



Official

Supplier Briefing

Contrast Media
HPVITS2024-073

7 December 2023

Neeva Maskey Shrestha – Category Manager

Agenda

HSV Overview and Requirements

Invitation to Supply

- ITS Objectives
- Proposed Scope
- Tentative Timeline
- KPIs and Reporting
- Part 7: Forms and Tender Response Worksheet
- Evaluation & Approvals

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

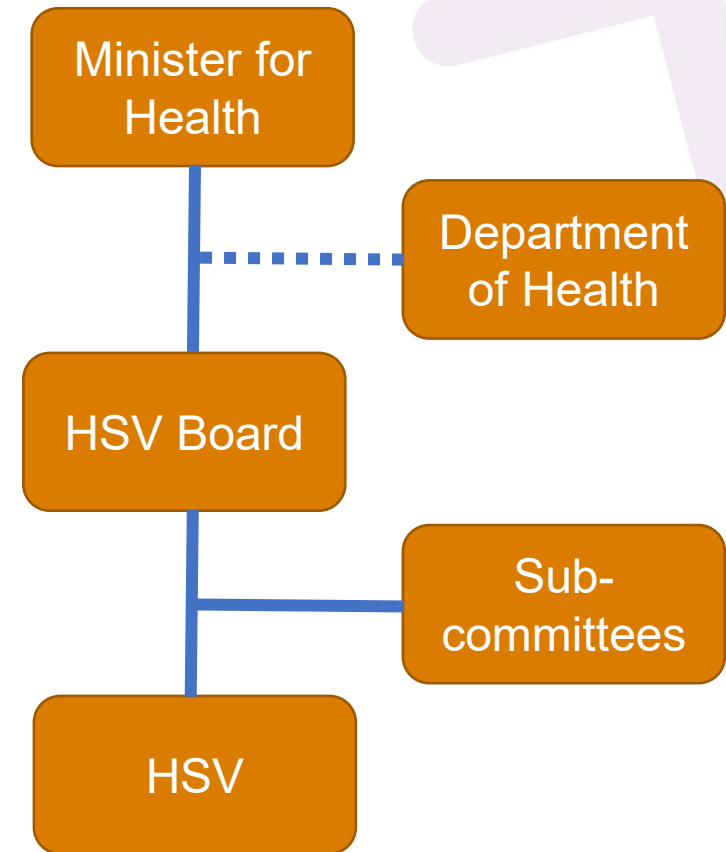
Our vision

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



HSV 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



- **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](#).

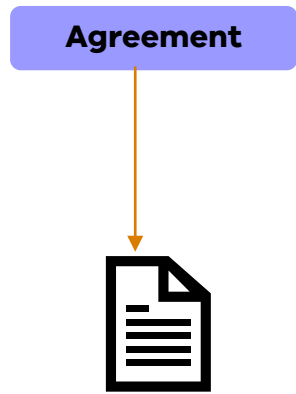
The Code outlines minimum ethical standards in behaviour that suppliers will aspire to meet when conducting business with, or on behalf of, the State:

- 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.

