HealthShare Victoria

Supplier Briefing

Intravenous Access Devices, Administration and Neural Connector Consumables (IVADANCC) HPVITS2025-079

Wednesday, 9 Oct 2024, 1:30pm

Yong Lim, Category Manager

Jared Tang, Senior Category Manager

Acknowledgement of Country

"I would like to start by acknowledging the Traditional Owners of the land on which we are meeting. I pay my respect to their Elders past, present and emerging"

HSV Project Team

Yong Lim - Category Manager
Jared Tang - Senior Category Manager
Authorised person for this ITS and ongoing contract management

Hassan Pirov - Head of Sourcing - Clinical
Provide guidance and support for the ITS

Mel Jewell - Clinical Products Advisor
Diana Skratulja - Clinical Products Manager
Provide guidance and support on supplier and product compliance to the SoR and regulatory and general requirements of this ITS

Luke Dal Santo – Procurement Development Analyst
Trang Tran – Supply Chain Clinical Data Analyst
Stanley So – Master Data Manager

Product Reference Group (PRG)
Representatives from VIC Public Hospitals
Assist with the development and endorsement of the ITS strategy and Specification & Award outcome

Official

Agenda

HSV Project Team

HSV Overview

Supplier Code of Conduct / Fair Jobs Code (FJC) / Local Jobs First (LJF)

Master Supply Agreement (MSA)

Invitation to Supply (ITS)

- ITS Objectives
- Proposed Timeline
- Scope (Statement of Requirements)
- Tender Response Worksheet (TRW)
- Reference and sample requirement
- Distributors
- National Product Catalogue (NPC) Fast Track
- Supply Chain Data Attributes
- Data Integrity – Product Description

HSV Procurement Portal (Jaggaer)

Next Steps

Today's Meeting Notes

Thank You ALL for your time today and upcoming participation

Please silent/mute yourselves on Microsoft teams

Briefing only *as we have limited time and many topics to cover*

No Q&A during this briefing, please emails any questions/feedback after briefing: **helpdesk@healthsharevic.org.au 03 9947 3900**

Briefing slide deck will be available on HSV website after this session

https://healthsharevic.org.au/contracts-and-tenders/favourites/details/517

HPVITS2025-079: Intravenous Access Devices, Administration and Neural Connector Consumables (IVADANCC)

HealthShare Victoria (HSV)

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

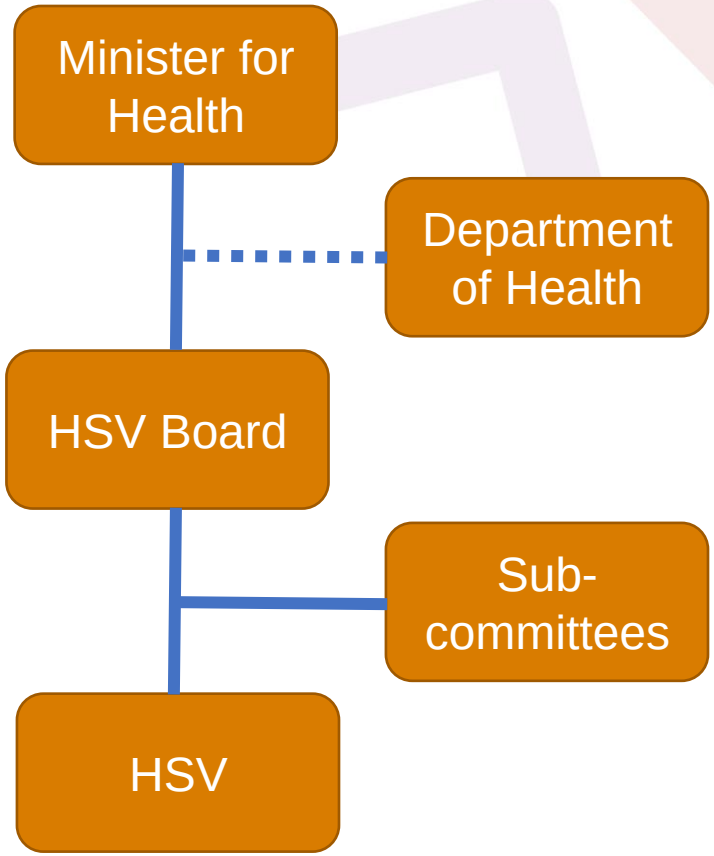
- Manage a state-wide supply chain for medical consumables, including PPE
- Coordinate state-wide strategic procurement
- Deliver more efficient corporate services

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 (HPV) 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



Official

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

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.

Victorian health suppliers' minimum standards

Australian Government
Department of Health
Therapeutic Goods Administration

- **Therapeutic Goods**
  – TGA approved

GS1®

- **GS1 data standards**
  (NPC contract compliance obligation)

RECALLNET HEALTHCARE

- **Recall Health**
  (contract compliance obligation)

Fair Jobs Code (FJC)

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
- 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.

Local Jobs First (LJF)

Through its Local Jobs First policy (LJF), 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

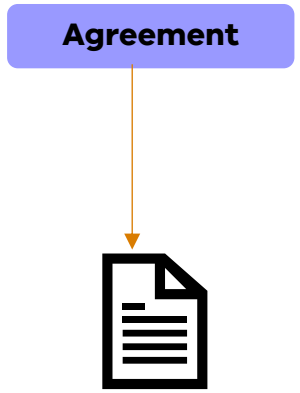
- The **Industry Capability Network (ICN)** can assist you in documenting your **Local Industry Development Plan (LIDP)**
- Access the VIPP Management Centre (VMC) via this https://icn.org.au/who-are-we/our-team/#vic
- Give yourself time to develop your LIDP for submission
- LIDPs will be evaluated as part of our assessment of Value for Money
- LIDP outcomes will need to be reported to HSV

You are not required to provide a Local Industry Development Plan (LIDP) at this stage;

If awarded to contract, you might be subsequently requested to produce a LIDP

Master Supply Agreement (MSA)

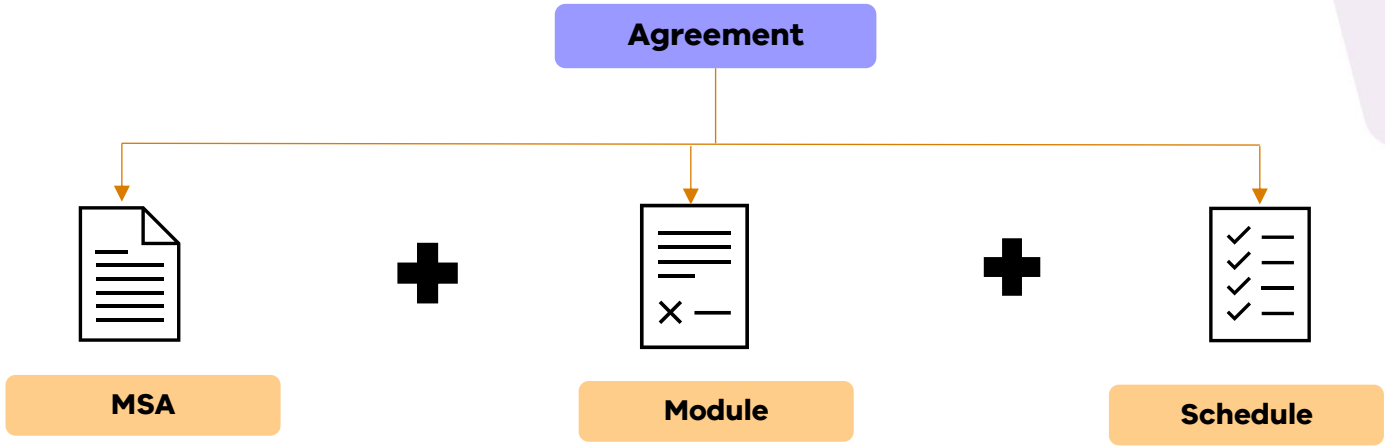
Current state



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 (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.

