



Official

Supplier Briefing

Operating Room and Wound Drainage Consumables
HPVITS2024-057

03 April 2023 11:00 AEDT

Ajeesh Issac; Category Manager, Andrew Mina; Senior Category Manager

Acknowledgement of Country

“I would like to acknowledge the Traditional Owners of the Land we are meeting on today, the Wurundjeri people of the Kulin Nations. I pay my respects to their Elders past, present and emerging. and extend that respect to all Aboriginal people here today.”

HSV Project Team

Andrew Mina – Senior Category Manager

Ajeesh Issac- Category Manager

Authorised person for this ITS and ongoing contract management

Diana Skratulja – Clinical Product Advisor

Gavin Fahey - Clinical Product Advisor

Clinical interface with Health Services and assists with evaluation

Gordon Szegi - Senior Biomedical Advisor

Provide technical advice on device and equipment products

James Jayalath – Sourcing Analyst

Provides financial analysis and assists with evaluation

Stanley So – Senior Master Data Analyst

Provides ongoing master data management to support Distribution Centre operations

Ron Campbell – Supply Chain Data Analyst

Provides supply chain analysis and guidance on Data Integrity

Product Reference Group (PRG)

Specialist subject matter experts from Health Services



Agenda

HSV Overview

Local Job First

Fair Jobs Code

Invitation to Supply

- ITS Objectives
- Proposed Timeline
- Tender Response Worksheet (TRW)
- Supply Chain Data Attributes
- Data Integrity – Product Descriptions
- Components and Indices Information
- Reference and Sample Requirements
- Distributors

HSV Procurement Portal



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

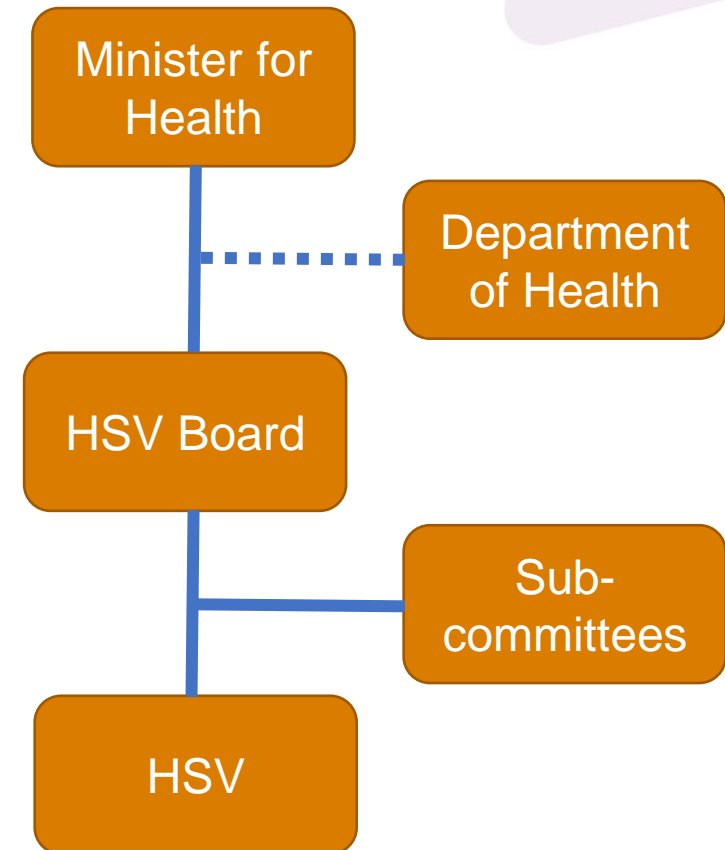
Our vision

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



HSV Organisation

- 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
- 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

Victorian health suppliers minimum standards



Australian Government
Department of Health
Therapeutic Goods Administration



- **Therapeutic Goods**
– TGA approved
- **GS1 data standards**
(NPC contract compliance obligation)
- **Recall Health**
(contract compliance obligation)

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 its Local Jobs First 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.

As part of the tender process, all bidders must submit LIDPs to the Industry Capability Network (ICN) for acknowledgement and evaluation.