Master Supply Agreement

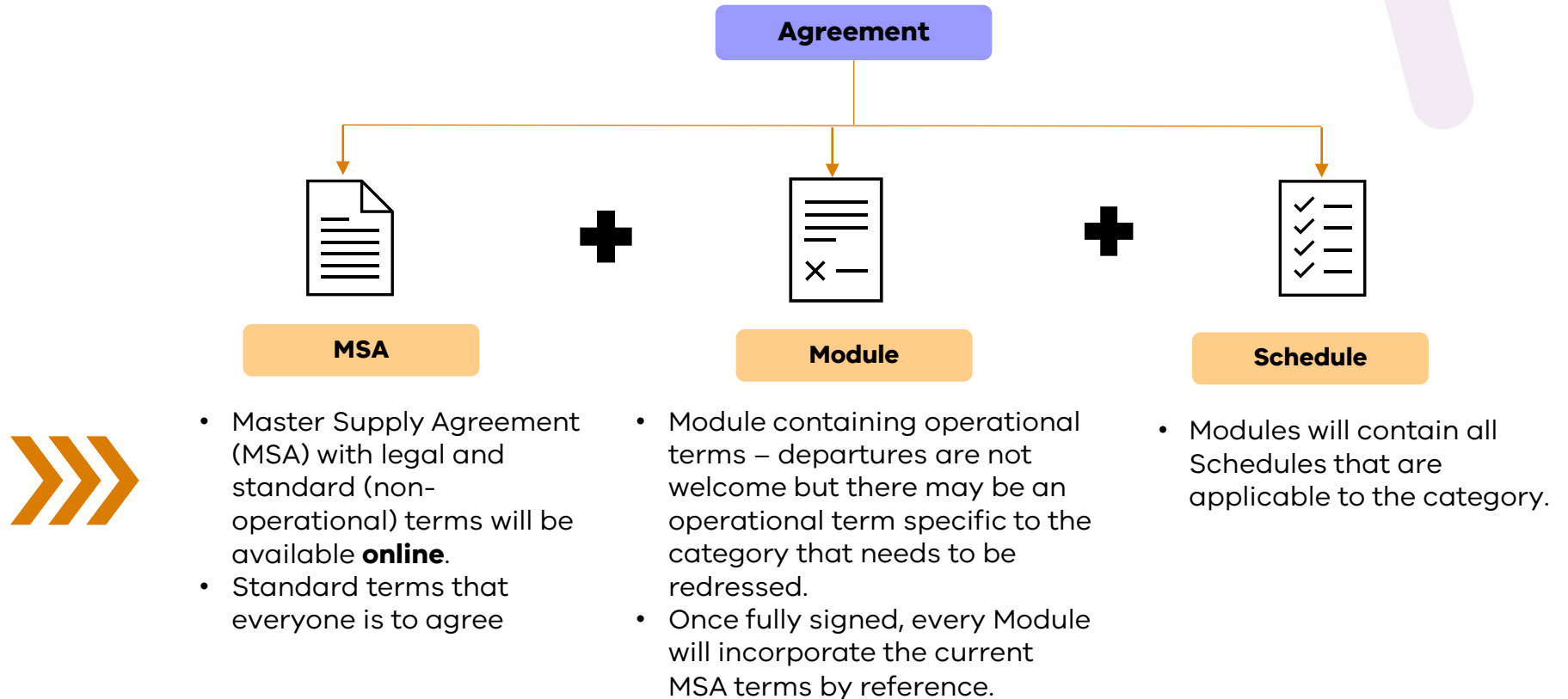
Current state



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



Master Supply Agreement

HealthShare Victoria

Procurement ▾ Contracts and tenders ▾ Purchasing policies and compliance ▾ Supply and distribution ▾ Resources ▾ Help Centre

About us ▾ News and notifications ▾ Contact us ▾ Search 🔍 Sign Out **My Dashboard**

HSV employees: click here to login to SilverStripe CMS (requires VPN connection when remote)

HOME ▸ CONTRACTS AND TENDERS ▸ FOR SUPPLIERS ▸ MASTER SUPPLY AGREEMENT

Master Supply Agreement

HSV uses a Master Supply Agreement (MSA) to govern its arrangements with suppliers. The MSA contains the standard legal terms and conditions applying to invitation to supply (ITS) and collective procurement activities commencing after the effective date of the MSA.

The MSA terms form the baseline overarching terms that govern the general relationship between HSV and its suppliers and service providers. These terms align with the procurement of goods and services supply policies set out by the Victorian Government Purchasing Board and associated procurement principles. The MSA terms are intended to be equitable and fair to both parties.

Any request for departures will be assessed and considered within the framework of acceptable negotiation principles and standards applicable to Victorian government procurement activities.

