



Official

Supplier Briefing

HPVITS2026-060: Beds, Patient Support, Treatment Surfaces,
and Mobility Solutions

Thursday 11th September 2025 (11:00am-12:30pm AEST)

Nat Kamil, Category Manager

Agenda

- **HSV Overview**
- **Supplier Code of Conduct / Fair Jobs Code / Local Jobs First**
- **Master Supply Agreement (MSA)**
- **Project Team**
- **Invitation to Supply**
 - Categories in Scope
 - ITS Objectives
 - Contract Features
 - Timeline
 - Statement of Requirements (SOR)
 - Product References
 - Tender Response Worksheet (TRW)
- **HSV Procurement Portal**
- **Tips for Responding**

HealthShare Victoria Overview

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

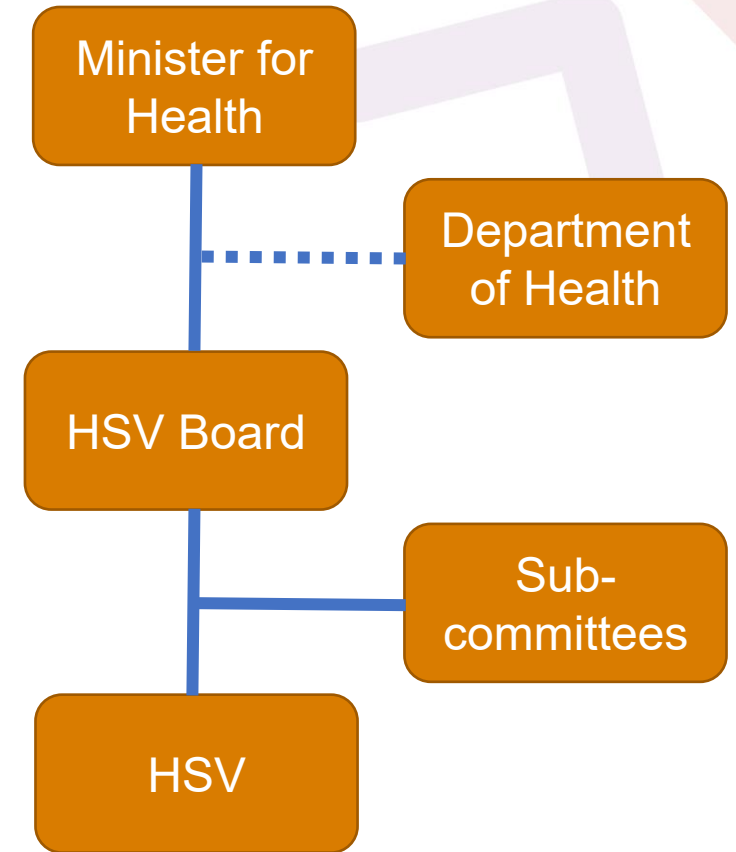
- **Manage a state-wide supply chain** for medical consumables, including PPE
- **Coordinate state-wide strategic procurement**
- Deliver more efficient corporate services

Our vision

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

HSV Organization

- **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 (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

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.

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 \$3 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
- Fair Jobs Code Plan
- Agreement and continuing FJC obligations

For more information visit www.buyingfor.vic.gov.au/prepare-fair-jobs-code-plan

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.

What you need to know

- **You are required** to provide a Local Industry Development Plan (LIDP) via ICN.
- Compliance will be reflected in HSV Procurement Portal.

Master Supply Agreement

Current state

Agreement



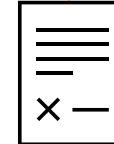
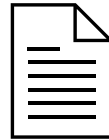
Individual suppliers sign a document containing operational, legal and other standard terms and conditions, service deliverables, pricing and schedules.