What you need to know

- The Industry Capability Network (ICN) can assist you in documenting your Local Industry Development Plan (LIDP)
- Access the VIPP Management Centre (VMC) via this [link **ICnvic.force.com**](https://icnvic.force.com)
- Should bidders require assistance with their LIDPs, then they can contact the ICN on 9864 6700
- Give yourself time to develop your LIDP for submission
- LIDPs will be evaluated as part of our assessment of Value for Money
- LIDP outcomes will need to be reported to HSV

Fair Jobs Code

The Fair Jobs Code (FJC) aims to improve employment outcomes for persons employed by suppliers and service providers to the Victorian Government. The FJC is implemented by Victorian Government departments, agencies and public bodies to help support and promote fair labour standards and to ensure compliance with employment law.

The FJC applies to the purchase of goods and/or services, regardless of the method of procurement.

The FJC applies to threshold procurement contracts (contracts with a value of \$3 million or more exclusive of GST) and high value procurement contracts (contracts with a value of \$20 million or more exclusive of GST).

For further information, Respondents should refer to the FJC and FJC Guidelines which can be found at www.buyingfor.vic.gov.au/fair-jobs-code-guidelines-suppliers-and-businesses

Successful respondents must complete:

- Fair Jobs Code Pre-Assessment Certificate
- Fair Jobs Code Plan
- Agreement and continuing FJC obligations

Please see Part 3 : Respondent's Offer section 11. Fair Jobs Code in the Part 1-7 ITS documents.

Invitation to Supply (ITS)



ITS Objectives

- Achieve Best Value for Money
- To source for innovative and better-quality products for this contract
- Create efficiency in tendering and category management through use of the National Product Catalogue
- Transparent and efficient bidding process
- Develop supplier relationship management

Tentative Timeline

Key Activities	Date
ITS Release Date	03 April 2023
Industry Briefing Session	03 April 2023
Last date for ITS questions	4 May 2023 14:00 AEST
ITS Closing Date and Time	12 May 2023 14:00 AEST
Evaluation	MAY – September 2023
Respondents advised of outcome	November - December 2023
Agreement Commencement Date	16 January 2024

Scope

Coverage:

The scope includes Operating Room and Wound Drainage consumables used in public health services

Term:

Two (2) years plus two optional two-year extension periods (i.e., 2+2+2)

Price Features:

Fixed based pricing with volume pricing (FIS)

Tender Response Worksheet (TRW)

- The TRW is used to collect detailed data on the products tendered, including price and supplier/distributor data. **The TRW has changed since the last tender**
- Data will be used to evaluate your products. – If your data is wrong or incomplete **your product may be (inadvertently or consciously) not awarded**
- Data will ultimately feed into Pricing Schedules, the HSV Catalogue, EDI (purchasing systems), WMS etc. **It's not just for clinicians**
- **Processes in HSV and Health are becoming more automated** – If your data is incorrect, ultimately it will be harder for your customers to find, use, understand and buy your products!

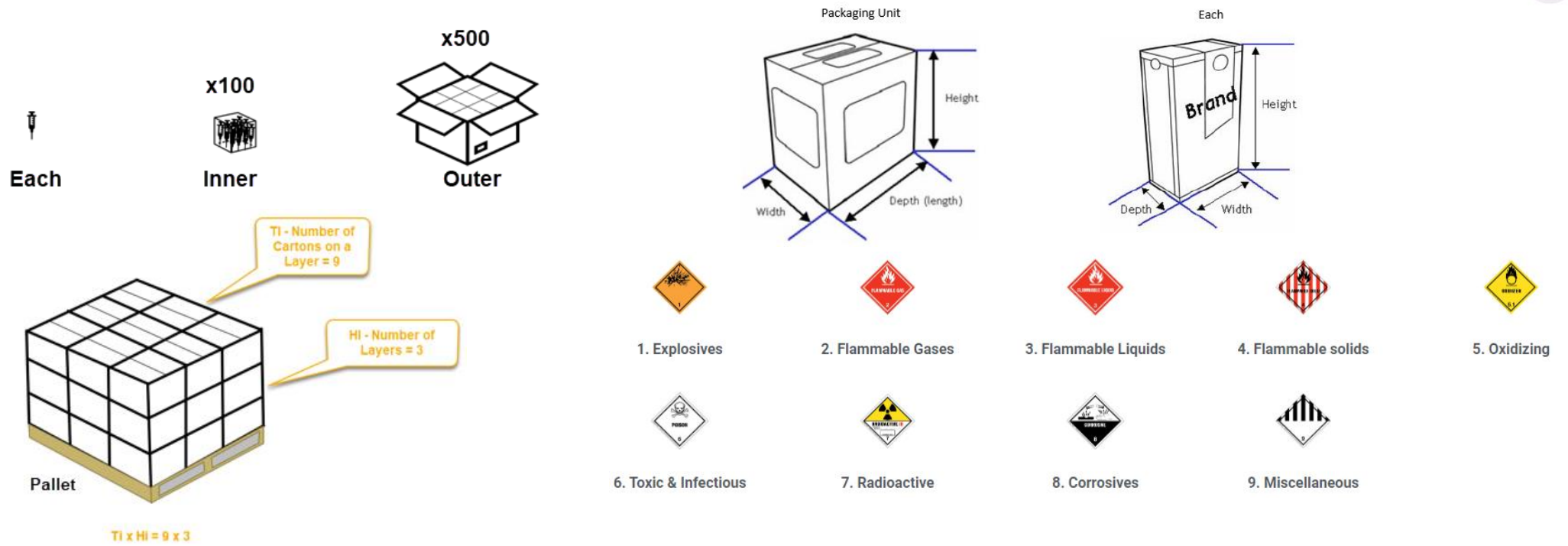
Tender Response Worksheet (TRW)