Official

Invitation to Supply (ITS)

ITS Objectives

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

Proposed Timeline

Key Activities	Date
Industry Briefing Session	Wednesday, 9 October 2024 130pm AEDT
ITS Release Date	**Wednesday, 16 October 2024**
Last date for ITS questions	11 November 2024
ITS Closing Date and Time	**Wednesday, 13 November 2024**
Evaluation	November 2024 – February 2025
Respondents advised of outcome	March-April 2025
Agreement execution	April-May 2025
Health Services notification of outcome	May 2025
Agreement Commencement Date	**1 June 2025**

Statement of Requirements (SoR)

- Used to validate supplier and product compliance
- Tendered consumables in Tender Response Worksheet (TRW) must align with SoR & product catalogue
- List products in one sub-category only (do not duplicate)
- “Partially Comply” or “Does Not Comply” responses must be supported by comments / justification
- **Must be submitted in full and only to be provided in the requested format in .xlsx file only**
- Refer to SoR file for categories in scope

Scope (SoR)

- **IVADAC-079 is now IVADANCC-079**
- Intravenous Access Devices and Administration Consumables (IVADAC) to Intravenous Access Devices, Administration and **Neural Connector Consumables** (IVADA**NCC**)
- Coverage: The scope covers Intravenous Access Devices, Administration and Neural Connector Consumables used in public health services
- **Term: 4-year principal period with 1 x 2-year option (4+2)**
- Price Features: Fixed based pricing with volume/pallet pricing. Free into Store (FIS). Single point delivery at HSV Distribution Centres (DC).
- **24 Categories** across the range of products

Scope

CATEGORY NUMBER	CATEGORY NAME
1	**Peripheral Intravenous Cannulae**
2	Winged Intravenous and Sub-Cutaneous Devices
3	Peripherally Inserted Central Catheters
4	Central Venous Catheters and Guidewires
5	**Gravity Intravenous Administration Sets**
6	Burettes
7	Intravenous Extension Tubing
8	Single Lumen IV Extension Sets and Filters
9	Multi Lumen IV Adapters
10	**Needleless Connectors**
11	Intravenous Access Port Caps
12	Stopcocks
13	Port Access Needles
14	Antiseptic Skin Preparation Swab Sticks, Wipes & Applicators
15	**IV Start Kits**
16	Non-Powered Ambulatory Infusion Devices
17	Closed System Transfer Devices
18	Acute Haemofiltration Catheters
19	Midline Catheters
20	Intraosseous Needles & Drivers
21	**Neural Connector Devices**
22	**Totally Implantable Venous Access Devices (TIVADs)**
23	**Pre-Filled Saline Syringe for IV Catheter Flush**
24	**IV Arm Boards**

Official

Tender Response Worksheet (TRW)

- The TRW is used to collect detailed data on the products tendered, including price and supplier/distributer 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 in the requested format
  - Mandatory data missing = Product won't be awarded
  - Include units as required/applicable
- Tender products once only, in the most appropriate sub category
- The “Commercial”, “Clinical” and “Supply Chain” tabs are linked for each Category by the Grey (Formula driven) Cells. Do not override or delete these formulas and do not add or delete columns, or individual cells
- To add rows (if >200 products per category) ensure that rows are added to the bottom of the “Commercial”, “Clinical” and “Supply Chain” tabs & all formulas “fill down”. Contact HSV if required

Data Integrity in TRW

- Poor quality information will be returned for correction:
  - UNSPSC (at least to class level xx xx xx 00)
  - UOM descriptor must be reflective of GS1 Packaging Type descriptor (e.g. ‘carton’ not ‘sleeve’)
  - ARTG must have a number or be listed as EXEMPT
  - Country of Manufacture must be populated and reflective of GS1 code lists (e.g. 1: Australia, not Aust, not Victoria, not Brunswick – e.g. 2: United States, not USA or America or Iowa)
  - Ordering part numbers must be complete
- This will not be an opportunity to review pricing – ensure it is correct (and the Net Content is correct) at time of submission
- 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

Data Integrity– TRW Errors

- **ITS Missing Data-By Category**
  - Use this summary to ensure the same number of products in the Commercial, Clinical and Supply Chain tabs
- **ITS Missing Data-By Subcategory**
  - Use this summary to ensure the same number of products in each subcategory in each of the appropriate tabs
- **ITS Missing Data-Full Breakdown**
  - Use this summary for a full breakdown of missing data and possible errors. In most cases hyperlinks from this sheet will take you straight to the error for speedy rectification.

Tip: If the TRW is running slow, set calculations to manual while entering data, and back to auto-calculate once finished to check if any data is incorrect or missed

Product References-Samples

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:

- Have no conflict of interest
- Be clinical or product end users
- 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 (TRW)
- Be informed and agree to provide reference to HSV

NB Category 23 - Neural Connector Consumables (Please submit all available Product References for best evaluation purposes)

Samples to Deliver to:

- **Direct delivery to HSV New Second DC at 8-12 Ordish Road, Dandenong South VIC 3175** (HealthShare Victoria Dandenong South Distribution Centre).

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:

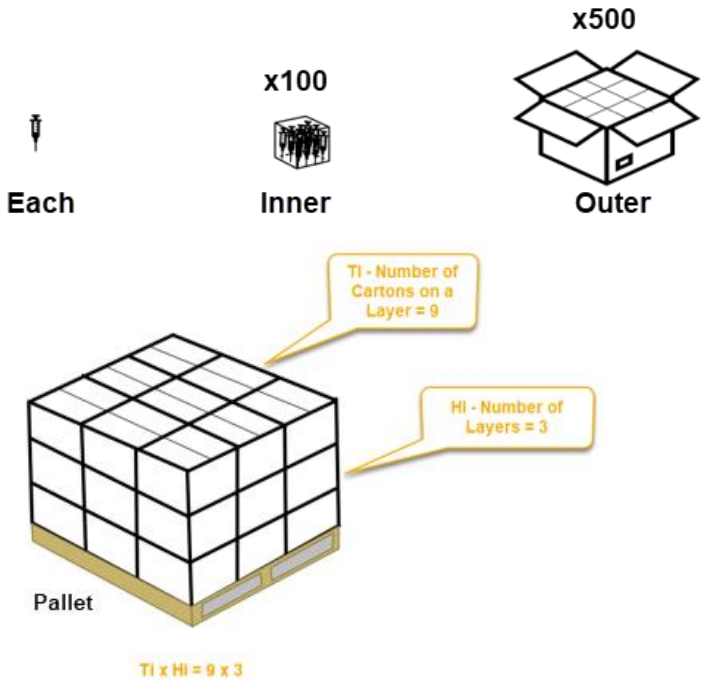
- Legal obligations under contract
- Product availability (backorders, recalls)
- HSV Sales reports and Stock on Hand reports
- Correct invoice pricing
- Contract Variation Request (CVR)

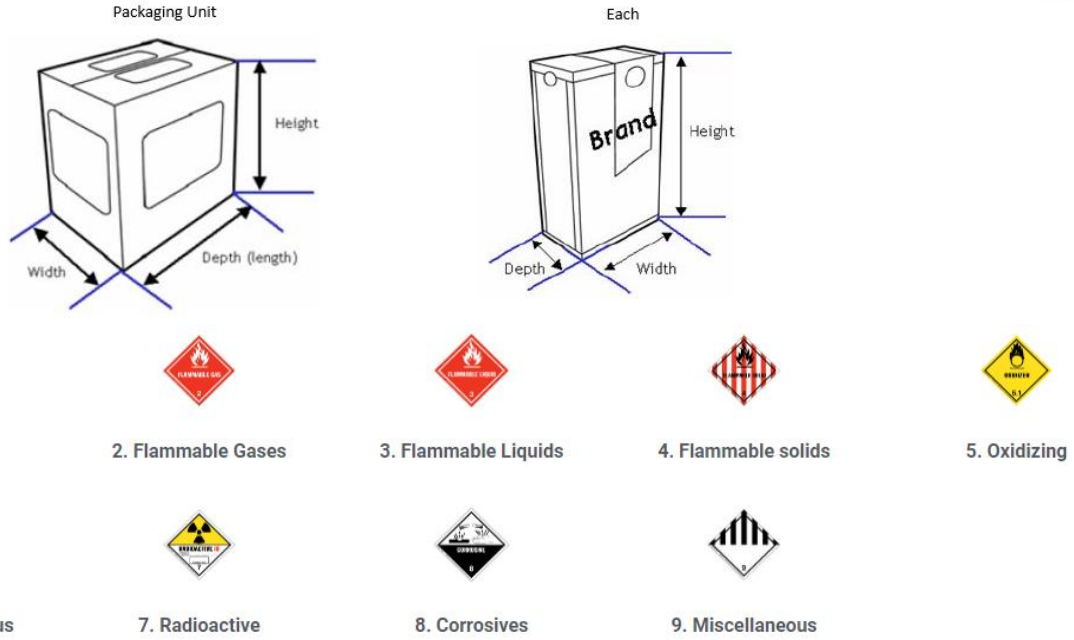
National Product Catalogue (NPC) Fast Track

