Official

Supplier Briefing

Personal Protective Equipment (PPE)
HPVITS2024-194

Michael Pogia, Senior Category Manager; Krishan Gupta, 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."

HealthShare Victoria

HSV Project Team

Michael Pogia – Senior Category Manager

Krishan Gupta- Category Manager

Authorised person for this ITS and ongoing contract management

Diana Skratulja– Clinical Product Manager

Nicole Whiting - Clinical Product Advisor

Mel Jewell- Clinical Product Advisor

Cristina Mattia - Clinical Product Advisor

Clinical interface with Health Services and assists with evaluation

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

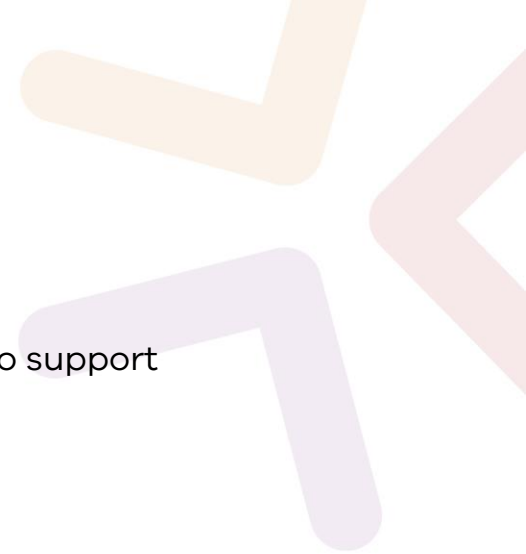**Trang Tran – Supply Chain Data Analyst**

Provides supply chain analysis and guidance on Data Integrity

Product Reference Group (PRG)

Specialist subject matter experts from Health Services

Product Information Library

John Charles

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Victoria

Agenda

HSV Overview

Master Service Agreement

Local Jobs First

Fair Jobs Code

Invitation to Supply

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

HSV Procurement Portal

HealthShare Victoria

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
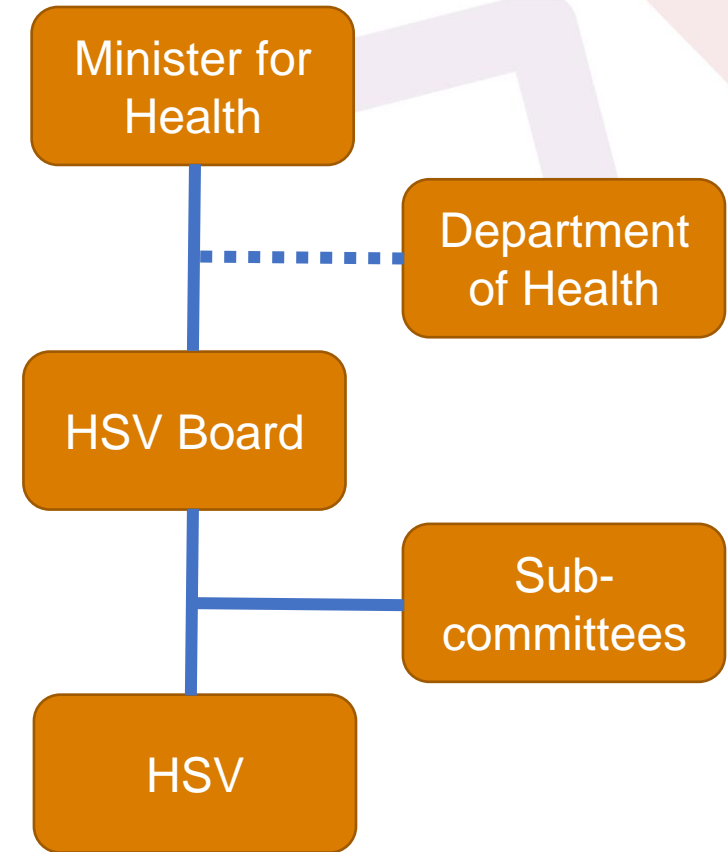- Deliver more efficient corporate services

Our vision

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

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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

```
Minister for
Health
        ┆
        ┆······· Department
        │        of Health
        │
HSV Board
        │
        ├─────── Sub-
        │        committees
        │
      HSV
```

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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

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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.