Instructions for completion

- Complete **all** requested information
 - Mandatory data missing = Product won't be awarded
- Tender products once only, in the most appropriate sub category
- The "Commercial" and "Clinical" tabs are linked for each Category by the "Auto populated" (Grey) Cells. Do not override or delete these formulas and do not add or delete columns, or individual cells
- To add rows (if >500 products per category) ensure that rows are added to both the "Commercial" and "Clinical" tabs & all formulas "fill down". Contact HSV if required
- Provide responses in the requested format (and units if applicable)
- ****Note subcategory 24.03 Pneumatic Tourniquet equipment requires respondents to complete HPVITS2024-057 Operating Room and Wound Drainage Consumables Product Catalogue and Part 4a SOR, in addition to the TRW.**

Supply Chain Data Attributes

- HSV has expanded to provide supply chain services to health services.
- Attributes required include:
 - Product level hierarchy, dimensions, weights, pallet information, dangerous goods



Supply Chain Data Attributes

Instructions for completion

- Complete **all** requested information
 - Mandatory data missing = Product won't be awarded
- All tabs linked in the TRW. Do not override or delete these formulae and do not add or delete columns, or individual cells
- To add rows, ensure that rows are also added to all tabs (Commercial, Clinical and Supply Chain) & all formulae “fill down”. Contact HSV if required
- Provide responses in the requested format and units
 - Dimensions in mm & weights in kg

Data Integrity – Product Descriptions

All descriptions will be short (< 140 characters), in UPPER CASE, will start with a major noun, then minor noun, then adjectives or properties to describe the product, followed by the brand in brackets and either the manufacturer part number or item number that is visible on the packaging. i.e.

Structure: MAJOR NOUN MINOR NOUN PROPERTY 1 PROPERTY 2 PROPERTY 3 PROPERTY 4
PROPERTY 5 PROPERTY 6... (BRAND NAME) MANUFACTURER PART NUMBER/ITEM NUMBER

Example: **BLADE SURGICAL** SIZE 10 CARBON STEEL SINGLE-USE STERILE (BRANDAAA) 14344-IOU

- Major Noun: **BLADE** (Expressed as the singular)
- Minor Noun: **SURGICAL**
- Properties: **SIZE 10 CARBON STEEL SINGLE-USE STERILE**
- Brand (as visible on the packaging): **(BRANDAAA)** (Always enclosed in brackets)
- Manufacturer Part Number/Item number (as visible on the packaging): **14344-IOU**

Description will be devoid of symbols unless they are required for joining a word or representing a strength
e.g. **NON-STERILE, LATEX-FREE, 2-PLY, 5% or 350mg/ml etc**

All descriptions in upper case, except for the unit of measurement

Product Description Guidelines

MAJOR NOUN MINOR NOUN PROPERTY 1 PROPERTY 2 PROPERTY 3 PROPERTY 4
PROPERTY 5 PROPERTY 6... (BRAND NAME) MANUFACTURER PART NUMBER/ITEM NUMBER