- NPC Fast Track Response available to suppliers who are already publishing on the NPC
- **All Clinical information needs to be populated.**
- If GTIN is published on the NPC and up to date, we will draw the following from the NPC:
  - Manufacturer Name;
  - Manufacturer Part Number;
  - ARTG ID;
  - UNSPSC;
  - Country of Origin;
  - Supply chain data
- Consideration: Ensure you have been made **NPC Ready** with HealthShare Victoria (HSV) so we can view your data. The NPC Fast Track option is not available if you are not NPC Ready.
- Contact GS1 Supplier Engagement Team to confirm: NPC.SupplierEngagement@gs1au.org

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





Official

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

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 manufacturer part number (*not supplier part number*) 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: 1234ABC
        - Source 2: 1234 abc
        - Packaging: 1234-ABC
        - Final MPN > **1234-ABC**

Official
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

Length:	1 meter (m)	=	100 centimeters (cm)
	1 meter (m)	=	1000 millimeters (mm)
	1 kilometer (km)	=	1000 meters (m)
Mass:	1 gram (g)	=	1000 milligrams (mg)
	1 kilogram (kg)	=	1000 grams (g)
	1 metric ton	=	1000 kilograms (kg)
Volume:	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

Official
Official

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**

HSV Procurement Portal (Jaggaer)

Official

HSV Procurement Portal (Jaggaer)

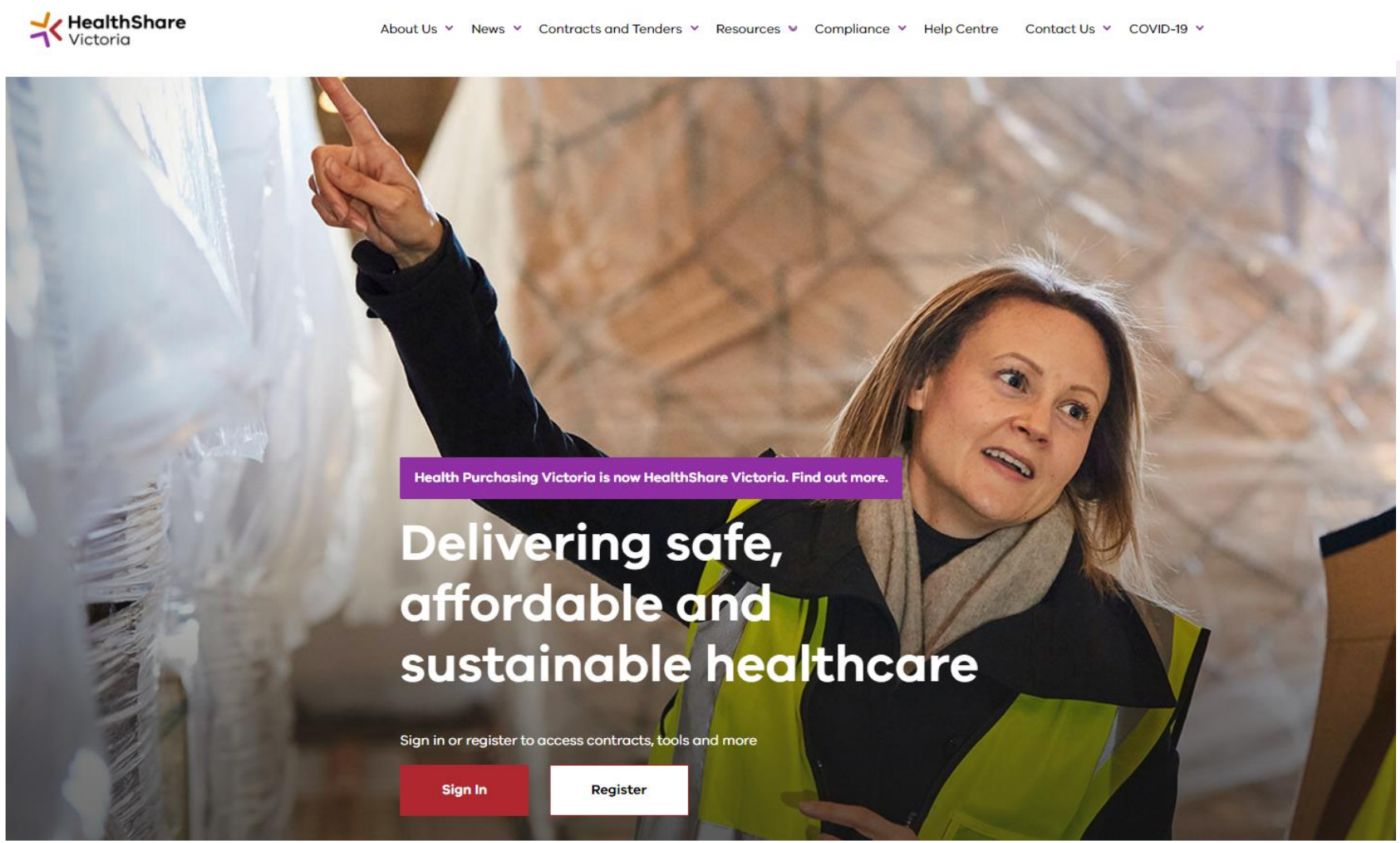
Tender document download, tender related questions, and tender submission from the HSV Procurement Portal ONLY

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

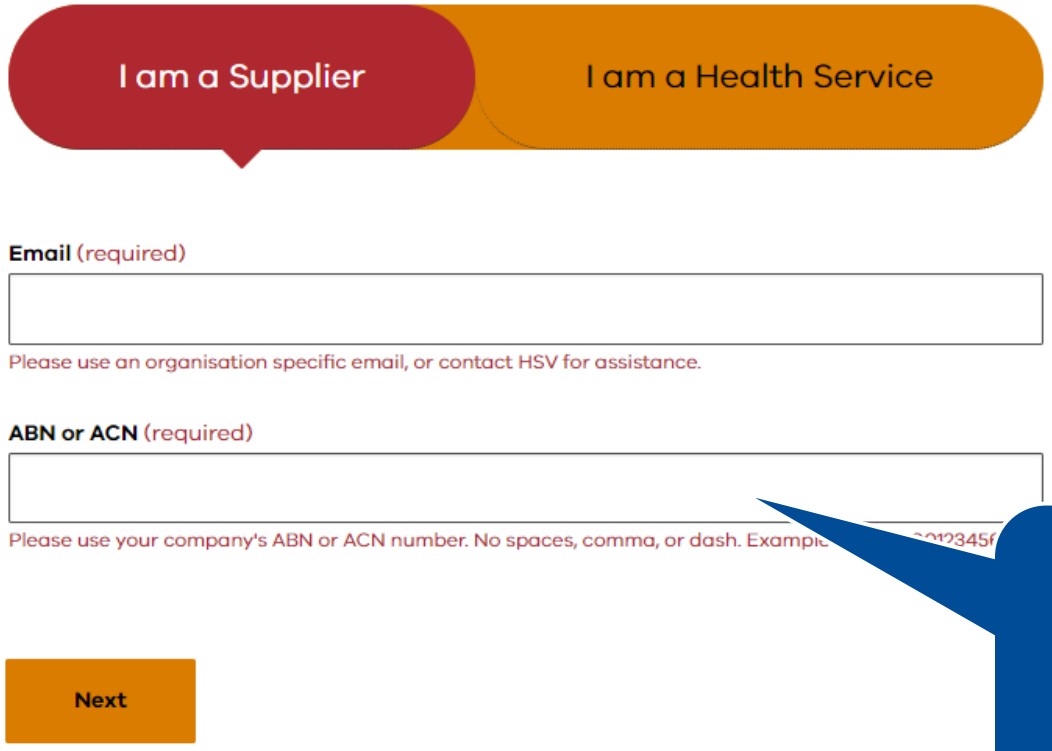
Technical Issues?
Contact HSV Procurement Portal (Jaggaer) Customer Support
Phone: 02 8074 8627
Email: customersupport@jaggaer.com

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.



