

2010/12

INDUSTRY BRIEFING

for

Health Technology Equipment

2010/12

BULK PURCHASE PROCESS

Presented by:

Jeanette Glanvill

**Assistant Manager, Health Technology Procurement Unit,
Health Services Purchasing and Logistics**

BULK PURCHASE TEAM

**Part of Health Technology Procurement Unit
Health Services Purchasing and Logistics (HSPL)**

- ❖ **Jeanette Glanvill** (Assistant Manager)
- ❖ **Sharon Benson** (Principal Procurement Officer)
- ❖ **Robert Bond** (Principal Procurement Officer)
- ❖ **Dean Schipplock** (Senior Procurement Officer)
- ❖ **Peter Pfeffer** (Senior Procurement Officer)
- ❖ **James Martyn** (Procurement Officer)
- ❖ **Tony Fitzgerald** (Procurement Officer)
- ❖ **Julie Seeto** (Procurement Support Officer)
- ❖ **Vacant** (Clinical Equipment Advisor)

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Draft Specification** - A draft Technical Specification and Schedule of Particulars is prepared by the relevant technical officer (this officer may be from Biomedical Technology Services (BTS), Centre for Health Related Infection Surveillance and Prevention (CHRISP) or Building, Engineering Maintenance Services (BEMS)).

The draft Technical Specification and Schedule of Particulars is then forwarded to nominated representatives prior to the Specification Review Meeting/s.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Specification Review Meeting** – All Queensland Health facilities that have a requirement for a particular category of equipment provide input into the specification by participating in Specification Review Meetings. Participants form the Bulk Purchase Advisory Committee (BPAC).

For most Purchase Categories these meetings are conducted by teleconference. For more complex/high value Purchase Categories, such as high end Medical Imaging Equipment, representatives may be required to attend in person.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Specification Review Meeting** – These meetings are used to determine issues such as:
 - level of equipment required
 - clinical application
 - maintenance, cleaning and infection control
 - Workplace Health and Safety requirements
 - deadlines for delivery and installation
 - brands and numbers of existing equipment

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Specification Review Meeting 2** – In some cases there may be a requirement to have a second meeting.

For Purchase Categories where the evaluation will be conducted by a weighted scoring process, the scorings/weightings will also be determined at the second meeting.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Final Specification** – A final specification is prepared after the Specification Review Meeting/s to incorporate all potential requirements.

It should be noted that for most Purchase Categories the specifications are broad to cover all potential requirements for any Qld Health facility.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Issue of Offer** – The offer document is developed using offer templates designed for the Bulk Purchase Process which include Terms and Conditions including delivery, warranty, service/maintenance etc, as well as the Technical Specification and Schedule of Particulars.

Requests for Offers will be advertised on the Queensland Government website:

www.qgm.qld.gov.au

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Issue of Offer** – The Technical Requirements of Part B – Specification & Terms will automatically be forwarded to suppliers who have completed and returned the “Request for Copies of Specifications” form that will be emailed to all suppliers who registered to attend the Industry Briefing.

Once advertised, the Technical Requirements will be issued upon request to any other suppliers who return a “Request for Specification” form.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Issue of Offer** – Suppliers who intend to submit an Offer, after reviewing the Technical Specification, will be required to complete a “Request for Offer” form to obtain the Offer document.

Once this form is emailed to

bulk_purchase@health.qld.gov.au, the Request for Offer document, included on a CD will be mailed to the supplier in an Express Post envelope.

The Request for Offer will generally close after a period of four (4) weeks from the date of issue.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Close of Offer** – Offers are required to be delivered to the HSPL Offer Box, Level 4, 200 Adelaide Street, Brisbane or posted to GPO Box 48, Brisbane 4001.

At the specified Offer Closing Time, officers from HSPL will open the Offer Box and register all offers received.

Due to the tight timeframes, requests for extensions of the Offer Closing Time will not be considered under any circumstances.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Schedule Offers** – All offers received on time will be scheduled in a format which provides a side-by-side response.

Exceptions may be where suppliers do not have a suitable Quality Assurance System in place and sufficient competition is available from other offers.

These schedules include Whole-of-Life Costings, where possible.

Schedules are provided to representatives nominated to attend the Evaluation Meeting.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Evaluation Meeting 1** – In evaluating offers, regard will be had to the following criteria:

1. Technical Aspects

- Suitability for use in clinical environments;
- Quality of the product;
- Features available

2. After Sales Service and Support

- Warranty;
- Training and Support;
- Availability of Spare Parts;
- Service/Maintenance arrangements offered

BULK PURCHASE PROCESS

Offer Process:

❖ **Evaluation Meeting 1** – In evaluating offers, regard will be had to the following criteria:

3. **Comparative Whole-of-Life-Costs**

4. **Delivery Time/Basis**

5. **Past Performance**

For most Purchase Categories, Evaluation Meetings are conducted via teleconference, except for Categories where the evaluation will be conducted by a weighted scoring process.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Trials** – At the Evaluation Meeting it will be determined if trials are required and the models to be trialled.

HSPL will advise offerers of models of equipment to be trialled and the dates and facilities for which trials will be conducted.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Trials** – Nominated District Contacts will liaise with the offerers to ensure that equipment is received on time and to organise a product demonstration which will be conducted at the beginning of the trial.