1. Product description will start with a **major noun, minor noun and followed by adjectives or properties to further describe the product**
2. Brand name as visible on the packaging will be enclosed in brackets **(BRANDAAA)**
3. The manufacturer part will be included at the end unless the product has a printed item number visible on the packaging. The manufacturer part number or item format will be displayed as per printed on the packaging.
 - Spacing and symbols (.//*+) will be retained as is.
 - Source 1: 14344IOU
 - Source 2: 14344 IOU
 - Packaging: 14344-IOU
 - Final MPN > **14344-IOU**

Product Description Guidelines

- Description string will be devoid of commas and symbol unless to represent the strengths
 - & = **AND**
 - + = **WITH**
 - / = **OR** unless it's to represent a strength
- Description will be in **UPPER CASING** except for the unit of measurement
- All measurement units will be displayed as per the **International System of Units standards** (SI or also known as the **metric system**) with no spacing between the value and unit.
 - The unit will be expressed in lower casing (1**cm** x 5**cm**) with a lower-case **x** to separate the dimensions, unless specified otherwise by the SI system (ie. **L**= litre)

METRIC SYSTEM EXACT EQUIVALENTS

<i>Length:</i>	1 meter (m)	=	100 centimeters (cm)
	1 meter (m)	=	1000 millimeters (mm)
	1 kilometer (km)	=	1000 meters (m)
<i>Mass:</i>	1 gram (g)	=	1000 milligrams (mg)
	1 kilogram (kg)	=	1000 grams (g)
	1 metric ton	=	1000 kilograms (kg)
<i>Volume:</i>	1 liter (L)	=	1000 milliliters (mL)
	1 liter (L)	=	10 deciliters (dL)
	1 milliliter (mL)	=	1 cubic centimeter (cm ³)

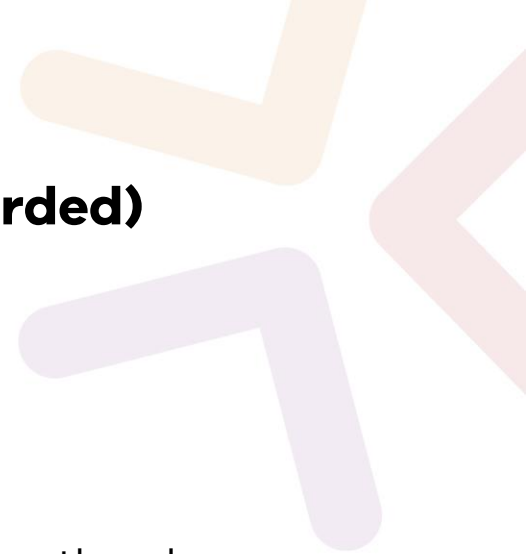
Product Description Guidelines

7. The unit of measure is expressed between **1** to **999**.
 - If the unit is less than 1, the next lower metric unit level will be used (0.9kg > **900g**)
 - If the unit is greater than 999, the next higher metric unit level will be used (1200mL > **1.2L**)
 - For units relating to length, the unit of measure is expressed between **1** to **99** (65mm > **65mm**, 125cm > **1.25m**)
8. Where required, a maximum of **2** decimal places will be displayed
9. For unit of measurements specific to a type of product, they will be represented as per below:
 - Gauge (needle): **G**
 - French Gauge (catheter): **Fr**
10. Unit of Measure and Unit of Issue are excluded from the description to keep the description item specific
11. Description will be up to a maximum of **140** characters in length, inclusive of spacing
12. All words in the description will follow the **Australian English** spelling as defined in the Macquarie Dictionary

Data Integrity in TRW

Poor quality information will be returned for correction (or product not awarded)

- Assign product under the most appropriate subcategory
- Use the choices from the dropdown list when provided
- Ensure all Clinical Properties requested are completed
- For Free text fields, if a property is Not Applicable to your product, please add "N/A" rather than leave blank
- No (very limited) abbreviations, especially if not common or ambiguous to a non-expert (Don't write N/S for non-sterile, Sz for size, Disp for disposable)
- Give appropriate units where required: Don't write 100x5; Use 100mm x 5mm or 5cm x 8cm
- Avoid using Brand names, ®, ™, and company specific jargon unless required. Add standard terminology if jargon may not be understood by non expert
- Ordering part numbers & descriptions must be complete and unique*



Data Integrity in TRW

Poor quality information will be returned for correction (or product not awarded)

- The UNSPSC must be given to at least Level 3 (preferably L4) (L3 = 42XXXX00)
- The ARTG must have a number or be listed as "EXEMPT" (TBC / TBA / Pending = Non Award)
- UOM descriptor must be reflective of the standardised GS1 Packaging Type descriptor
(e.g. 'carton' not 'sleeve')
- Country of Manufacture must be populated and reflective of GS1 code lists
(e.g. 1: Australia, not Aust, not Victoria e.g. 2: United States, not USA or America)
- 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

Components and Indices Information

HSV is embarking on a journey to drive engagement and collaboration with our supply partners to understand immediate and extended supply chain requirements.