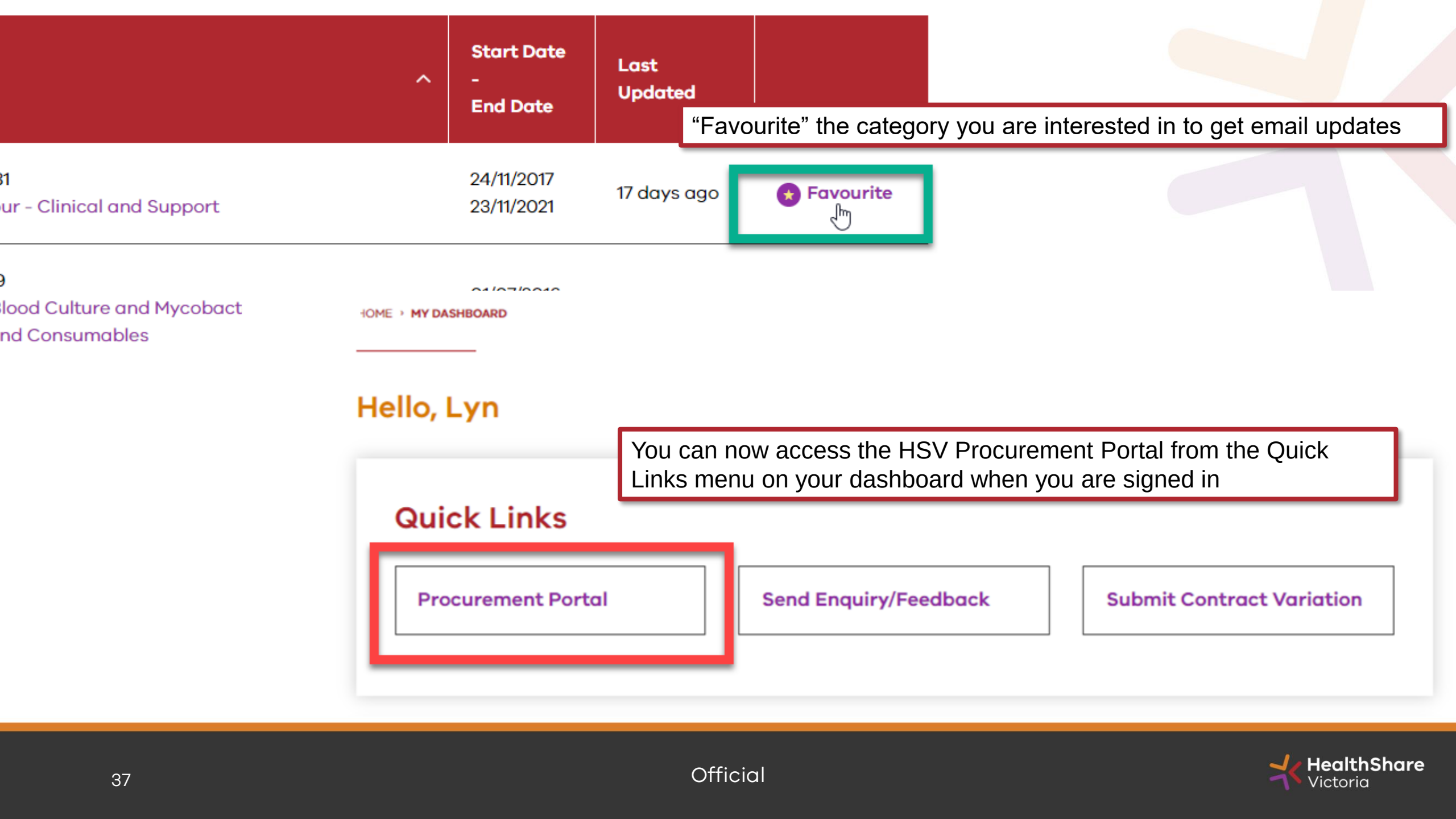
To create your account:

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

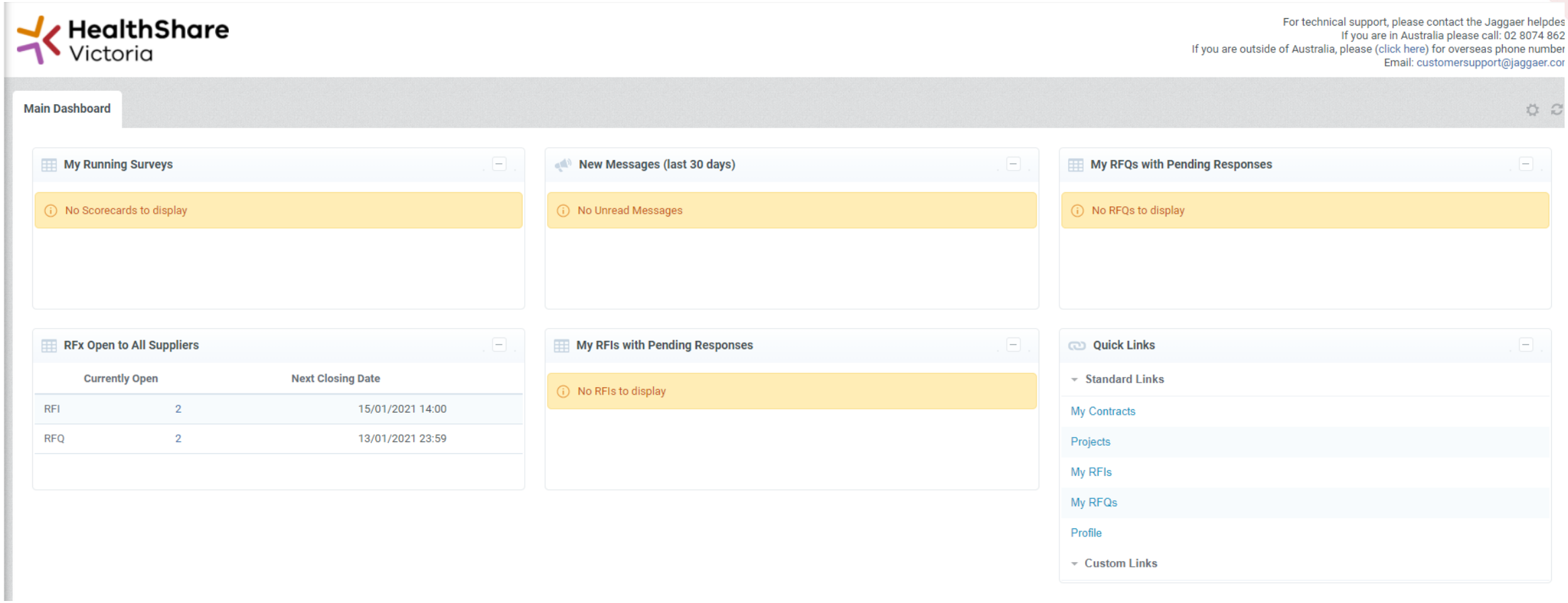
Complete your registration and you will receive a new account email with a password setup link

Important! Tender under the ABN that would sign the contract!

New distributors should register a separate account.