Access the MSA

[Master Supply Agreement \(MSA\) 9 October 2023 - effective 9 October 2023](#)

Contracts and tenders

Favourites

Contracts and documents

Tenders (Invitation to Supply)

For suppliers

- Prospective suppliers
- Terms and conditions
- **Master Supply Agreement**
- Contract variations
- Sales data reporting

For health services

- Eligible services
- Sourcing
- Reference groups
- Contract exemptions

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.

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 <https://icn.org.au/>
- **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 \$20million 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

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

- Facilitate access by public hospitals and health services to the scope of this tender on best value terms
- Create efficiency in tendering and category management
- Transparent and efficient bidding process
- Develop supplier relationship management
- Ensure that probity is maintained in purchasing, sourcing and contracting

Proposed Scope

- **Includes:**
 - Contrast Media
- **Excludes:**
 - non-ARTG products purchased by health services from a third-party compounder
 - any compounding that Participating Health Services wish to undertake in their sole discretion
- **Term:** 3 years principal period with 2x1 year option

Tentative Timeline

Key Activities	Date
Industry Briefing Session	7 December 2023
ITS Release Date	14 December 2023
Last date for ITS questions	21 January 2024 14:00 AEDT
ITS Closing Date and Time	25 January 2024 14:00 AEDT
Responses will be assessed until	16 February 2024
Respondents advised of outcome	12 April 2024
Agreement Commencement Date	22 May 2024

Product References

**NB this is not company information references*

Reference sites are required for:

- Products that are not on the current HSV contract
- Minimum **three** 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

KPIs and Reporting

KPIs:

- Sales and stock reports on-time: 95%
- Notification of Variation to the Goods: 95%
- Maintenance of products on NPC: 100%
- Product shelf life minimum of 12 months : 99%
- Delivered In Full On Time to the Quality (DIFOT-Q): 98%
- Training and technical support: 95%
- Complaints and inquires responded within 24 hours: 95%
- Active on Recall Health or GS1 Recall

Reporting:

- Sales reports
- Inventory reports
- Failure to supply report
- HPV Stock Reporting Portal

Part 7: Forms

- **Statutory Declaration** – ensure signed by a director or partner and witnessed by a suitably authorised witness Response to Offer
- **Supplier Code of Conduct** – ensure signed by a director or duly authorised representative
- **Response to Offer** - ensure signed by a director or duly authorised representative

Please ensure forms are completed correctly prior to submission

Part 7: Tender Response Worksheet

- Tender Response Worksheet (TRW) contains detailed information on the products
- Used for product 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

Evaluation & Approval

Business	Product	Financial	Approval
<ul style="list-style-type: none">• Check for complying submissions• Category Manager evaluates responses against criteria	<ul style="list-style-type: none">• PRG* evaluates clinical acceptability of products	<ul style="list-style-type: none">• Category Manager and PRG* complete financial evaluation and develop sourcing recommendation	<ul style="list-style-type: none">• PRG* reviews and endorses recommendation• CEO approval

***Reference group members'** identities are confidential. Members consist of nuclear technologist, senior staff members of nuclear medicine and clinicians with relevant expertise to the scope of this tender. The Product Reference Group (PRG) members demonstrate broader clinical, operational and commercial expertise within the scope of this tender.

Evaluation & Approval

- **Evaluation:** will take into consideration value for money score, clinical considerations, supply chain, operational capability and efficiencies, product details and full commercial offer including any additional value adds.
- **Transition period:** Participating Health Services may transition to the awarded Good(s) over the course of up to 4 weeks from contract commencement.