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Master Supply Agreement

Current state

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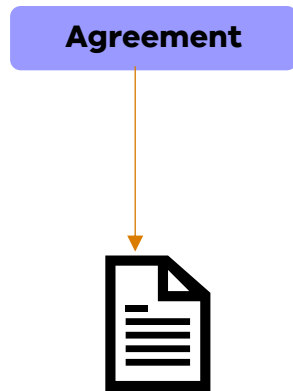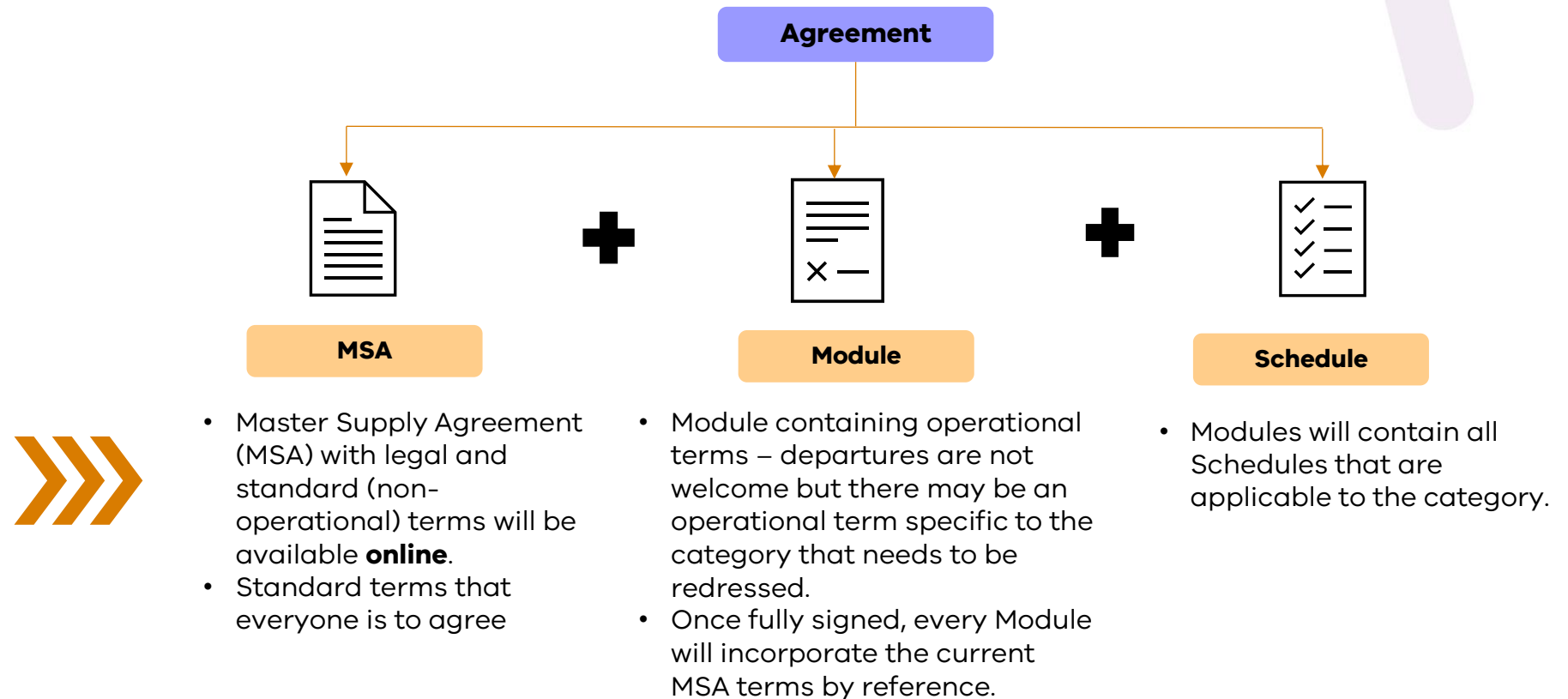
Individual suppliers sign a document containing operational, legal and other standard terms and conditions, service deliverables, pricing and schedules.

i 500+ Suppliers
900+ Contracts

Future for all **NEW** market approaches

Agreement

MSA

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

+

Module

- 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.

+

Schedule

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

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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 this link
- 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

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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

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.