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

Member	Responsibility
Nat Kamil Category Manager	Lead for this ITS process
Gordon Szegi Senior Biomedical Advisor	Lead technical advisor
Mel Jewell Clinical Products Advisor	Clinical support on this category
Kamal Wahi Sourcing Analyst	Commercial analyst
Stanley So Master Data Manager	Lead on supply chain data
Mark Lennen Head of Sourcing- Equipment	Provide guidance and support to the sourcing program
Product Reference Group Victorian sector wide representation	Development and endorsement of the ITS strategy and specification & award outcome

Project Team Roles & Responsibilities

Scope	Responsibility
Strategy, scope & specification	HSV/PRG
ITS evaluation, recommendation of award	HSV/PRG
Approve outcome of award	HSV
Execute contracts with suppliers	HSV
Place orders & receive goods/services	HSV/Health Service
Payment	HSV/Health Service

Invitation to Supply (ITS)

Categories in Scope

Cat#	Category
1	Hospital Beds - Acute Care
2	Mental Health (Beds)
3	Neonate and Paediatric (i.e. Cots, Bassinets, Incubators)
4	Obstetrics and Gynaecology (i.e. Beds and Chairs)
5	Procedural Chairs (Treatment Chairs)
6	Examination Couches
7	Patient Stretchers (trolleys)
8	Operating Tables
9	Patient Movers
10	Body Support Surfaces (Mattresses)
11	Rental (for in-hospital use/ HITH as an inpatient) Post discharge rental is out of scope
12	Accessories
13	Spare Parts
14	Service & Maintenance

ITS Objectives

- Transparent and efficient ITS process
- Achieve best value for money (VFM) outcome (Competitive Pricing, Benchmarking)
- Explore and implement opportunities to rationalise our supplier/product base in each category
- Expand scope to include greenfield categories
- Create efficiency in tendering and category management

Contract Features

- **Structure:** Open panel (full award/conditional award)
- **Term:** 5+5 years
- **Scope:**
 - All existing categories with inclusion of Examination Couches; Operating Tables; and Patient Movers
- **Pricing:**
 - Outright purchase and rental arrangements
 - Volume break pricing required
 - Rental - zoned pricing (metro or local / regional / HITH)
 - Total Cost of Ownership (TCO) required for all equipment tendered
 - Mid-term price review mechanism (2.5 years)
 - Alternative offers

Contract Features (cont'd)

NEW:

- Zoned Rental Pricing (changes to TRW)
- Hospital in the Home (HITH) for rental arrangements (inpatients only)
- Total Cost of Ownership (TCO)
- All Spare Parts to be listed in TRW
- Approved Reference Sites and Reference Submission
- Pressure Mapping
- Compatibility Matrix
- Third Party Manufacturer Validation Certificate
- Service & Maintenance and SLA Contracts

Timeline

Key Activities	Date
Industry briefing session - TODAY	11 Sept 2025
ITS release (<u>subject to internal approvals</u>)	18 Sept 2025
ITS closing	16 Oct 2025
ITS evaluation	Oct - Mar 2026
Internal approvals	Mar 2026
Agreement execution	Apr 2026
Health Service Notification/ Transition Period	May 2026
Agreement commencement date	30 Jun 2026

Distributors

Respondents nominating Distributors to:

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

Successful respondents (Contract Holder) is accountable for:

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



Statement of Requirements (SoR)

- Lists all categories and sub-categories in the **scope**
- Identifies **minimum technical requirements** of the product and some generic requirements
- Critical document as responses in SoR is used to validate supplier and **product compliance**
- **Do not duplicate** products across any category/sub-category
- “Partially Comply” or “Does Not Comply” responses to be supported by comments / justification (use of N/A for desirable requirements).
- SoR should be submitted in full and only to be provided in the requested format in .xlsx file only
- **Tendered equipment in SoR must marry up with TRW** (Tender Response Worksheet) Pricing and part numbers must match. If it is not in the TRW, it will not be considered for award.

Victorian health suppliers' minimum standards



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

Product References

Required for: Products that are not on the current contract OR on the current contract with no usage

Suppliers to:

- Provide a minimum of 1 reference letter as per the list of approved Reference Sites, including:
 - Confirmation of no conflict of interest (COI)
 - Part number and length of trial
 - Outcome of findings including confirmation of clinical suitability of the product
 - Confirmation of future demand

Submission:

- References must have a clinical or biomedical engineering background
- Desktop evaluation of products references will not suffice, they must be clinical
- Reference letter must be returned by the referees to HSV at Helpdesk@healthsharevic.org.au, prior to the tender close date and time
- Referee contact details in the TRW are no longer a requirement
- References from a non approved site are at HSV discretion as to the award outcome

