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Supplier Briefing

Electrical Compliance
HPVITS2026-168

25/05/2026 3:00pm AEST

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Agenda

HSV Overview

Invitation to Supply

- Proposed Timeline
- Category objectives
- Proposed categories in scope

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

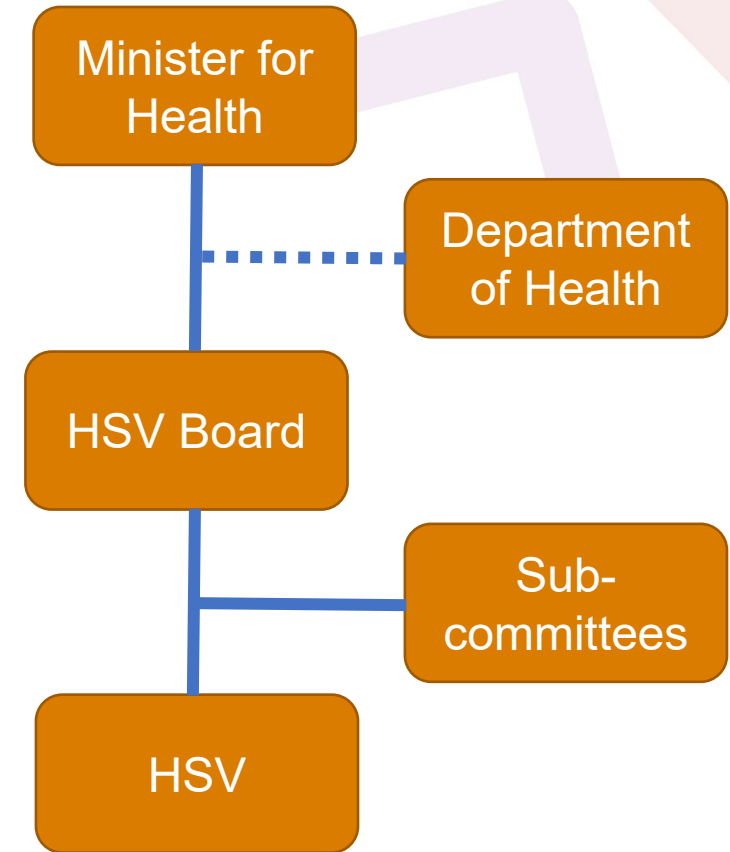
Our vision

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



HSV 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 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

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](#).

