



Official

Supplier Briefing

Pathology Consumables Supplementary
HPVITS2024-042.001

Carolina Munoz-Category Manager

Acknowledgement of Country

We acknowledge the Traditional Owners of the lands on which we are meeting. We pay our respects to their Elders past and present, and Aboriginal Elders of other communities who may be here today.



Agenda

01

Tender Overview

- HSV Overview and Objectives
- ESG Requirements
- MSA Overview
- Project Team Roles and Responsibilities

02

Contract Features

- Contract Characteristics
- Categories in Scope
- Distributors
- Statement of Requirements (SoR)

03

Tender Evaluation

- Product References and Samples
- Tender Response Worksheet (TRW)
- Data Integrity

04

HSV Portal and Questions

- Actions
- Timelines



HealthShare Victoria

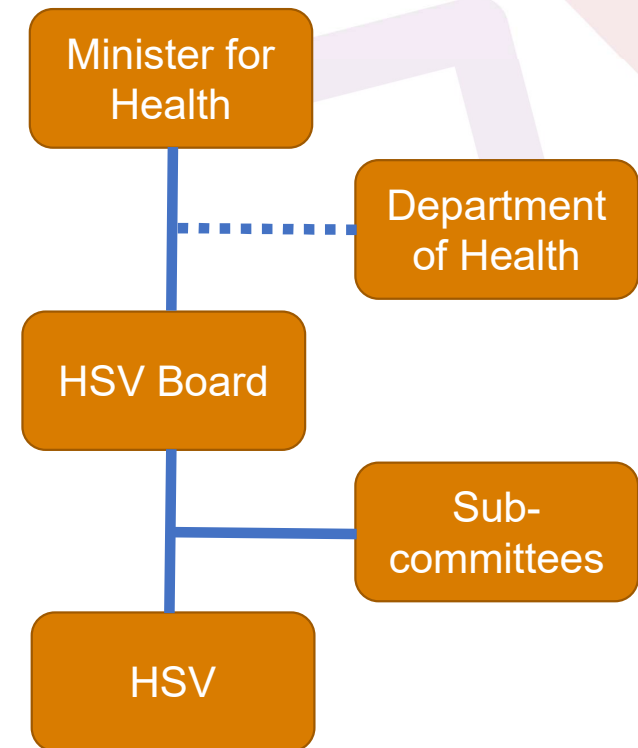


Our purpose

- HSV is an independent, public sector, commercially oriented statutory authority.
- HSV partners with Victorian Public Health Services and suppliers to deliver supply chain and procurement services.
- HSV aims to deliver safe, affordable, and sustainable healthcare to the whole state.

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
- Health Services Act 1988 underpins HSV establishing whole-of-health contracts
- Processes based on the Victorian Government Procurement Board's (VGPB) Strategic Sourcing Principles



HSV Objectives

- Facilitate access to goods, services and equipment on best-value terms
- Collective purchasing power to establish whole-of-state contracts
- Foster supply chain and process improvement through relationships with suppliers & health services
- Ensure probity is maintained in all 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)

ESG: Supplier Code of Conduct

The Victorian State Government is committed to ethical, sustainable and socially responsible procurement.

To ensure our suppliers' values align, the State has established a [Supplier Code of Conduct](#)

Covers the minimum ethical standards that suppliers must meet to sell to the State:

- Integrity, ethics and conduct
- Conflict of interest, gifts, benefits and hospitality
- Corporate governance
- Labour and human rights
- Health and safety
- Environmental management

Mandatory to commit to the code.

Also applies to any related parties, contractors and sub-contractors.

ESG: Modern Slavery Policy

The Victorian State Government mandates minimum [Modern Slavery](#) requirements.

HSV requires you to meet [these standards](#):

Standard 1 – Modern Slavery Policy

Standard 2 – Due Diligence

Standard 3 – Grievance mechanism, response and remediation

Standard 4 – Training

Standard 5 – Determining effectiveness

ESG: 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 applies to the threshold procurement contracts (contracts with a value of \$1 million or more exclusive of GST) and high value procurement contracts (with a value of \$20 million or more exclusive of GST).

Respondents must complete:

- **Fair Jobs Code Preassessment Certificate**
- Agreement and continuing FJC obligations

For more information visit <https://www.buyingfor.vic.gov.au/apply-fair-jobs-code-pre-assessment-certificate>



ESG: 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.