Tender Response Worksheet (TRW)

- Used for product evaluation (usage determined against supplier sales data)
- Used to create product & price list (pricing schedule)
- The TRW has changed since the last tender
- If you require a copy your latest pricing schedule extract, request via email after this session (to be uploaded to supplier drawer on HSV website)



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" and "Clinical" tabs are linked for each Category by the "Auto populated" (Grey) Cells. Do not override or delete these formulas
- 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
- Do not add or delete columns, or individual cells, this may create unforeseen issues with the "Auto populated" cells for that category
- Provide responses in the requested format (and units if applicable)

Data Integrity – Product Description

Product Naming Convention:

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

Example: **BED FLOOR LEVEL ELECTRIC KING SINGLE 2.2m x 90cm NARROW 300kg (ABC)
PART 12*3**

- Major Noun: **BED**
- Minor Noun: **FLOOR LEVEL**
- Properties: **ELECTRIC, KING SINGLE, 2.2m x 90cm, NARROW & 300kg**
- Brand (as visible on the packaging): **ABC** (Always enclosed in brackets)
- Manufacturer Part Number/Item number (as visible on the packaging): **PART 12*3**

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

Description will be devoid of symbols (i.e.. no commas) and abbreviations unless it's part of the brand name or item number

Data Integrity in TRW

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

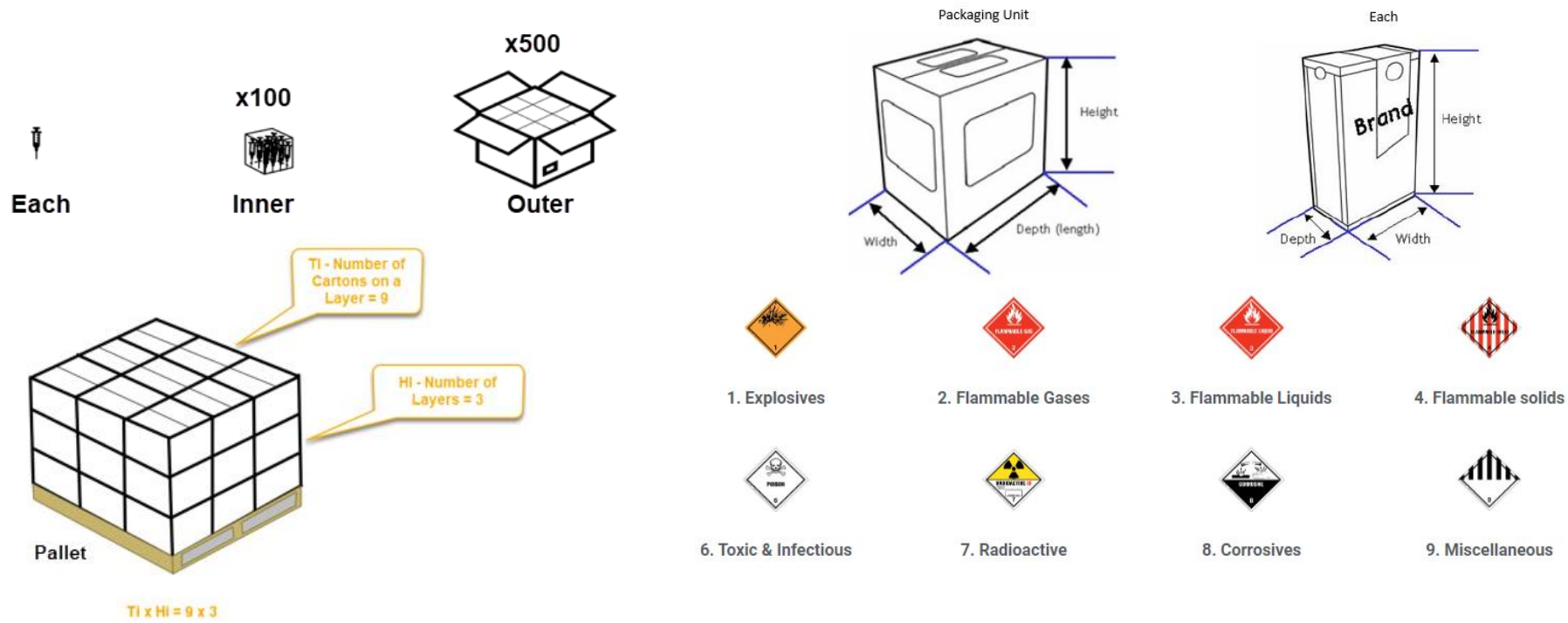
- **Human and machine understandable descriptions** i.e. it must be easier for non-specialists to interpret e.g.
 - **No (or very limited) abbreviations**, especially if not common or ambiguous to a non-expert (Don't write N/S for non-sterile, Sz for size, Disp for disposable, similarly L/LG/LRG may 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
- Ordering part numbers & descriptions must be **complete and unique**