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Invitation to Supply (ITS)

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ITS Objectives

- Achieve Best Value for Money

- To merge three existing contracts into a single consolidated PPE contract

- To source quality PPE that meets health service requirements

- Create efficiency in tendering and category management through use of the National Product Catalogue

- Transparent and efficient bidding process

- Develop supplier relationship management

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Scope

- **Coverage:** The scope includes PPE used in public health services. The three existing contracts being merged and updated include Drapes & Clinical Protective Apparel, Examination & Surgical Gloves and Hand Hygiene and Chemical Disinfectant Products.

- **Term:** 5-year principal period with a mid-term price review plus two optional two-year extension periods (i.e. 5+2+2)

- **Categories:** 30 categories across a range of PPE

- **Price features:** Fixed based pricing with volume/pallet pricing (FIS)

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Tentative Timeline Ammended dates have been highlighted in red

Key Activities	Date
Industry Briefing Session (Completed)	Early May 2024
ITS Invitation Release Date	30 October 2024
ITS Closing Date and Time	27 November 2024
Evaluation	December To January 2025
Agreement Commencement Date	1 May 2025

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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.

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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

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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!

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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. <u>Do not override or delete these formulas and do not add or delete columns, or individual cells</u>

- 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)

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Data Integrity in TRW

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

1. Assign product under the most appropriate subcategory

2. Use the choices from the dropdown list when provided

3. Ensure all Clinical Properties requested are completed especially the mandatory columns

4. For Free text fields, if a property is Not Applicable to your product, please add "N/A" rather than leave blank

5. 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)

6. Give appropriate units where required: Don't write 100x5; Use 100mm x 5mm or 5cm x 8cm

7. Avoid using Brand names, ®, ™, and company specific jargon unless required. Add standard terminology if jargon may not be understood by non expert

8. Ordering part numbers & descriptions must be complete and unique*

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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)

  o (L3 = 42XXXX00)

- The ARTG must have a number or be listed as "EXEMPT"

  o (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
  o (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

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PPE Product Information Library

- The purpose of the PPE Product Information Library is to collect mandatory testing documentation for a select group of categories.
  - These include categories: 1, 2, 4, 5, 6, 7, 8, 9, 10, 11,12,13,15,16, 22, 23

- Documents we are seeking include chemo test reports, liquid and viral penetration tests, bacteriophage penetration tests, Bacterial Filtration Efficiency Tests for applicable tendered products

- Suppliers can only submit one document at a time for one or more applicable part numbers

- Suppliers can review their submissions and delete if needed (i.e. to correct an error).

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PPE Product Information Library

PPE Product Information Library

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PPE Product Information Library

Upload will appear 2-3 mins after submission, click refresh.

Submission can be deleted

PPE Product Information Library

- If this warning appears on the front page, please click refresh (circled)