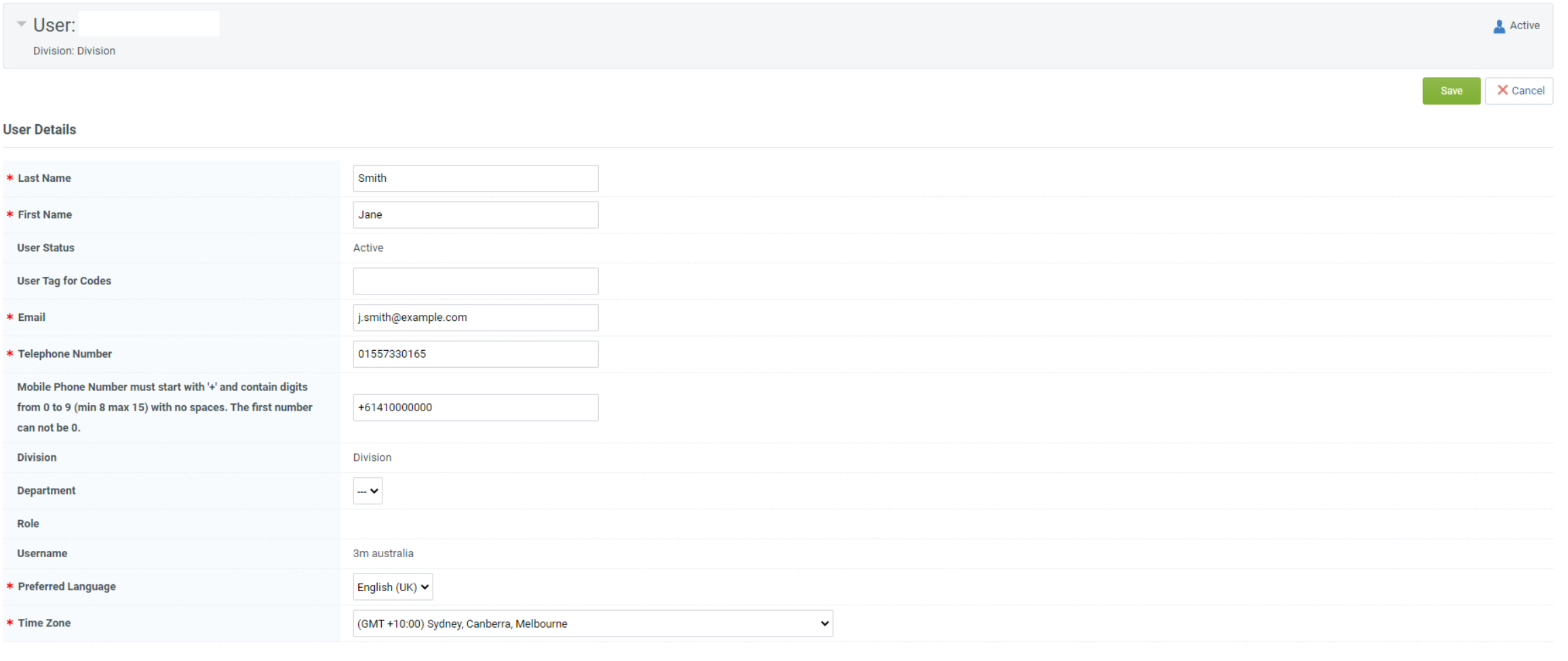

Start Date - End Date
Last Updated
“Favourite” the category you are interested in to get email updates
31
ur - Clinical and Support
24/11/2017
23/11/2021
17 days ago
Favourite
9
lood Culture and Mycobact
nd Consumables
HOME › MY DASHBOARD
Hello, Lyn
You can now access the HSV Procurement Portal from 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

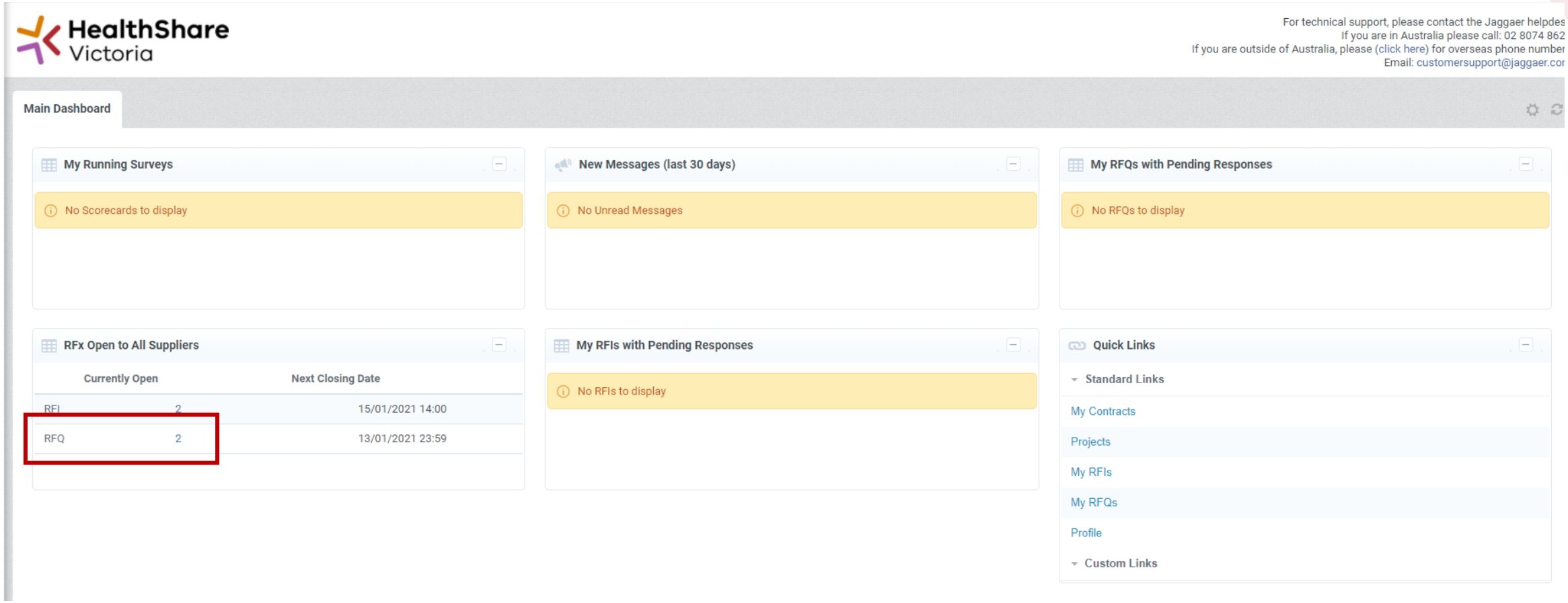


Official

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

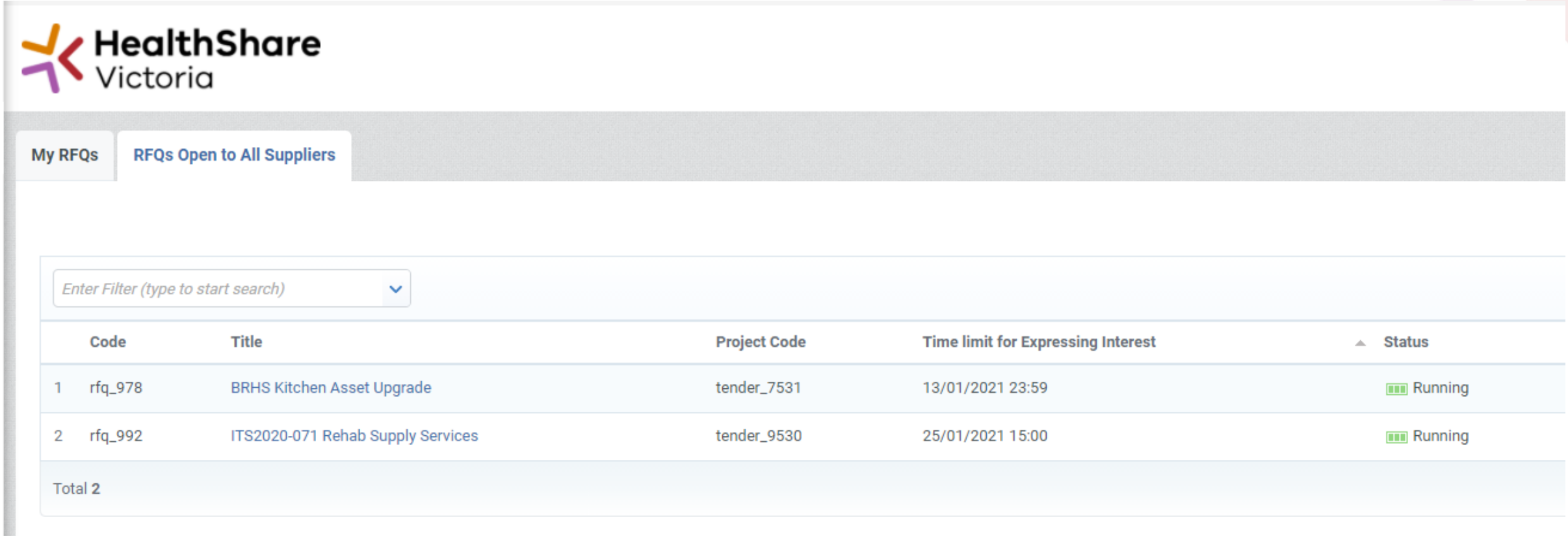


From the Portal click on the ‘RFQ’ line within the ‘RFx Open to All Suppliers’