As a first step of this journey, HSV would like to request from our suppliers, information relating to cost drivers that influence products or the services provided to health services.

HSV would like to collate this information using a standard data request form during the ITS.

HSV also requests any relevant reference indices used for monitoring cost of each component.

Below are the definitions of the information requested.

- **Cost Drivers** - Factors which are the direct cause of some portion of the cost of a good or service.
- **Cost Weighting** - The portion of an overall cost which is deemed to be linked to a given cost driver.
- **Index / Indices** - A series of quantified values which repeat the same calculation at different points in time to show changes in underlying conditions.

Product References

**NB this is not company information references*

Reference sites are required for:

- Products that are not on the current HSV contract
- Minimum **two** clinical or product user referees per product or product range

Referees must:

- Be clinical or product end users (where applicable)
- Be from private or public hospitals within Australia (or as otherwise accepted by the PRG)
- Be included in the referee details section of the Tender Response Worksheet
- Have no conflict of interest
- Be informed and agree to provide reference to HSV
- Be provided in the Tender Response Worksheet

Submission:

- Reference letter needs to be returned by the referees to HSV at Helpdesk@healthsharevic.org.au, prior to the tender close date.



Product Samples

(products not on current HSV contract)

HSV team are endeavouring to reduce workload and streamline the process of samples being provided to HSV

- TRW for each product category will request Instructions for Use, Cleaning instructions , if relevant and compliance to stated Standards
- Our CPAs will review details of all new products submitted at close of tender to ensure they are in scope of the category and allocated to the correct category. It is the Respondent responsibility to submit their products in the correct subcategory.
- HSV will decide if a desk top evaluation can be completed without a sample or if one is required
- In place of samples, we may request additional information like detail product specification, packaging artwork, labelling, ARTG certificate, reference letter available.
- Product references are very important as we will ring the referees to confirm their knowledge of request from suppliers and their evaluation of the products

Product Samples

(products not on current HSV contract)

HSV team are endeavouring to reduce workload and streamline the process of samples being provided to HSV

- If it is determined that samples are still needed, HSV will reach out to the respective respondent of this tender to provide them. Respondents are required to provide the requested number of samples clearly labelled with supplier name, product part no., product description and subcategory no..
- If a product range is being tendered, please provide samples of the most common items (e.g., different length or size) in that range. You may also be required to pack samples into separate sets for distribution to evaluators.
- Samples are not required if the product is currently on an HSV contract and has sales.
- Any samples requested and not submitted by respondent in the tender will not be evaluated and may not be awarded
- Samples will be sent attention to: Ajeesh Issac/Andrew Mina and Respondent will be informed on when and where the samples needs to be delivered to.

Distributors

Respondents nominating Distributors must:

- Provide HSV with a copy of the nomination letter
- Provide details for all products available through the Distributor
- Inform Distributors of the ITS outcome prior to contract commencement
- Update Distributors with accepted contract amendments throughout the contract term

Successful respondents are directly accountable for:

- Product availability
- Sales reports
- Correct invoice pricing

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

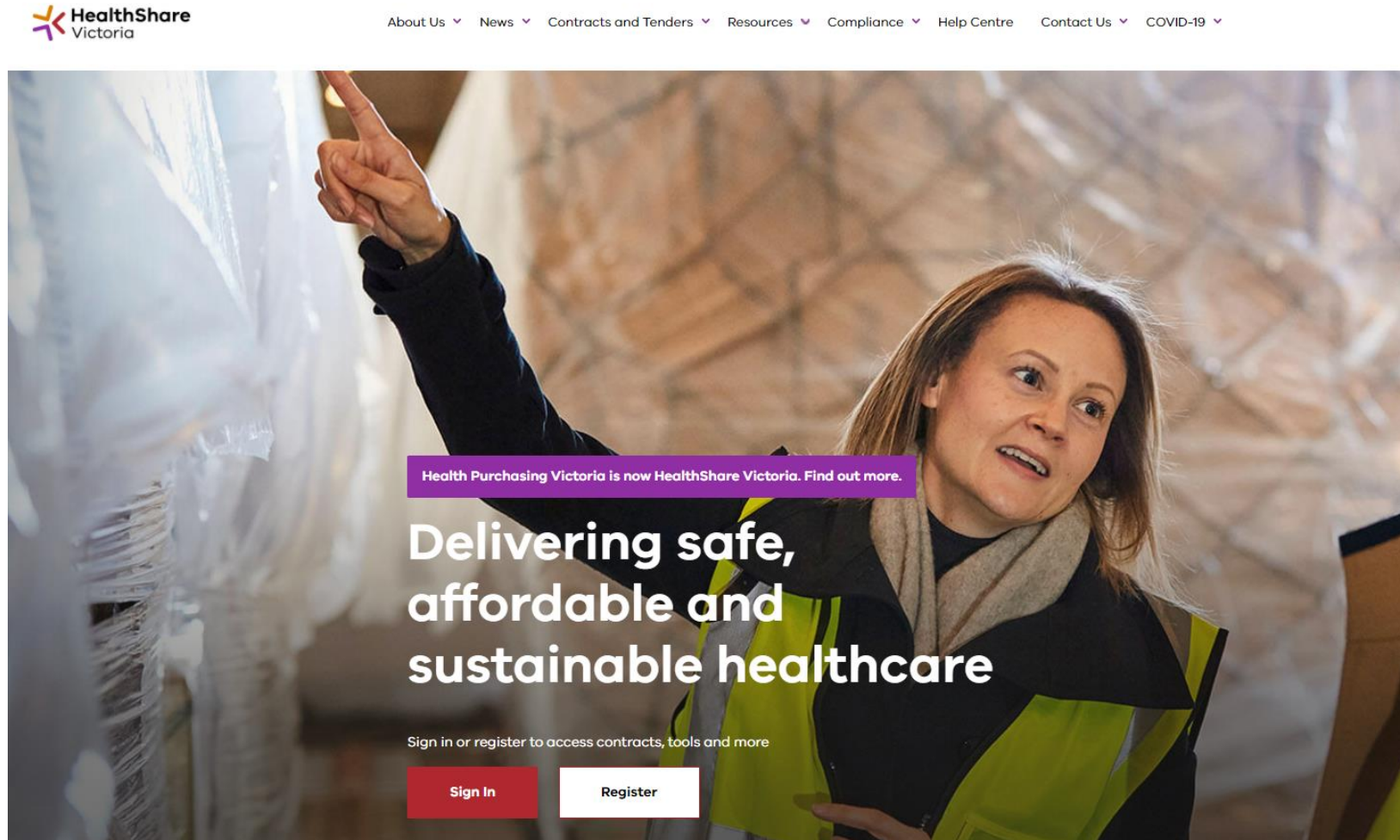
Each HSV Procurement Portal company account has one superuser responsible for managing subusers, including visibility of the EOI documentation

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*



The image shows a screenshot of the HealthShare Victoria website. At the top left is the HealthShare Victoria logo. To its right is a navigation menu with the following items: About Us, News, Contracts and Tenders, Resources, Compliance, Help Centre, Contact Us, and COVID-19. The main content area features a large photograph of a woman in a high-visibility vest pointing upwards. Overlaid on the image is a purple banner with the text "Health Purchasing Victoria is now HealthShare Victoria. Find out more." Below this is the main headline "Delivering safe, affordable and sustainable healthcare" in large white font. Underneath the headline is the text "Sign in or register to access contracts, tools and more" and two buttons: a red "Sign In" button and a white "Register" button.

HealthShare
Victoria

About Us ▾ News ▾ Contracts and Tenders ▾ Resources ▾ Compliance ▾ Help Centre Contact Us ▾ COVID-19 ▾

Health Purchasing Victoria is now HealthShare Victoria. Find out more.