- If issues occur, reach out to helpdesk@healthsharevic.org.au
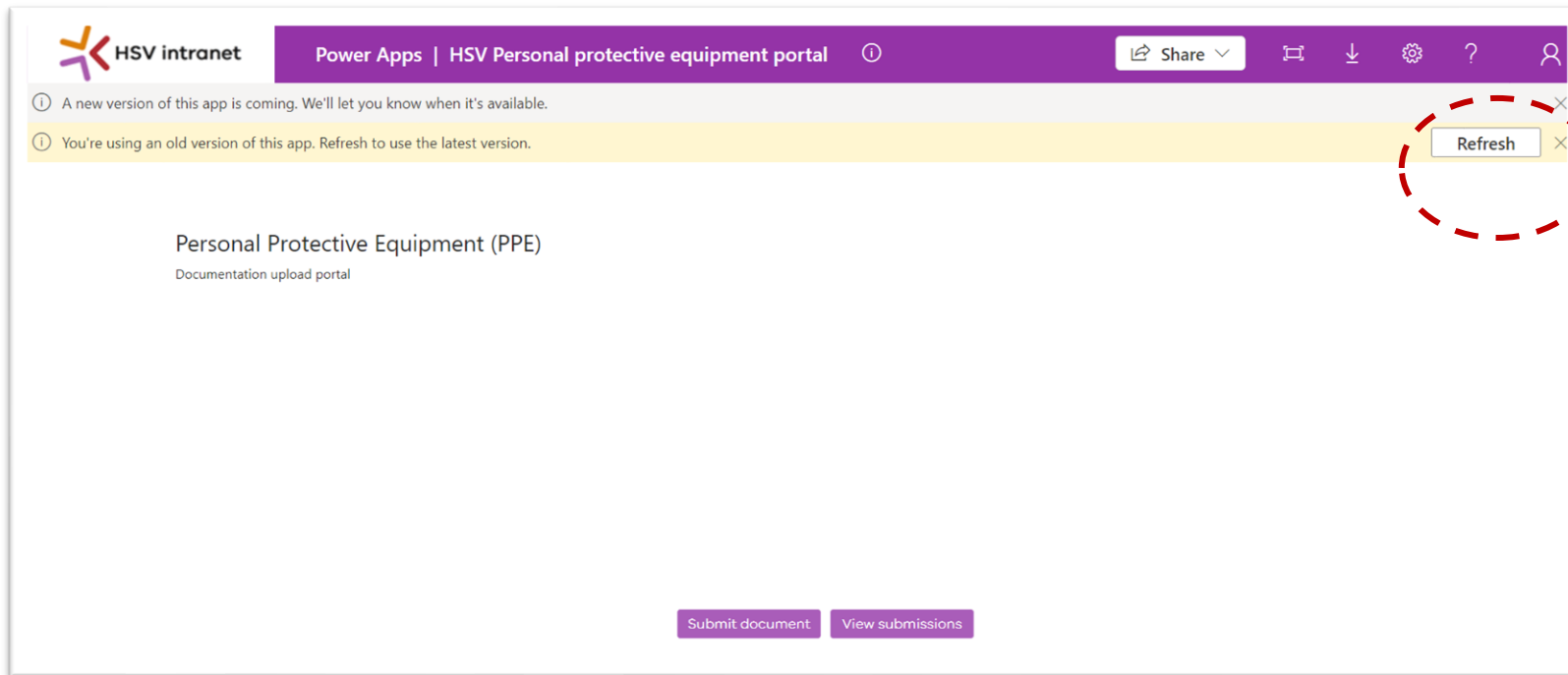
Supply Chain Data Attributes

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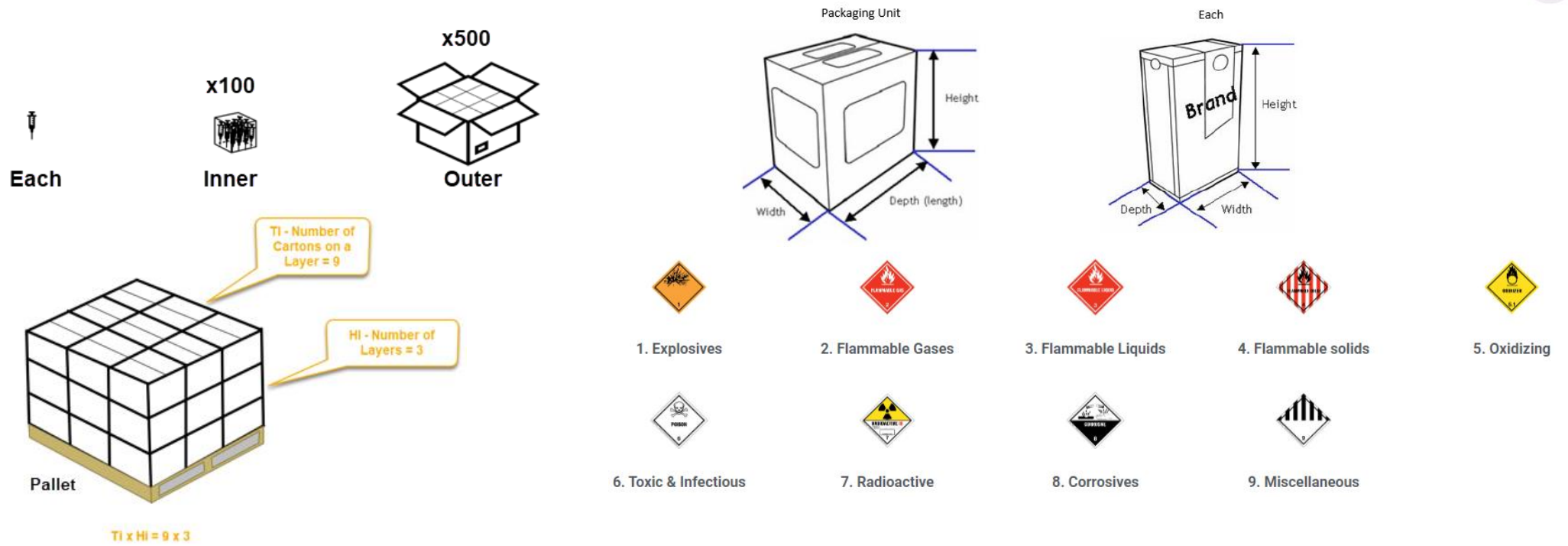
Supply Chain Data Attributes