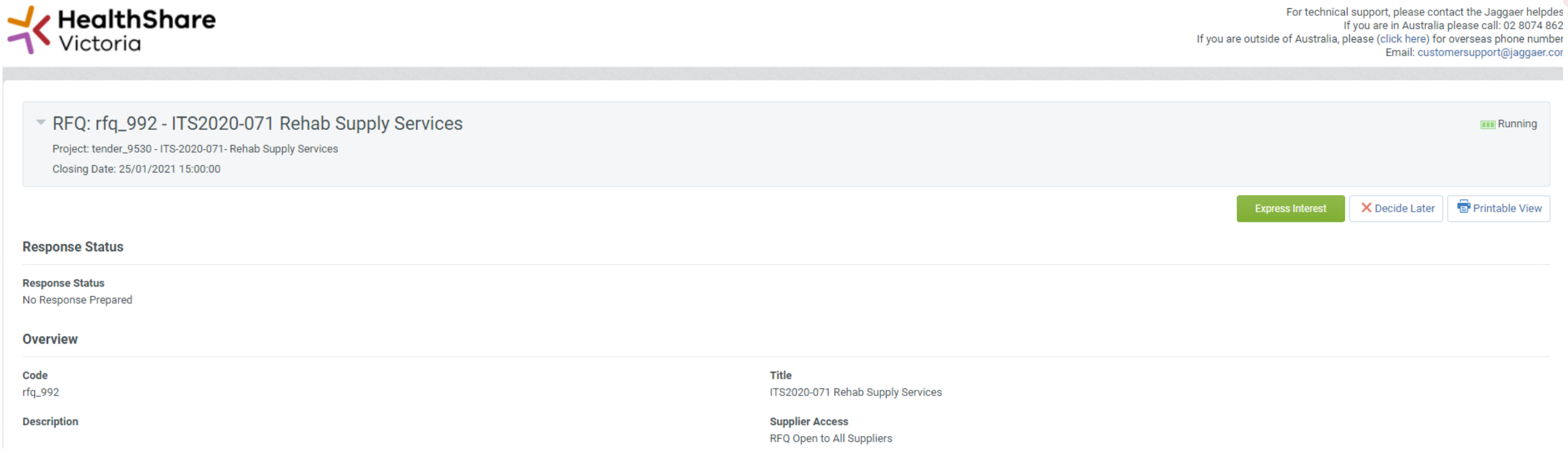
Official

Select the tender you would like to express interest in



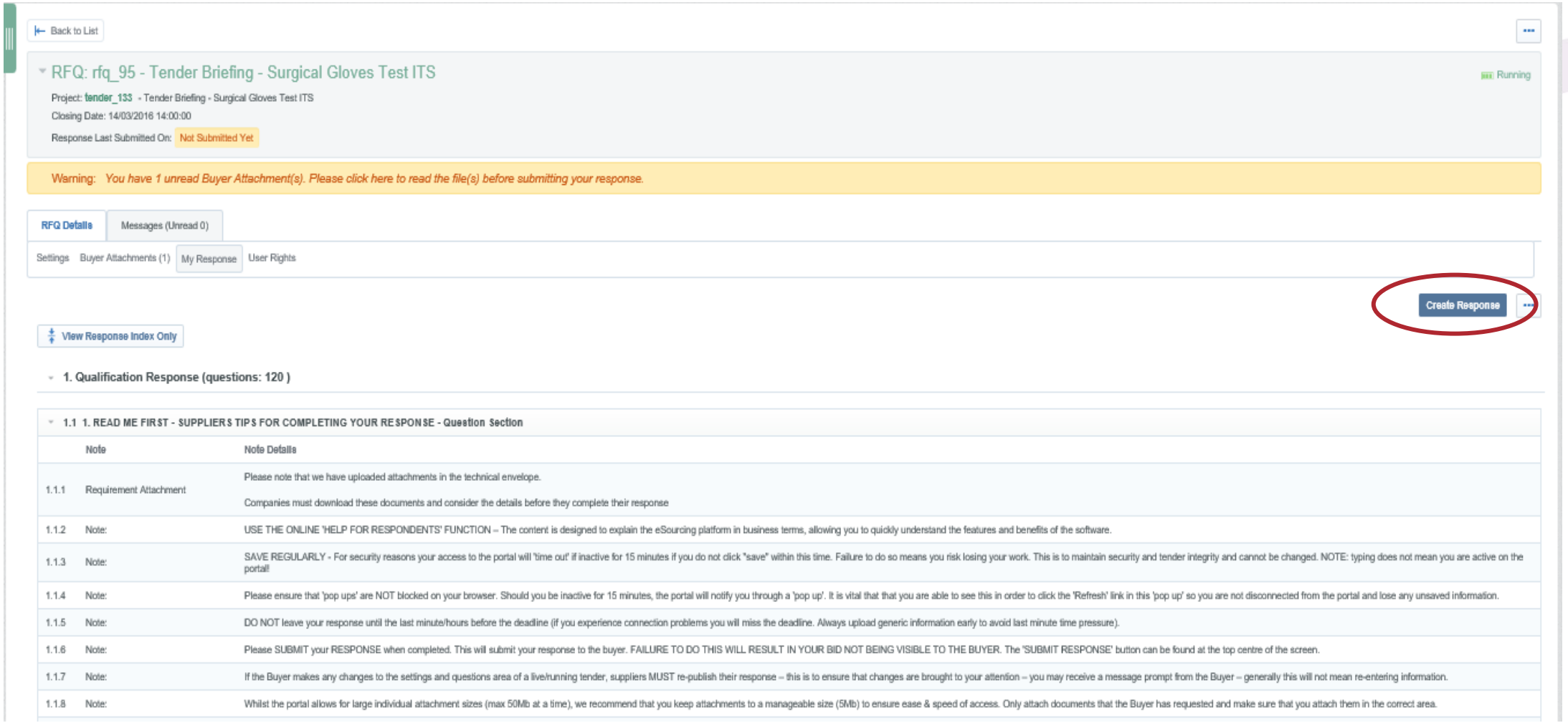
Official

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