- **No Local Industry Development Plan (LIDP) required** at this stage
- LJF applies for metro >\$3m and regional >\$1m
- If LJF applies, then your LIDP commitments are assessed at tender, and also form part of contract deliverables.

ESG: Social Procurement Plan

The plan focuses on supporting safe and fair workplaces, gender equality, and environmentally sustainable business practices.

The social procurement framework works to improve:

- Environmentally and socially sustainable business practices, including
- Gender equality
- Family violence
- Women's safety and equality

HSV reports annually on these areas to the government.

Master Supply Agreement (MSA)

Current state

Agreement



Individual suppliers sign a document containing operational, legal and other standard terms and conditions, service deliverables, pricing and schedules.



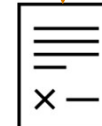
500+ Suppliers
900+ Contracts

Future for all NEW market approaches

Agreement



MSA



Module



Schedule



- Master Supply Agreement (MSA) with legal and standard (non-operational) terms will be available **online**.
- Standard terms that everyone is to agree

- Module containing operational terms – departures are not welcome but there may be an operational term specific to the category that needs to be redressed.
- Once fully signed, every Module will incorporate the current MSA terms by reference.

- Modules will contain all Schedules that are applicable to the category.

Project Team – Roles & Responsibilities

Scope	Responsibility
Scope, specification & evaluation criteria	HSV/PRG
ITS evaluation, recommend award	HSV/PRG
Approve award	HSV
Execute contracts with suppliers	HSV
Place orders & receive goods/services	HSV/Health Service
Make payment	HSV/Health Service

Invitation to Supply (ITS)



ITS Objectives

- Achieve best value for money (VFM) outcome
- Expand scope and value under contract
- Transparent and efficient ITS process
- Develop supplier relationship management
- Create efficiency in tendering and category management through use of the National Product Catalogue (NPC)

Summary – Contract Features

Characteristics	Contract
Term of the contract (Supplementary categories)	Start: 1 December 2025 End: 30 April 2028 Option: 1 x 2-year option
Type of ITS	Open
Type of Panel	Closed
Pricing	<ul style="list-style-type: none">• Pricing fixed for remainder of principle period except for COVID 19 Rapid Antigen Tests that will have annual price reviews• Volume breaks and pallet pricing for products• Single and Volume pricing for Distribution Centre which must be lower than Statewide Pricing
Terms and conditions	<ul style="list-style-type: none">• HSV agreement (MSA+Module) – Consistent and Standard across suppliers

Categories in Scope

Cat#	Category
3	Specimen Containers
4	Point of Care Testing
5	Laboratory Chemicals
6	Anatomical Pathology Consumables
7	Tubes for Internal Laboratory Use
8	Microbiology Consumables
9	Pipettes and Tips
10	Microscope Slides and Accessories
11	Pathology Labels
12	Pathology Sample Packaging
13	Quality Control Materials

Detailed list of sub-categories:

Refer to Statement of Requirements for Supplementary published on the website

<https://healthsharevic.org.au/contracts-and-tenders/contracts-and-documents/details/498/files>



Distributors

Respondents nominating Distributors must:

- Provide nomination letter
- Reflected in TRW
- Inform Distributors of the ITS outcome
- Provide Distributors with contract

Successful respondents (Contract Holder) is accountable for:

- Product availability (backorders, recalls)
- HSV Sales reports and Stock on Hand Reports
- Correct invoice pricing
- Contract Variations

Statement of Requirements (SoR)

- Used to validate supplier and product compliance
- Tendered Consumables in TRW must align with SoR
- List products only once in the subcategory that you believe your product fits.
- “Partially Comply” or “Does Not Comply” responses must provide comments / justification
- Must be submitted in full and only to be provided in the requested format in .xlsx file only

Tendered Product References



Required for:

- Products that are not on the current contract
- Products that have no sales by the reference sites listed in the Royal College of Pathologists of Australasia (RCPA) or Victorian Public Health Services.

Suppliers must:

- Provide a minimum of 2 referees based on the RCPA list as per Tender Response Worksheet (TRW) and Statement of Requirements (SOR)

Referees must:

- Provide a written reference of the product, including:
 - Confirmation of no conflict of interest (COI)
 - Confirmation of clinical suitability of the product
 - Usage

Submission:

- Reference letter needs to be returned by the referees to HSV at Helpdesk@healthsharevic.org.au, strictly within one week of the tender close date.