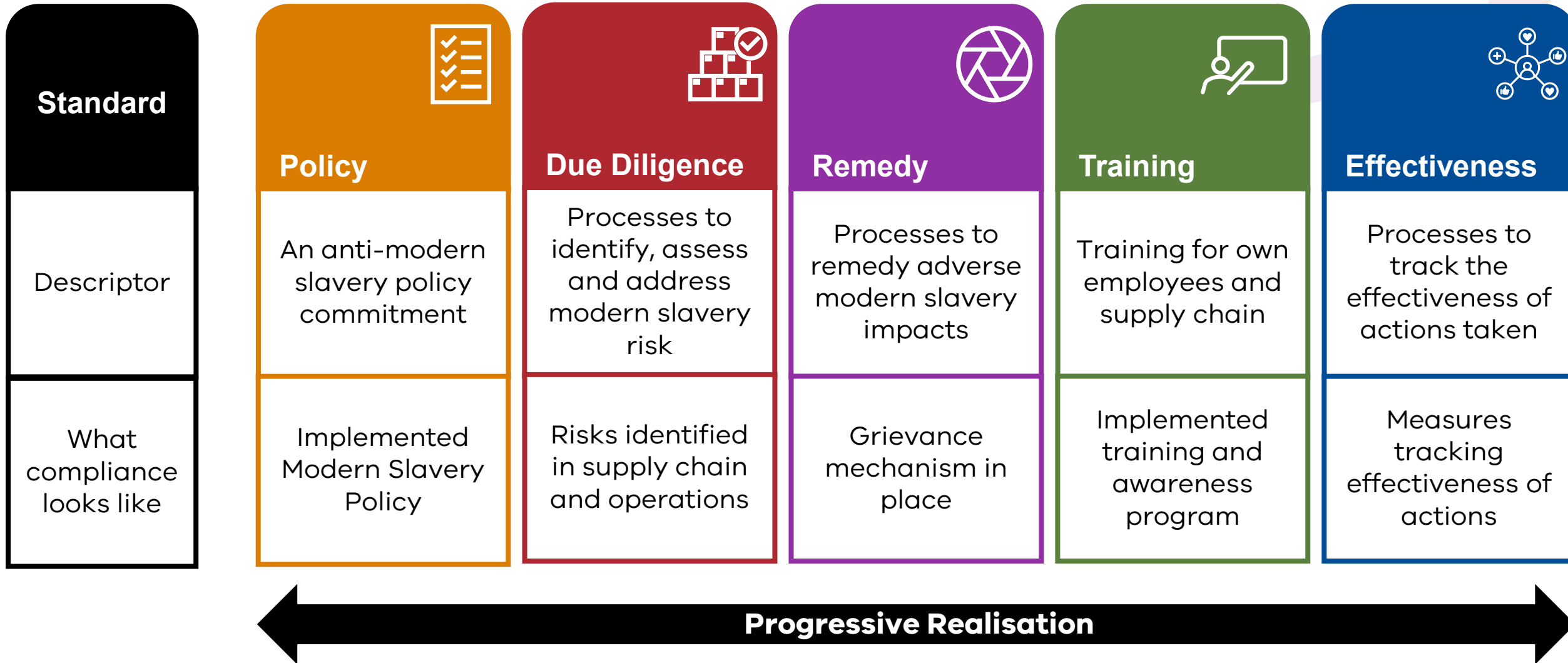
The Code outlines minimum ethical standards in behaviour that suppliers will aspire to meet when conducting business with, or on behalf of, the State:

- 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.

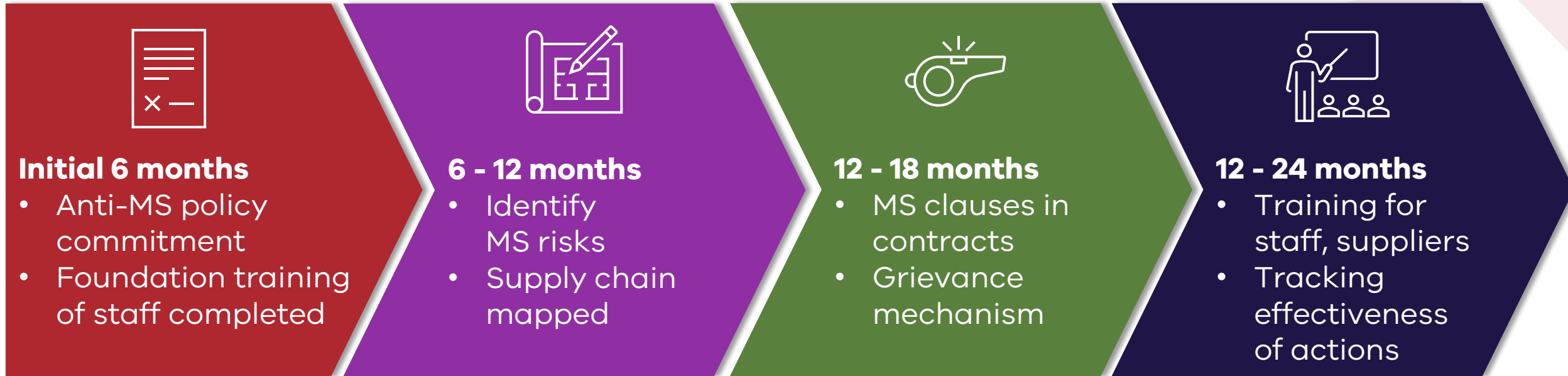
Modern slavery mandatory minimum standards