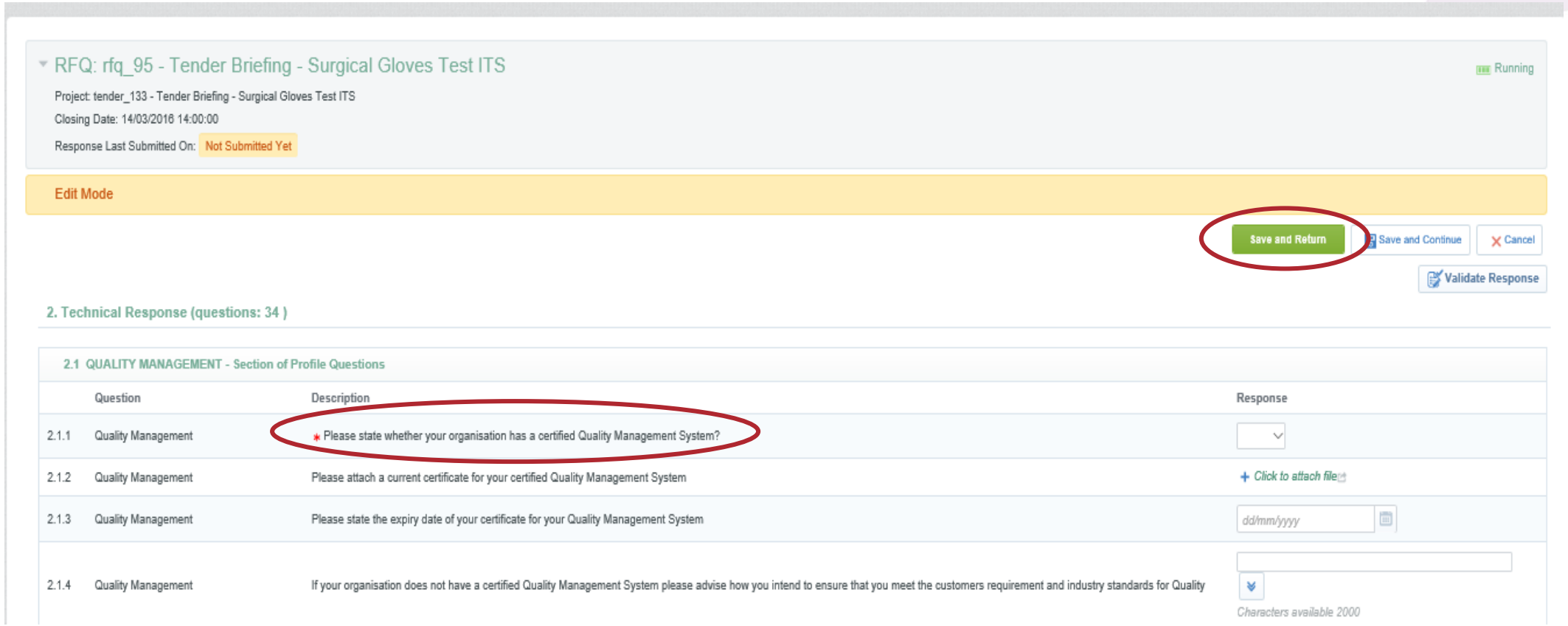
Official

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

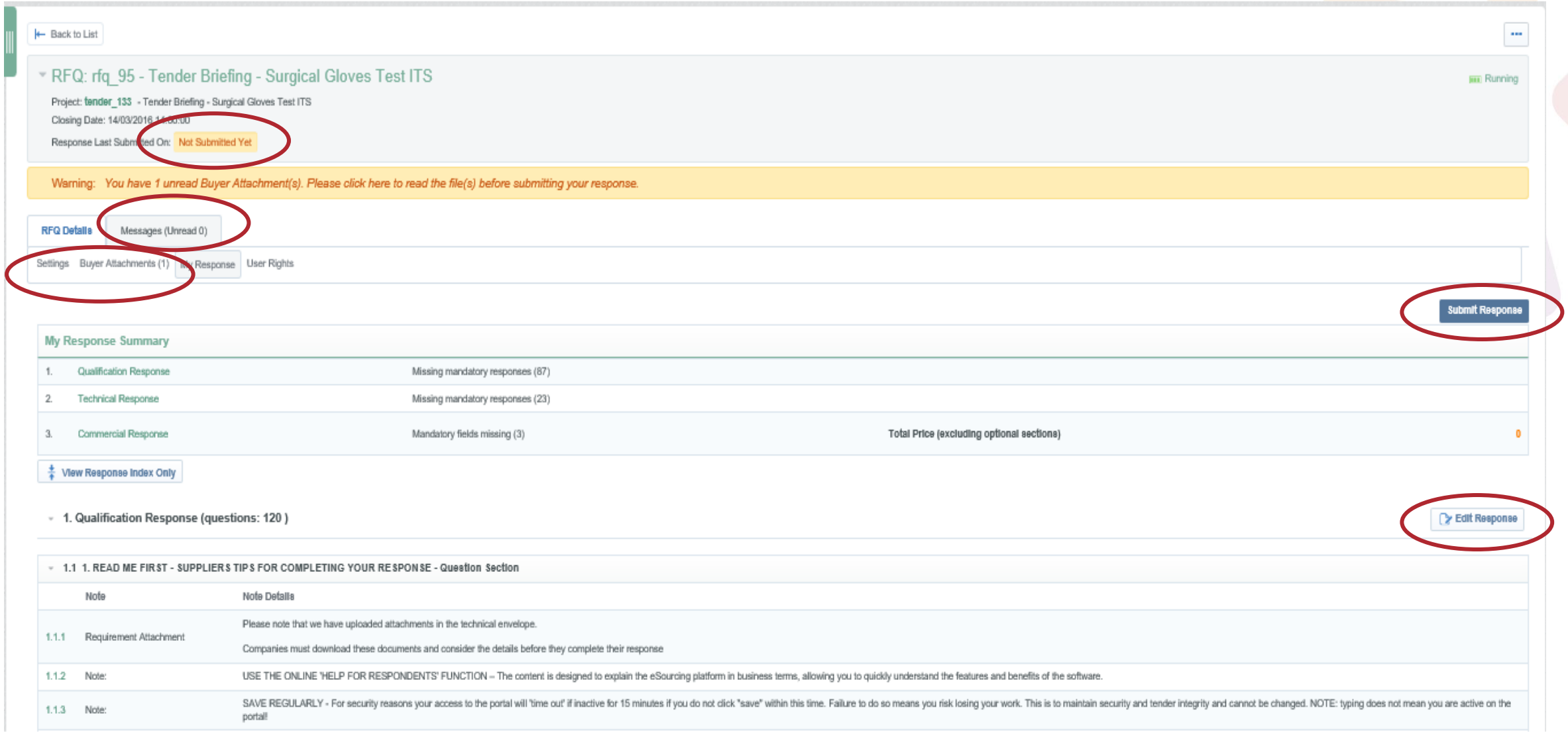


Official

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.