Instructions for completion

- Complete **<u>all</u>** requested information
  - Mandatory data missing = Product won't be awarded

- All tabs linked in the TRW. <u>Do not override or delete these formulae and do not add or delete columns, or individual cells</u>

- 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

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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 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**

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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 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			
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)

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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

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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 SIZE 10 SINGLE-USE STERILE (BRANDAAA) 1434-IOU

- Major Noun: **BLADE** (<u>Expressed as the singular</u>)
- Minor Noun: **SURGICAL**
- Properties: **CARBON STEEL SIZE 10 SINGLE-USE   STERILE**
- Brand: **(BRANDAAA)** (<u>Always enclosed in brackets</u>)
- Manufacturer Part Number/Item number (<u>as visible on the packaging</u>): **1434-IOU**

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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

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HSV Procurement Portal

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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*

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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: ____012345€

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.

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	^	**Start Date – End Date**	**Last Updated**	
1 ur - Clinical and Support		24/11/2017 23/11/2021	17 days ago	⭐ Favourite

9
lood Culture and Mycobact
nd Consumables

"Favourite" the category you are interested in to get email updates

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

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You will be directed to the Procurement Portal where you can access any open RFx or edit your personal profile

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	Smith
* First Name	Jane
User Status	Active
User Tag for Codes	
* Email	j.smith@example.com
* Telephone Number	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.	+61410000000
Division	Division
Department	--- ▾
Role	
Username	3m australia
* Preferred Language	English (UK) ▾
* Time Zone	(GMT +10:00) Sydney, Canberra, Melbourne ▾

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

Select the tender you would like to express interest in

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| 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**

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

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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

Title
ITS2020-071 Rehab Supply Services

Description

Supplier Access
RFQ Open to All Suppliers

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

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.

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 11:00:00
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 (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!

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

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Back to List   •••

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

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.

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  Victoria

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

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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.

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![HealthShare Victoria]

Questions?

Please submit questions to
helpdesk@healthsharevic.org.au
with subject heading: **HPVITS2024-194 PPE**

Tender Briefing Questions Register from May 2024
HPVITS2024-194 – Personal Protective Equipment (PPE)

Question	Response
Product reference group (PRG) – would it be okay for us to meet with HSV's PRG just to present our products and to create some awareness? Are you able to give us their names an details?	Due to confidentiality and probity concerns, HSV will not provide any PRG details.
Reference (letter) – part of the tender requirement is references for new products. Can we use the attached template for this? We got this from the portal.	The reference has to be provided for new products where there are no sales in the Victorian public hospitals. A reference template will be released with the tender release, and the supplier must use the HSV-provided template.
In reference to gloves and cytotoxics you had a clause where we certify the product is suitable for cytotoxic preparation and administration. I am concerned that whilst most nitrile gloves will have testing reports against cytotoxic materials I believe many - specifically the thinner examination type whilst possibly being ok for the administration of the drugs and patient handling are really not suitable for the preparation of cytotoxics. I believe a thicker long cuff glove with longer breakthrough is appropriate for this task. I do believe that most tenderers will just tick the box as they have some testing and say it is fine for these usages but I believe the proper worker protection is more important. There may also be potential Liability issues in this area if an incorrect declaration is made. I am happy to discuss with you if you want or welcome your feedback but I do believe certain aspects of the preparation with higher exposure should be treated separately - I know that these areas would currently be using the appropriate gloves but would hate to see any confusion for the sake of potential cost saving.	Chemo certificate required for all surgical gloves, and it is a mandatory requirements.
Are there any particular colours for the Clinical Nitrile Exam Gloves that HSV will not accept?	HSV will accept any colour if the gloves meet the stated standard in the SOR.