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Compliance with Mandatory Minimum Standards (MMS)

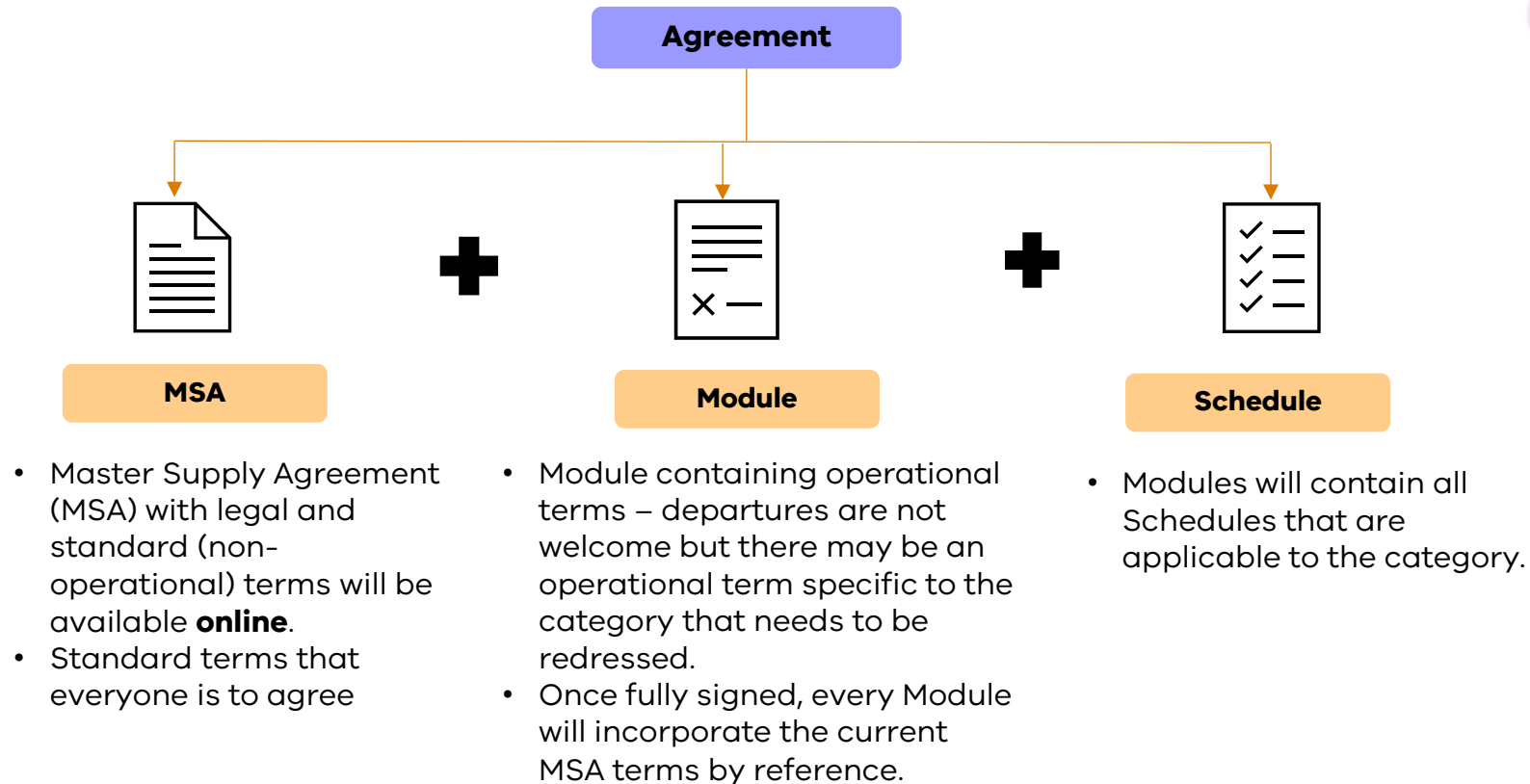
OFFICIAL



HSV's modern slavery program requires suppliers to commit to and demonstrate progressive realisation of the above standards.