Data Integrity in TRW

- GTINs
- 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
- **Use S.I. units**
- 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

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

HSV Procurement Portal

Procurement Portal

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

Register/Access at healthsharevic.org.au

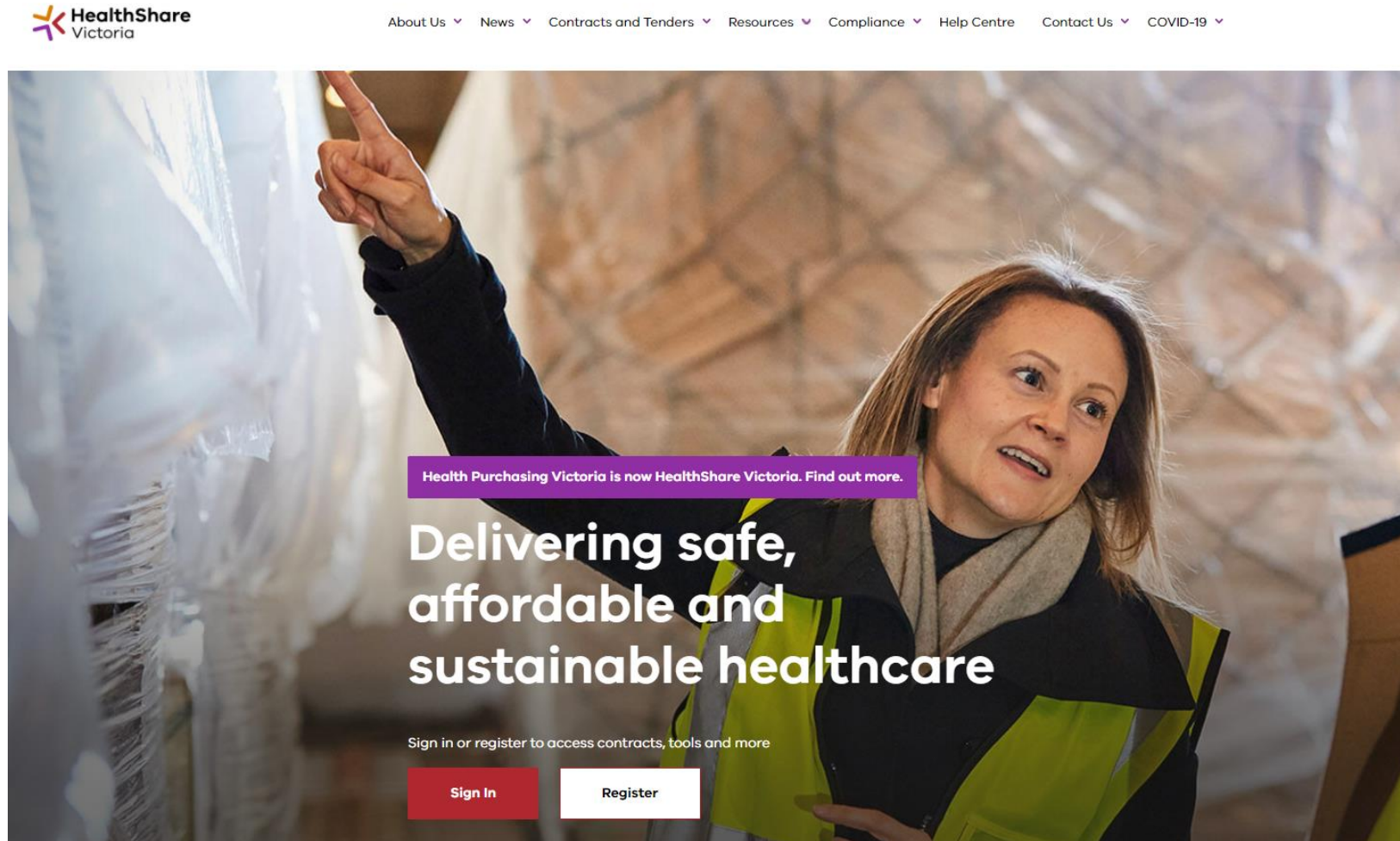
Each HSV Procurement Portal company account has one superuser responsible for managing sub-users, including visibility of the documentation