Product Samples

- If it is determined that samples are required, HSV will notify respective respondents. Respondents are required to provide the requested number, 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.
- 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: Carolina Munoz / Cristina Mattia. Respondents will be informed when and where the samples needs to be delivered to.

Tender Response Worksheet (TRW)

- Used to create product & price list
- Used for product evaluation
- Used to create the pricing schedule
- Used to create standardised HSV product descriptions
- Referee details to be sent via Helpdesk Team
- The TRW has changed since the last tender
- If you require a copy of your latest pricing schedule extract, request via email after this session



Tender Response Worksheet (TRW)

Instructions for completion

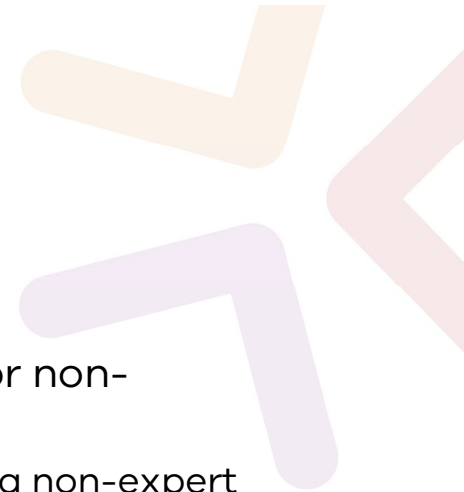
- Complete **all** requested information
 - Mandatory data missing = Product won't be awarded
- Only tender a product once, in most relevant subcategory
- The “Commercial”, “Clinical”, and “Supply Chain” tabs are linked for each Category by the “Auto populated” (Grey) Cells. Do not override or delete these formulas
- 500 rows are available to capture line items. If >500 products per category, then please contact HSV for assistance.
- Please note that the sheet will be locked hence you can only add information on white spaces.
- Provide responses in the requested format (and units if applicable)



Data Integrity in TRW

Poor quality information may result in non-award of tendered items

- **Human and machine understandable descriptions** i.e. it must be easier for non-specialists to interpret e.g.
 - **No (or 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, similarly L/LG/LRG may not appear in a search for "Large")
- Give **appropriate units** where required: Don't write 100x5; Use 100mm x 5mm.
- If sizing is not standardised among suppliers, **consider adding dimensions** or a more standardised sizing measure as well
- **Avoid using Brand names**, ®, ™, and company specific jargon unless required. Add standard terminology if jargon may not be understood by non expert
- **All components** of Sets (and kits if applicable) must be listed with relevant information in the respective category clinical tab
- Ordering part numbers & descriptions must be **complete and unique**



Data Integrity in TRW

- 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 = 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 or Iowa)
- Use **commas or semi colons** to separate properties where appropriate
- 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

Data Integrity– Tender Pricing

- Tender and Bulk Pricing is separated out based on : Statewide Delivery and HSV DC Delivery
- **IMPORTANT: HSV DC pricing should be lower than the Statewide pricing**
- Unit pricing must be lower for each increased volume break
- **IMPORTANT:** Both Statewide Pricing and HSV DC pricing need to be in accordance with the Unit of Measure and NOT as per unit price.