A link to HSV's Mandatory Minimum Standards can be found [here](#)

Master Supply Agreement



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.

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

- 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 to support the evaluation of your offer

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 \$1 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

Invitation to Supply (ITS)



ITS Objectives

- Achieve Best Value for Money
- Transparent and efficient bidding process
- Develop supplier relationship management



Scope

- Electrical Equipment Testing,
- Thermographic Imaging and Reporting,
- Emergency Evacuation Lighting Testing,
- Patient Area Testing, and
- Biomedical Equipment Testing and Maintenance

Tentative Timeline

Key Activities	Date
Industry Briefing Session	25/06/2026
ITS Release Date	03/06/2026
Last date for ITS questions	17/06/2026
ITS Closing Date and Time	19/06/2026
Evaluation	June-July 2026
Respondents advised of outcome	July 2026
Agreement Commencement Date	1/08/2026

Tender Response Worksheet (TRW)

Commercial envelope : Upload TRW Excel sheet

Instructions for completion

- Complete **all** requested information
- Find the subcategory for your Service
- Do not add columns
- Provide responses in the requested format

Data Integrity in TRW

- Poor quality information will be returned for correction
- This is not an opportunity to review your price – 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

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

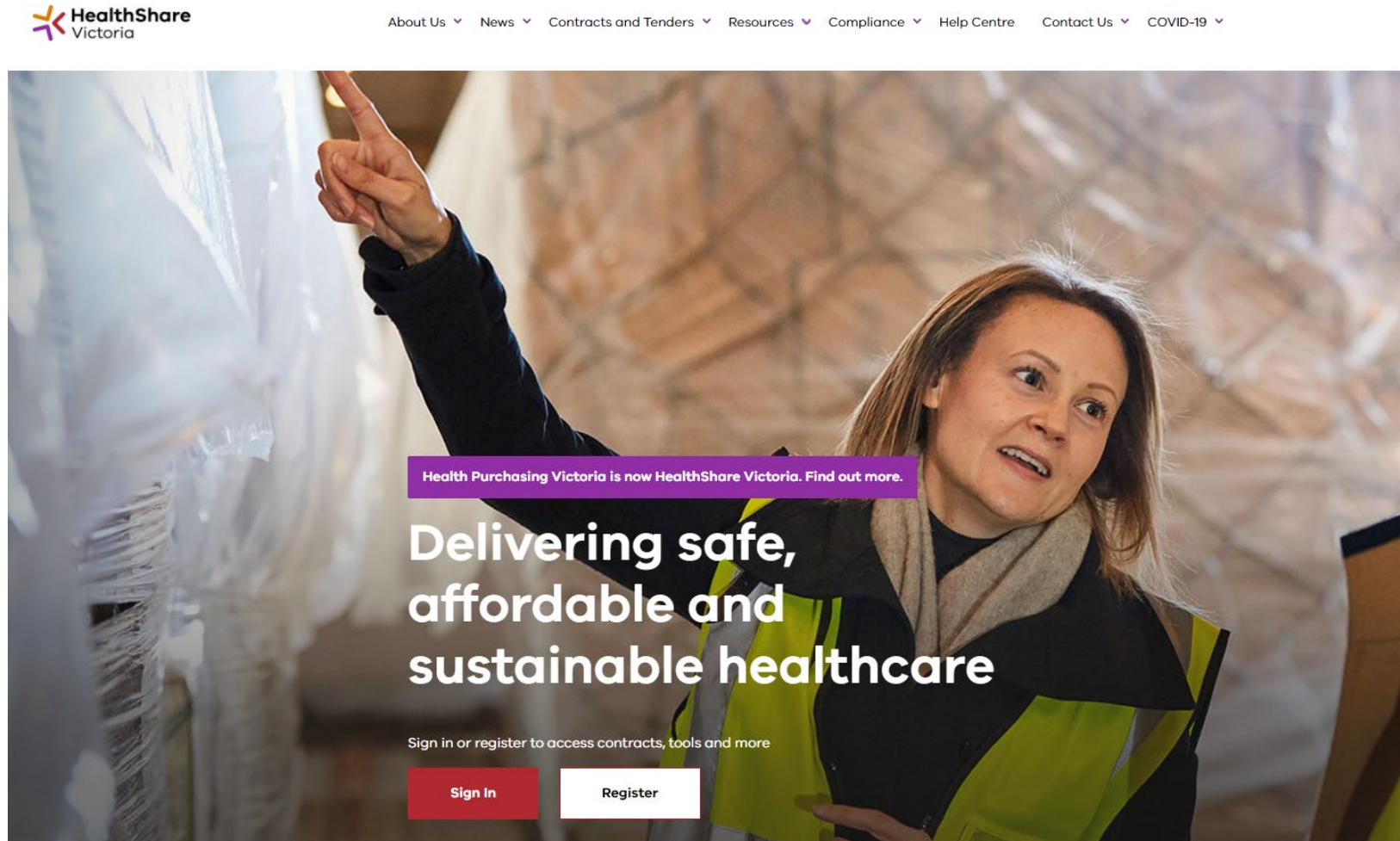
Each HSV Procurement Portal company account has one superuser responsible for managing subusers, including visibility of the EOI documentation