Delivering safe, affordable and sustainable healthcare

Sign in or register to access contracts, tools and more

Sign In 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, comma, 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	
--	-----------------------------	-----------------	--

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

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

9
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

Main Dashboard

My Running Surveys

No Scorecards to display

New Messages (last 30 days)

No Unread Messages

My RFQs with Pending Responses

No RFQs to display

RFx Open to All Suppliers

	Currently Open	Next Closing Date
RFI	2	15/01/2021 14:00
RFQ	2	13/01/2021 23:59

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

[My Contracts](#)

[Projects](#)

[My RFIs](#)

[My RFQs](#)

[Profile](#)

Custom Links

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

▼ User: Active
Division: Division

User Details

* Last Name	<input type="text" value="Smith"/>
* First Name	<input type="text" value="Jane"/>
User Status	Active
User Tag for Codes	<input type="text"/>
* Email	<input type="text" value="j.smith@example.com"/>
* Telephone Number	<input type="text" value="01557330165"/>
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.	<input type="text" value="+6141000000"/>
Division	Division
Department	---
Role	
Username	3m australia
* 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'

Main Dashboard

My Running Surveys

No Scorecards to display

New Messages (last 30 days)

No Unread Messages

My RFQs with Pending Responses

No RFQs to display

RFx Open to All Suppliers

Currently Open	Next Closing Date
RFI 2	15/01/2021 14:00
RFQ 2	13/01/2021 23:59

My RFIs with Pending Responses

No RFIs to display

Quick Links

- Standard Links
 - My Contracts
 - Projects
 - My RFIs
 - My RFQs
 - Profile
- Custom Links

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	ITS2020-071 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 Jaggaer helpdes
If you are in Australia please call: 02 8074 862
If you are outside of Australia, please [click here](#) for overseas phone number
Email: customersupport@jaggaer.com

▼ RFQ: rfq_992 - ITS2020-071 Rehab Supply Services Running

Project: tender_9530 - ITS-2020-071- Rehab Supply Services
Closing Date: 25/01/2021 15:00:00

Express Interest

Decide Later

Printable View

Response Status

Response Status
No Response Prepared

Overview

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

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

The screenshot shows a web interface for creating a tender response. At the top, there is a 'Back to List' button. Below it, the tender details are displayed: 'RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS' with a status of 'Running'. Project information includes 'Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS', 'Closing Date: 14/03/2016 14:00:00', and 'Response Last Submitted On: Not Submitted Yet'. A yellow warning banner states: 'Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.' Below the warning, there are tabs for 'RFQ Details' and 'Messages (Unread 0)'. Under 'RFQ Details', there are sub-tabs for 'Settings', 'Buyer Attachments (1)', 'My Response', and 'User Rights'. A 'View Response Index Only' button is located below the tabs. On the right side, a 'Create Response' button is circled in red. Below this, a section titled '1. Qualification Response (questions: 120)' is expanded to show a '1.1. READ ME FIRST - SUPPLIER'S TIP'S FOR COMPLETING YOUR RESPONSE - Question Section'. This section contains a table of notes.

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.

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: 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

[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?	<input type="text"/>
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	<input type="text" value="dd/mm/yyyy"/> <input type="button" value="📅"/>
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>Characters available 2000</small>



← Back to List

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

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
 Closing Date: 14/03/2018 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 (67)	
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. READ ME FIRST - SUPPLIER'S 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!



If you need to send a clarification question to HSV use the secure messaging function

▼ 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

[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: 14/03/2016 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.

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

Page Last Refreshed: 03:35 WET - Western Europe Time

HealthShare Victoria

If you are in Australia
If you are outside of Australia, please [click here](#) for Email: custo

1 Sourcing

2 RFQs

3 My RFQs

4 Response Status

	Status	Response Status	Buyer Organisation	
1 rfq_360	tender_567	21/05/2021 05:00	Running	Response Submitted To Buyer

Total 1

Page Last Refreshed: 03:33 WET - Western Europe Time DST

HealthShare Victoria

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

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.

Briefing Pack

The following documents will be available on HSV website: **Contracts and Documents > Tenders (ITS) > HPVITS2024-057 Operating Room and Wound Drainage Consumables:**

- Industry briefing presentation slides

Please ensure to favorite the following cabinet: “HSVITS2024-057 Operating Room and Wound Drainage Consumables” to receive further updates.

The closing date for questions associated with the ITS is Thursday, 4 May 2023 at 14:00 AEST. Tender document download, tender related questions, and tender submission from the HSV Procurement Portal ONLY. HSV Q&A responses to be posted after this date.



Thank you