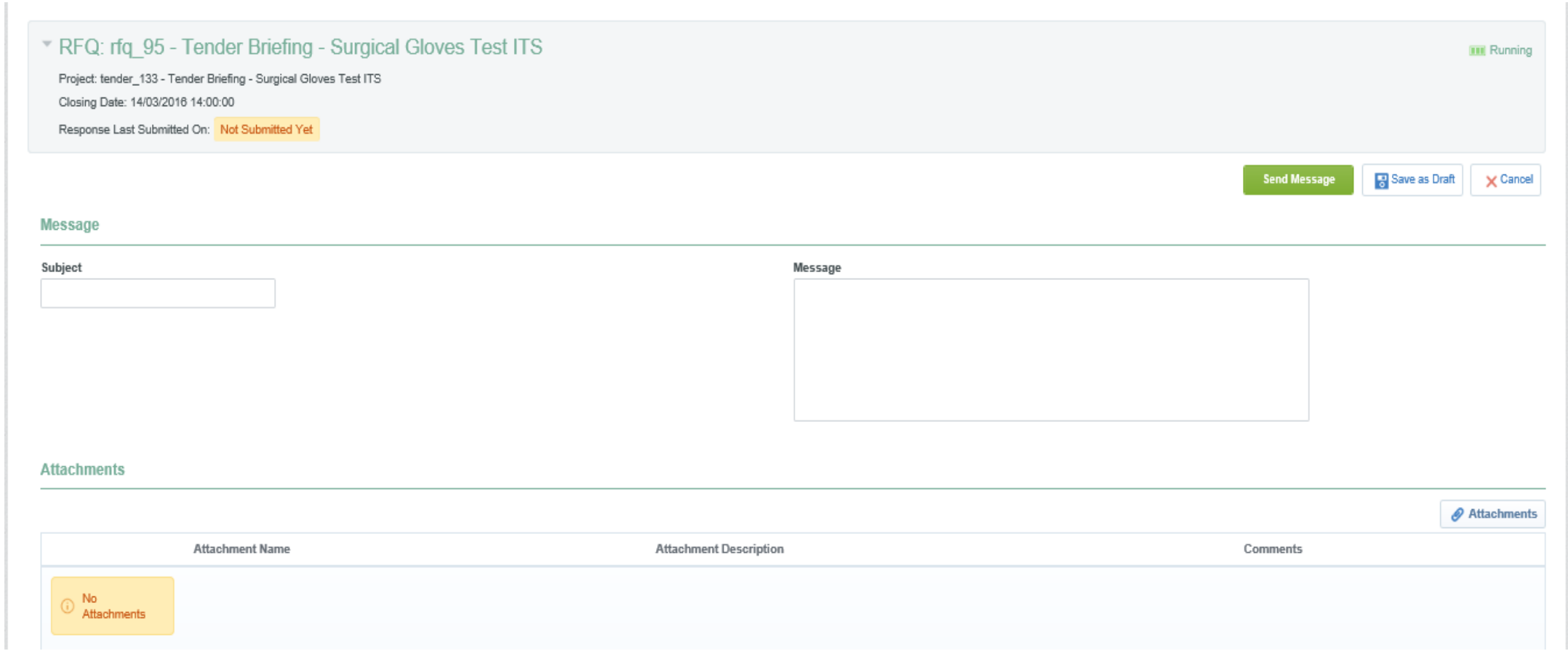


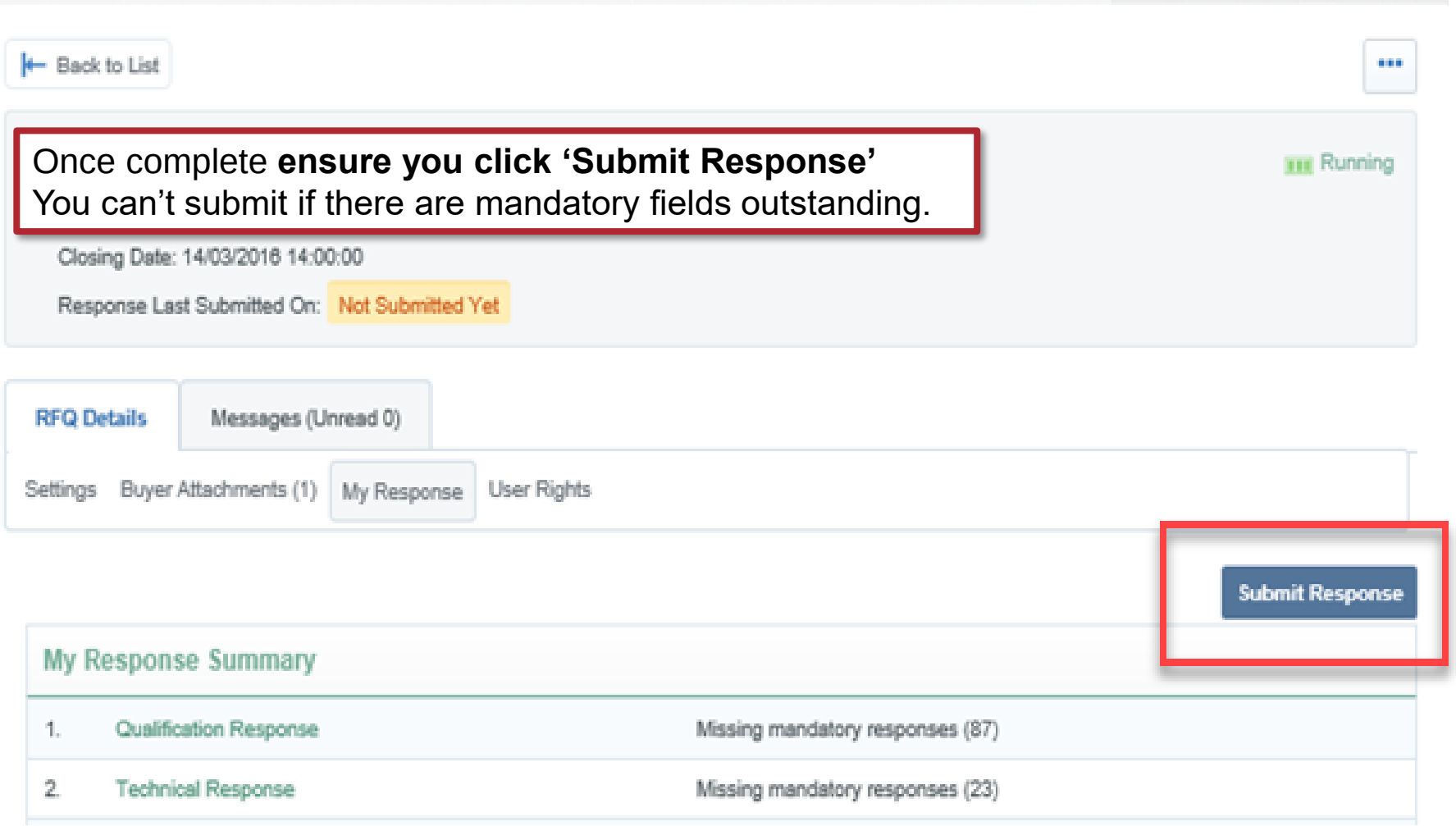
Official


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
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)
Response
User Rights
Submit Response
My Response Summary
1. Qualification Response
Missing mandatory responses (87)
2. Technical Response
Missing mandatory responses (23)
3. Commercial Response
Mandatory fields missing (3)
Total Price (excluding optional sections)
0
View Response Index Only
1. Qualification Response (questions: 120)
Edit Response
1.1 1. READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section
Note
Note Details
1.1.1
Requirement Attachment
Please note that we have uploaded attachments in the technical envelope.
Companies must download these documents and consider the details before they complete their response
1.1.2
Note:
USE THE ONLINE 'HELP FOR RESPONDENTS' FUNCTION – The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software.
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!

Official

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



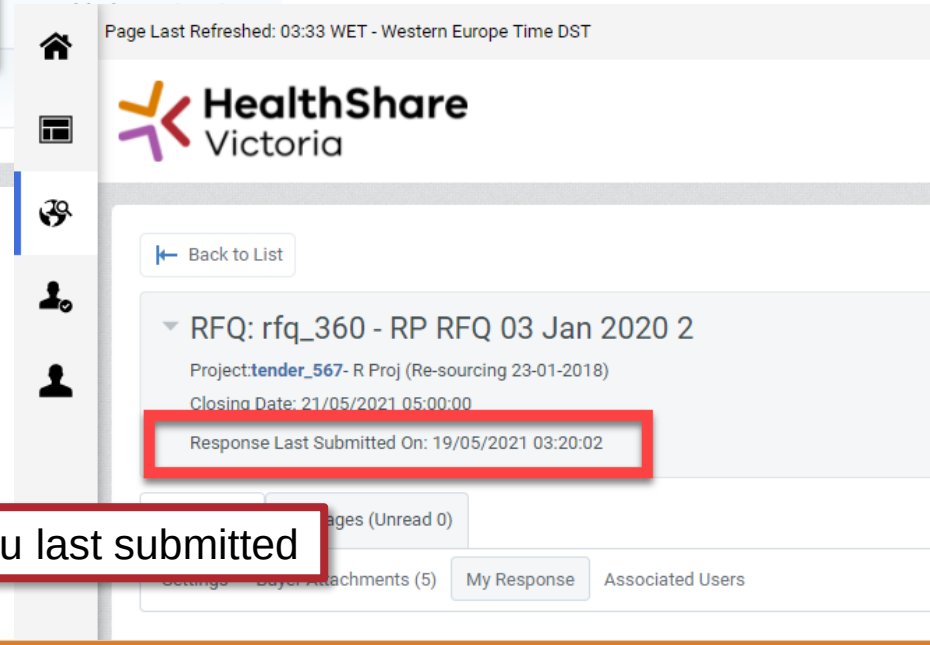


Once complete **ensure you click 'Submit Response'**
You can't submit if there are mandatory fields outstanding.

Note that responses – including pricing – are sealed until tender close.
Your response is locked and inaccessible to the buyer until then.

Official

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



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 – **please provide ALL requested information**
- Do not use acronyms or abbreviations
- Do not cross-refer to other questions or answers in your responses
- Please respond to **HSV Procurement Portal and TRW 'mandatory' questions, eg asterisk (*) marked** accordingly and completed in full
- **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.

HealthShare Victoria

Questions?

Please submit via HSV Procurement Portal

HSV Helpdesk
helpdesk@healthsharevic.org.au
03 9947 3900