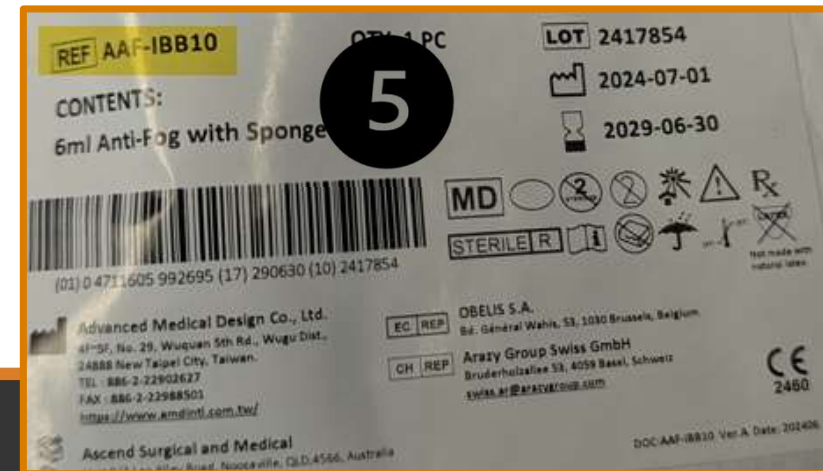
Data Integrity – Product Descriptions

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 (from Clinical TRW worksheet) to further describe the product**
2. Brand name as visible on the packaging will be enclosed in brackets **(BRAND AAA)**
3. The item number on packaging (*not supplier part number*) is included at the end of the description string. In the case where item number on packaging is not available, the manufacturer part number will be used instead and displayed as per printed on the packaging.
 - Spacing and symbols (.//*+) will be retained as is.
 - Source 1: 1234ABC
 - Source 2: 1234 abc
 - Packaging: 1234-ABC
 - Final MPN > **1234-ABC**

Data Integrity – Product Descriptions

Examples of Item Number on Packaging



Official

Data Integrity – Product Descriptions

4. Description string will be devoid of commas and symbol unless to represent the strengths
 - & = **AND**
 - + = **WITH**
 - / = **OR** unless it's to represent a strength
5. Description will be in **UPPER CASING** except for the unit of measurement
6. All measurement units will be displayed as per **SI Units** (metric) 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)

Data Integrity – Product Descriptions

7. Where required, a maximum of **2** decimal places will be displayed
8. For unit of measurements specific to a type of product, they will be represented as per below:
 - Gauge (needle): **G**
 - French Gauge (catheter): **Fr**
9. Unit of Measure and Unit of Issue are excluded from the description to keep the description item specific
10. Description will be up to a maximum of **140** characters in length, inclusive of spacing
11. All words in the description will follow the **Australian English** spelling as defined in the Macquarie Dictionary

Data Integrity – Product Descriptions

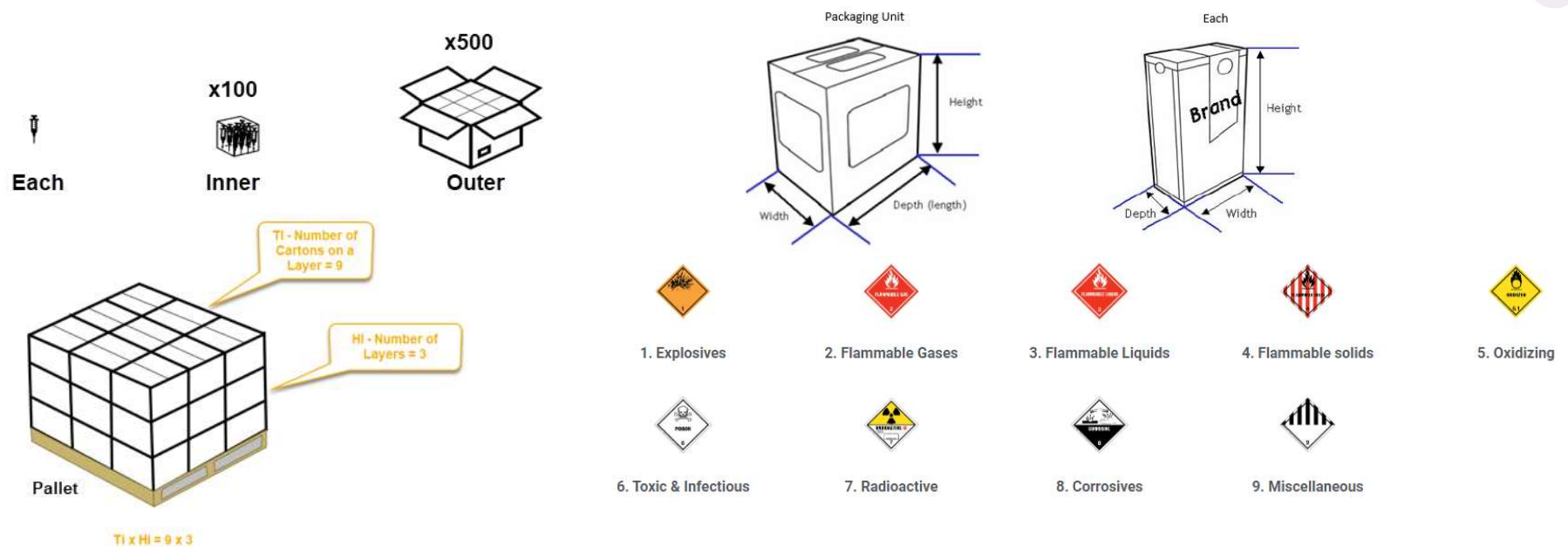
Structure: MAJOR NOUN MINOR NOUN PROPERTY 1 PROPERTY 2 PROPERTY 3 PROPERTY 4
PROPERTY 5 PROPERTY 6... (BRAND NAME) MANUFACTURER PART NUMBER/ITEM NUMBER