Technical Issues? Contact HSV Procurement Portal (Jaggaer) Customer Support

Phone: 02 8074 8627

Online Support: jaggaer.my.site.com/SupplierSupportRequest

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.

In the 'Tenders' tab you can search 'Electrical compliance'

HOME > TENDERS > TENDERS (INVITATION TO SUPPLY)

Tenders (Invitation to Supply)

To get email updates about a tender, click the **Favourite icon** next to it, then set your preferred email frequency in the [Notification settings](#).

Search

Show  [Reset](#) [Search](#)

☐	Name ^	Start Date - End Date	Last Updated	
☐	HPVITS2026-168 Electrical compliance	27/05/2026	3 days ago	 Favourite

Click on "Favourite" to get email updates

Click on '**JAGGAER Advantage Procurement Portal**' as shown below

The screenshot shows the HealthShare Victoria Supplier Account dashboard. The top navigation bar includes links for Procurement, Contracts and tenders, Purchasing policies and compliance, Supply and distribution, and Our resources. Below this, a secondary bar contains links for About us, News and notifications, Contact us, Help Centre, Search, Sign Out, and a highlighted My Dashboard button. The left sidebar, titled 'Supplier Account', lists MY DASHBOARD | SIGN OUT, Contracts and tenders, Contract updates, Quick links, My account settings, and Help Centre. The main content area, titled 'Hello, Supplier', features a 'Quick links' section with four cards: 'JAGGAER Advantage Procurement Portal' (highlighted with a red box and an arrow), 'Submit a contract variation', 'Submit a general enquiry or feedback', and 'Submit contract feedback'. A red box and arrow also point to the 'My Dashboard' button in the top navigation bar.

HealthShare Victoria

Procurement Contracts and tenders Purchasing policies and compliance Supply and distribution Our resources

About us News and notifications Contact us Help Centre Search Sign Out My Dashboard

Supplier Account

MY DASHBOARD | SIGN OUT

Contracts and tenders

Contract updates

Quick links

My account settings

Help Centre

HOME > MY DASHBOARD

Hello, Supplier

Quick links

JAGGAER Advantage Procurement Portal
A contract, tender and supplier management platform that: increases visibility of contract information, maintains contract records and monitoring, and manages compliance with HSV's Health Purchasing Policies.

Submit a contract variation
The contract variations process is used for: additions to contract, extension of range, deletions from contract, item substitutions, adding or removing distributors, adding conditionally awarded products, contract novation. Click here to submit a contract variation

Submit a general enquiry or feedback
Submit a general enquiry or provide general feedback to HSV. Alternatively email helpdesk@healthsharevic.org.au

Submit contract feedback
Click here to submit a query or feedback about HSV contracts. The contract feedback form is monitored by the HSV Helpdesk and your feedback will be forwarded to the appropriate HSV contract category manager and/or customer relationship manager.