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: 12345678901234567890

Next

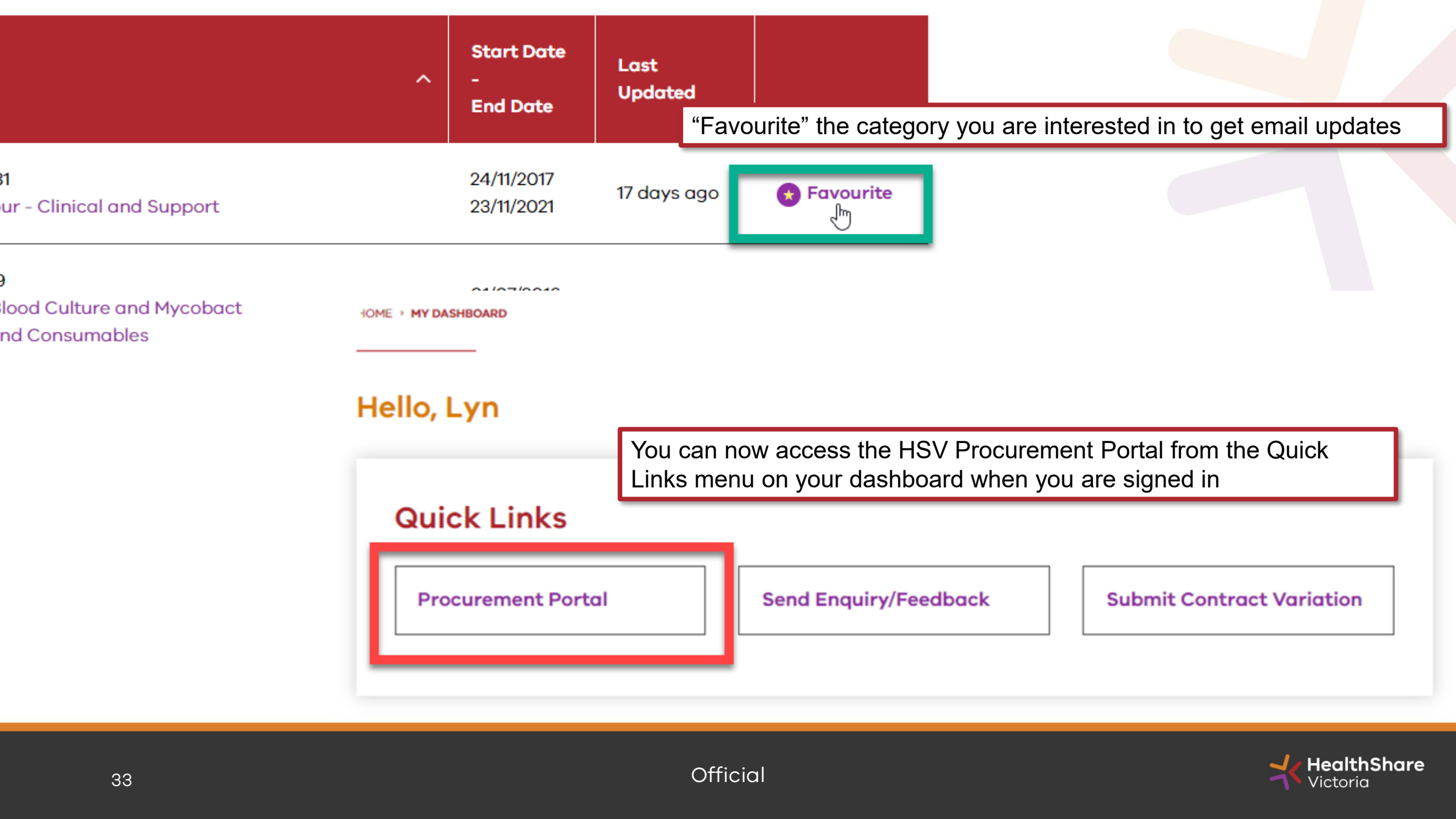
To create your account:

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

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

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

New distributors should register a separate account.