Example: **BLADE SURGICAL** CARBON-STEEL 10cm x 8mm SIZE 10 SINGLE-USE STERILE (BRAND AAA)
1234-ABC

- Major Noun: **BLADE** (Expressed as the singular)
- Minor Noun: **SURGICAL**
- Properties: **CARBON STEEL**
- Properties: **10cm x 8mm**
- Properties: **SIZE 10**
- Properties: **SINGLE-USE**
- Properties: **STERILE**
- Brand: **(BRAND AAA)** (Always enclosed in brackets, as visible on the packaging)
- Item number (as visible on the packaging)/Manufacturer Part Number : **1234-ABC**

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

Timeline

Key Activities	Date
Industry briefing session - TODAY	May 28, 2025
ITS release date	June 2, 2025
Last date for ITS questions	June 19, 2025
ITS closing date and time	June 23, 2025
Evaluation and clarification period	June-September
Respondents advised of outcome	November 2025
Agreement execution	November 2025
Health services notification of outcome	November 2025
Agreement commencement date	Dec 1, 2025

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

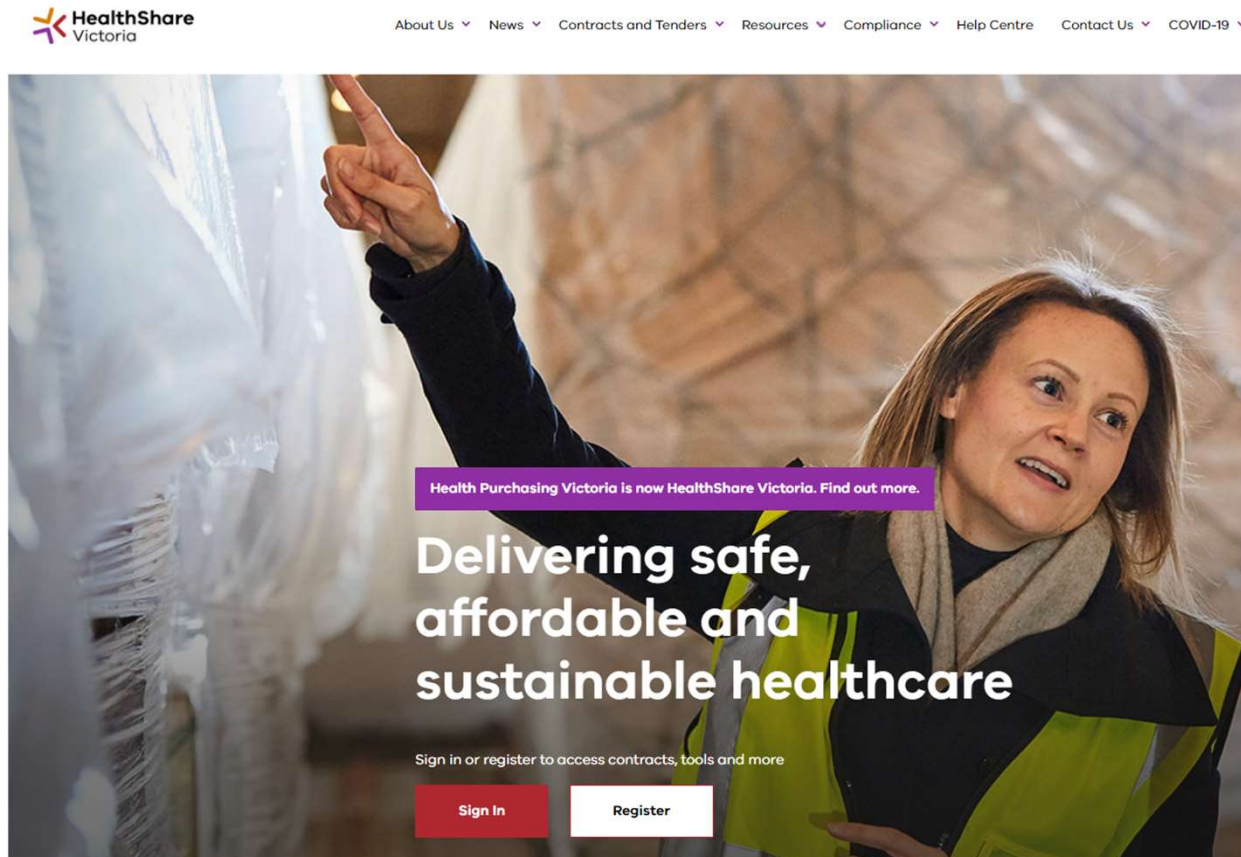
Each HSV Procurement Portal company account has one superuser responsible for managing sub-users, including visibility of the EOI documentation