Click on '**DASHBOARD**'

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	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

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

 **HealthShare**
Victoria

For technical support, please contact the Jaggaer helpdes
If you are in Australia please call: 02 8074 862
If you are outside of Australia, please [click here](#) for overseas phone number
Email: customersupport@jaggaer.com

Main Dashboard

 My Running Surveys

 No Scorecards to display

 New Messages (last 30 days)

 No Unread Messages

 My RFQs with Pending Responses

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 RFx Open to All Suppliers

Currently Open		Next Closing Date
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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					

Unable to see the RFQ?

Only **'Super user'** from your organization will be able to see the RFQ and messages

RFQs

My RFQs RFQs Open to All Suppliers

All RFQs Enter Filter (type to start search)

⚠ No RFQs to display

If you want to change or do not know who your 'Super user' is, please contact HSV helpdesk:
Email: helpdesk@healthsharevic.org.au

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

Project: tender_9530 - ITS-2020-071- Rehab Supply Services
Closing Date: 25/01/2021 15:00:00

Running

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

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\$ 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.

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.

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	+ Click to attach file
2.1.3 Quality Management	Please state the expiry date of your certificate for your Quality Management System	dd/mm/yyyy
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: 14/03/2016 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

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)

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!

Edit Response

If you have any questions regarding the questionnaire or the documents, please send your queries through the secure messaging function

← RFQ: rfq_1759 - Fire Protection System Maintenance (FPSM) - Regional 2024

● Running

...

Decline To Respond

Intend To Respond

RFQ Details

Messages (Unread 0)

Create Message

Received Messages

Sent Messages

Draft Messages

1

Click on Messages > create Message

Currency: AUD

RFQ: rfq_1759 - Fire Protection System Maintenance (FPSM) - Regional 2024

● Running

Cancel

Save As Draft

Send Message

→|

Messages

Message

Subject

Message

2

Write the subject and the message body. You can also include attachments.

Attachments

Attachments

	NAME	DESCRIPTION	COMMENTS
No Attachments			

3

Once completed click on 'Send Message'

 HealthShare Victoria

Page Last Refreshed: 14:18 Australian Eastern Time

Welcome **Supplier Account** 

← RFQ: rfq_1759 - Fire Protection System Maintenance (FPSM) - Regional 2024

● Running

...

Online Questionnaire In Excel

Submit Response

RFQ Details

Messages (Unread 0)

Settings

Buyer Attachments (3)

My Response

Assessment

→|

 YOUR RESPONSE IS NOT YET SUBMITTED. To complete the upload of your response, click 'Submit Response'

My Response Summary

	ENVELOPE	INFO PARAMETERS		
1.	Qualification Response	Missing mandatory responses (74)		
2.	Technical Response	Missing mandatory responses (83)		
3.	Commercial Response	Mandatory fields missing (98)	Total Price (excluding optional sections)	0

Once completed you can click on '**Submit Response**'. We advise to submit a week before the due date. HSV can only access your response after the due date. You can edit your response multiple times before the due date.



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

HealthShare
Victoria

1

Sourcing

Projects

RFIs

2RFQs

Contracts

RFQs

3My RFQs

RFQs Open All Suppliers

Status

Response Status

4Response Submitted To Buyer

Buyer Organisation

1	rfq_360	tender_567	21/05/2021 05:00	Running
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Total 1

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

Page Last Refreshed: 03:33 WET - Western Europe Time DST

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Victoria

Back to List

RFQ: rfq_360 - RP RFQ 03 Jan 2020 2

Project:tender_567- R Proj (Re-sourcing 23-01-2018)

Closing Date: 21/05/2021 05:00:00

Response Last Submitted On: 19/05/2021 03:20:02

Pages (Unread 0)

Attachments (5)

My Response

Associated Users

Clicking on that RFQ shows when you last submitted

35

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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.

Questions?

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