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*

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

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

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

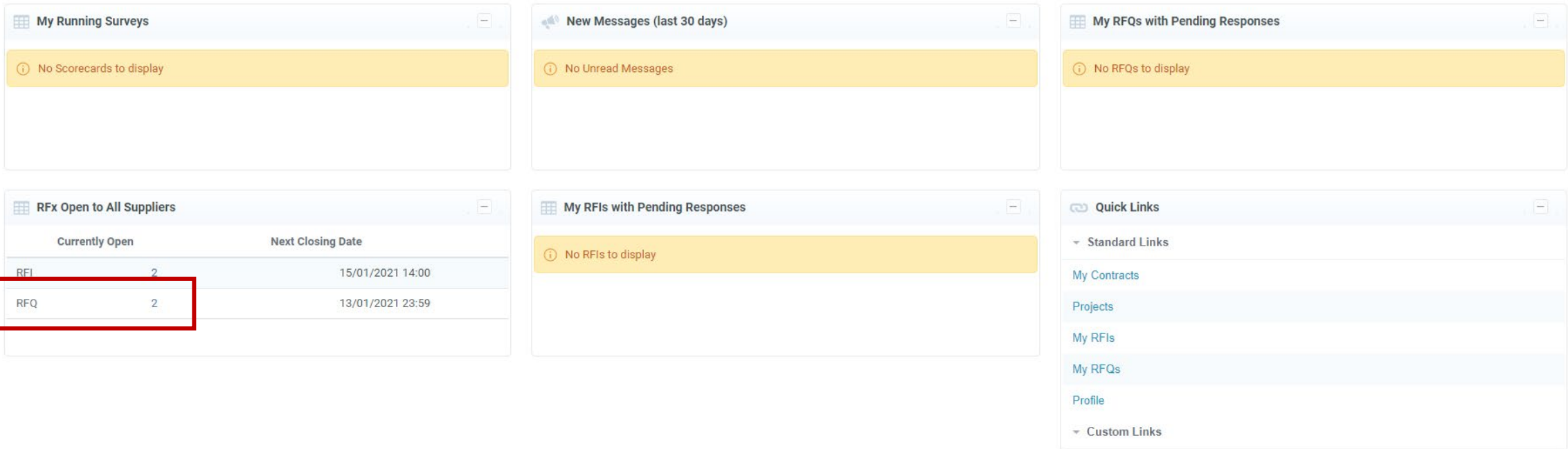
Save Cancel

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 ▼

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

Main Dashboard



The dashboard contains several widgets:

- 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:** A table with columns 'Currently Open' and 'Next Closing Date'. The 'RFQ' row is highlighted with a red box.
- My RFIs with Pending Responses:** No RFIs to display.
- Quick Links:** A list of links including My Contracts, Projects, My RFIs, My RFQs, Profile, and Custom Links.

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

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.cor

▼ 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

Description

Title

ITS2020-071 Rehab Supply Services

Supplier Access

RFQ Open to All Suppliers

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

View Response Index Only

1. Qualification Response (questions: 120)

1.1. READ ME FIRST - SUPPLIER'S TIP'S 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 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?
2.1.2	Quality Management	Please attach a current certificate for your certified Quality Management System
2.1.3	Quality Management	Please state the expiry date of your certificate for your Quality Management System
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

← 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: 14/03/2018 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

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

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.

The screenshot shows the HealthShare Victoria Sourcing interface. On the left, a navigation menu is open, with 'RFQs' selected (marked with a red circle '2'). A sub-menu is displayed, with 'My RFQs' selected (marked with a red circle '3'). A red circle '1' is placed over the 'Sourcing' menu item. A red circle '4' is placed over the 'Response Status' column header in the table below. The table contains one entry with the status 'Response Submitted To Buyer'.

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

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.

Next Steps

- RFQ available for download on 14 December 2023 via the HSV Procurement Portal
- RFQ closes 2PM AEDT, 25 January 2024.
- All Questions should be submitted via the secure messaging function after RFQ open.
- Please refer to Tentative timeline for all other relevant dates.
- Authorised contact:

Neeva Maskey Shrestha, Category Manager

HealthShare Victoria

n.maskeyshrestha@healthsharevic.org.au

Questions?

Note: These slides and any questions/responses raised will be de-identified and made available to all potential Respondents via the HSV website and Procurement Portal.