Start Date
-
End Date

Last
Updated

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

24/11/2017
23/11/2021

17 days ago

★ Favourite

ur - Clinical and Support

lood Culture and Mycobact
and 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:

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	<div>...</div>
Role	
Username	3m australia
* Preferred Language	<div>English (UK)</div>
* Time Zone	<div>(GMT +10:00) Sydney, Canberra, Melbourne</div>

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

Main Dashboard

My Running Surveys

No Scorecards to display

New Messages (last 30 days)

No Unread Messages

My RFQs with Pending Responses

No RFQs to display

RFx Open to All Suppliers

Currently Open

Next Closing Date

RFI	2	15/01/2021 14:00
RFQ	2	13/01/2021 23:59

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

[My Contracts](#)

[Projects](#)

[My RFIs](#)

[My RFQs](#)

[Profile](#)

Custom Links

Select the tender you would like to express interest in



My RFQs

RFQs Open to All Suppliers

Enter Filter (type to start search)



	Code	Title	Project Code	Time limit for Expressing Interest	▲ Status
1	rfq_978	BRHS Kitchen Asset Upgrade	tender_7531	13/01/2021 23:59	Running
2	rfq_992	ITS2020-071 Rehab Supply Services	tender_9530	25/01/2021 15:00	Running
Total 2					

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

▼ 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](#)

Create Response

1. Qualification Response (questions: 120)

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!
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

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS

Closing Date: 14/03/2018 14:00:00

Response Last Submitted On: Not Submitted Yet

Running

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	<div>* Please state whether your organisation has a certified Quality Management System?</div> <div></div>
2.1.2	Quality Management	<div>Please attach a current certificate for your certified Quality Management System</div> <div>+ Click to attach file</div>
2.1.3	Quality Management	<div>Please state the expiry date of your certificate for your Quality Management System</div> <div>dd/mm/yyyy</div>
2.1.4	Quality Management	<div>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</div> <div></div> <div>Characters available 2000</div>



A screenshot of the Canvas LMS interface showing a red oval highlighting the 'Edit Response' button. The button is located in the top right corner of the response area and contains a pencil icon and the text 'Edit Response'.

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

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

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016 14:00:00
Response Last Submitted On: Not Submitted Yet

Running

Send Message

Save as Draft

Cancel

Message

Subject

Message

Attachments

Attachments

Attachment Name	Attachment Description	Comments
<div>No Attachments</div>		

[← Back to List](#)



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

Running

Closing Date: 14/03/2016 14:00:00

Response Last Submitted On: Not Submitted Yet

- [RFQ Details](#)
- [Messages \(Unread 0\)](#)
- [Settings](#)
- [Buyer Attachments \(1\)](#)
- [My Response](#)
- [User Rights](#)

[Submit Response](#)

My Response Summary

1.	Qualification Response	Missing mandatory responses (87)
2.	Technical Response	Missing mandatory responses (23)

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

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

HealthShare
Victoria

1

Sourcing

Projects

RFIs

RFQs

Contracts

RFQs

My RFQs

RFQs Open All Suppliers

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

3

Response Status

Response Submitted To Buyer

4

Response Status

Response Submitted To Buyer

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

Total 1

Clicking on that RFQ shows when you last submitted

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

Tips for Responding

- Provide all requested information at time of tender
- Do not use acronyms or abbreviations
- Do not cross-reference to other questions or answers in your responses
- Remember to save regularly
- Recommended that only one user be logged on at one time to work on a tender submission.
- Submit early – you can edit your information up to the time of closing. **Do not wait for last day and last hour for submission!**

Questions?