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, comma, or dash. Example format: 00123456789

Next

To create your account:

1. Select ***"I am a Supplier"***
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!

	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

9
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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



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.cor

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 emails to yours using a semicolon (;) as a separator.

▼ User:

Division: Division

Active

Save

Cancel

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="+61410000000"/>
Division	Division
Department	---
Role	
Username	3m australia
* Preferred Language	English (UK) ▼
* Time Zone	(GMT +10:00) Sydney, Canberra, Melbourne ▼

Main Dashboard

My Running Surveys

No Scorecards to display

New Messages (last 30 days)

No Unread Messages

From the Portal click on the 'RFQ' link under 'RFx Open to All Suppliers'

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

My RFQs
RFQs Open to All Suppliers

Enter Filter (type to start search)

Select the tender you would like to express interest in

	Code	Title	Project Code	Time limit for Ex
1	rfq_978	BRHS Kitchen Asset Upgrade	tender_7531	13/01/2021 23:5
2	rfq_992	ITS2020-071 Rehab Supply Services	tender_9530	25/01/2021 15:0
Total 2				

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

 Running

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

Express Interest

 Decide Later

 Printable View

le
2020-071 Rehab Supply Services

Supplier Access
Q Open to All Suppliers

To start your tender response, click on 'Create Response'

Create Response

platform in business terms, allowing you to quickly understand the features and benefits of the software.

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

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.

ms you will miss the deadline. Always upload generic information early to avoid last minute time pressure).

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.

ublish 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.

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.



Briefing - Surgical Gloves Test ITS

Running

Surgical Gloves Test ITS

Submitted Yet

SAVE REGULARLY.

If you are inactive for more than 15 minutes you will need to sign in again and any unsaved data may be lost.

Save and Return

Save and Continue

Cancel

Validate Response

ons: 34)

Section of Profile Questions

Description

Response

* Please state whether your organisation has a certified Quality Management System?

☐

Please attach a current certificate for your certified Quality Management System

+ Click to attach file

Please state the expiry date of your certificate for your Quality Management System

dd/mm/yyyy



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

- Tender Briefing - Surgical Gloves Test ITS

Running

Tender Briefing - Surgical Gloves Test ITS

2018 14:00:00

Submitted On: Not Submitted Yet

Send Message

Save as Draft

Cancel

Message

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

Attachments

Attachment Name

Attachment Description

Comments

[← 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) |



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

RFQs Open All Suppliers

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

Total 1

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

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

Pages (Unread 0)

Settings Buyer Attachments (5) My Response Associated Users

Clicking on that RFQ shows when you last submitted



Tips for Responding

- Provide all requested information at time of tender
- Do not use acronyms or abbreviations
- Answers should be self contained – avoid cross references to other questions or answers
- Save regularly
- Submit early – you can overwrite your information up to the time of closing
- Recommended that only one user be logged on at one time to work on a tender submission



Questions?

Contact Details

01

Carolina Munoz

Category Manager

c.munoz@healthsharevic.org.au

(03) 9947 3766

02

Ian Sheo

Senior Category Manager

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(03) 9947 3747

