Point of Care Antigen Test

ITS Features

Contract Term

- 1 Year + 3 x 1 year Options

Key Requirements

- Suppliers **must** meet mandatory specification requirements
- Product quality (including testing accuracy)
- Suppliers **must** be able to demonstrate ability to supply large volumes in suitable timeframes
- Products **must** be competitively priced
- Standardised T&Cs
- LJF / Social Procurement considerations

Product Samples

Number of samples required: 5 test kits per product

Required by: Friday 29th October

Samples to be sent to:

Attention Mitch Batty
Victorian Infectious Diseases Reference Laboratory
Level 3
792 Elizabeth Street,
Melbourne, 3000
Victoria
Australia

Statement of Requirements / Tender Response Worksheet (TRW)

ITS Submission

- Tender submissions must comply with the following:
- Tenders shall be completed electronically and uploaded online via the **HSV Procurement Portal**
- Late tenders may only be accepted under the late tenders clause of the ITS conditions
 - Submit early – you can overwrite your information up to the time of closing
- **DO NOT disclose** your prices over the phone with anyone who is (or claims to be) a Health Service or HSV representative during the tender process

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HSV Procurement Portal

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HSV Procurement Portal - Responding to the online ITS

See HSV Website (www.healthsharevic.org.au) for slide deck on:

- Registration on the HSV Procurement Portal
- How to access RFQ's
- Buyer attachments
- Format of the RFQ
 - Different envelopes
 - Types of questions
- How to send a message
- How to respond & submit
- Help available
- Tips for responding

Bravo procurement portal

Bravo Solutions:

Ph: (02) 8072 0644

Email: help_au@bravosolution.com

HSV Website 'Single Sign On'

- Allows suppliers to login via www.healthsharevic.org.au and have their credentials automatically recognised for other systems they may access such as the HSV Procurement Portal (e-sourcing)
- You will only need to login via the HSV website

What do you need to do?

- Check your registration works (or register if you haven't already done so)
- Expect an email from noreplyhsv@healthsharevic.org.au with a link to update your new password for registration if haven't registered on the HSV Website before
- Contact HSV for assistance if experiencing difficulties

Tips for Responding

- 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**
- Multiple 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.

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QUESTIONS?

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