As the procurement process has commenced suppliers are not permitted to provide any categories of equipment which are included in the Bulk Purchase Process, without the prior written approval of HSPL.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Site Visits** – For Purchase Categories where a weighted scoring process is being undertaken, Site Visits will be conducted to nominated supplier Reference Sites.

These Site Visits may be conducted at interstate facilities, if these are the most appropriate sites available.

BULK PURCHASE PROCESS

Offer Process:

- ❖ **Evaluation Meeting 2** – Where trials or Site Visits have been conducted a second Evaluation Meeting will be held, to assess the results and to finalise the recommendation to accept an offer or offers.
- ❖ **Procurement Approval** – A submission is prepared by HSPL for the approval of recommendations made at the Evaluation Meeting. This submission is a comprehensive summary of the process to date and the reasons supporting the BPAC's recommendations.

BULK PURCHASE PROCESS

Configuration Process:

- ❖ **Configurations of recommended models are created by HSPL to be sent to the respective districts and include the base unit and options/accessories available.**
- ❖ **These configurations are then distributed to the appropriate clinician/s to complete and return to HSPL.**
- ❖ **Once all configurations for a particular Purchase Category are received by HSPL, negotiations with recommended supplier/s on issues such as discount and price variations is undertaken by HSPL.**

BULK PURCHASE PROCESS

Approval Process:

- ❖ **Order Attachments are then created by HSPL based on completed configurations.**
- ❖ **District Order Attachments include all details necessary to raise a purchase order.**
- ❖ **Districts also receive an Approval Memo advising that approval has been given to place purchase orders against the Bulk Purchase Arrangement.**
- ❖ **A combined Order Attachment is sent to the recommended supplier/s so that they are aware of forthcoming purchase orders.**

BULK PURCHASE PROCESS

Approval Process:

- ❖ **These Order Attachments are legally binding on Qld Health and allows successful supplier/s to commence actions to supply at the earliest possible time without waiting for individual purchase orders to be received.**
- ❖ **If a supplier believes that the configurations on the Order Attachments are not correct, they need to contact HSPL immediately. Under no circumstances are they to contact the district direct, unless directed to do so by HSPL. This will ensure that any amendments are duly processed prior to purchase orders being raised.**

BULK PURCHASE PROCESS

Advice to Unsuccessful Offerers:

- ❖ **Once Order Attachments are forwarded to successful offerer/s HSPL will issue Letters of Advice to unsuccessful offerers.**
- ❖ **Unsuccessful offerers are entitled to a debriefing to enable them to be more competitive for future Bulk Purchase arrangements.**
- ❖ **During these debriefing sessions, unsuccessful offerers will be provided with the reasons as to why their offer was not recommended.**

BULK PURCHASE PROCESS

Advice to Unsuccessful Offerers:

- ❖ **Only the name of the successful offerer/s will be provided. At no time will the model or price of the successful product/s be disclosed.**
- ❖ **Offerers wishing to take advantage of this opportunity should be aware that the debriefing sessions are not a forum for debating the evaluation process or the decision.**
- ❖ **Debriefing will be at the convenience of HSPL.**

CATEGORIES & TIMEFRAMES

Existing SOAs - 13

- ❖ **Beds, Hospital**
- ❖ **Dental Equipment**
- ❖ **Diagnostic Instruments**
- ❖ **Mattresses**
- ❖ **Mobile Dental Clinics, Single Surgery**
- ❖ **Monitors, Patient, Vital Signs**
- ❖ **Nebulisers**
- ❖ **Oxygen Regulators**
- ❖ **Pulse Oximeters**
- ❖ **Pumps, Infusion, PCA**
- ❖ **Pumps, Infusion, Syringe**
- ❖ **Pumps, Infusion, Volumetric**
- ❖ **Spirometers**



CATEGORIES & TIMEFRAMES

New SOAs - 5

- ❖ **Monitors, Patient, Vital Signs**
- ❖ **Pulse Oximeters**
- ❖ **Pumps, Infusion**
- ❖ **Regulators & Flowmeters, Medical Gases**
- ❖ **Spirometers**



CATEGORIES & TIMEFRAMES

Previous Bulk Purchase - 3

- ❖ **Humidifiers**
- ❖ **Physiotherapy Treatment Equipment**
- ❖ **Trolleys, Medication**

CATEGORIES & TIMEFRAMES

Existing Bulk Purchase - 21

- ❖ **Anaesthetic Equipment, MRI Compatible**
- ❖ **Analgesia Units, Inhalation**
- ❖ **Beds, Birthing**
- ❖ **Cots, Paediatric**
- ❖ **Drying Cabinets**
- ❖ **Flusher/Sanitiser, Bed Pan**
- ❖ **Infant Warmers**
- ❖ **Lights, Examination/Procedure**
- ❖ **Lights, Operating**
- ❖ **Mobile Dental Clinics, Self Drive**
- ❖ **Mortuary Equipment**
- ❖ **OPGs**
- ❖ **Overbed Tables**
- ❖ **Patient Baths/Shower Trolleys**
- ❖ **Patient Trolleys**
- ❖ **Phaecoemulsifiers**
- ❖ **Sterilising Units**
- ❖ **Surgical Power Tools**
- ❖ **Tourniquets, Automatic Washing & Disinfecting Machines**
- ❖ **X-Ray Units, Mobile, CR**



CATEGORIES & TIMEFRAMES

Current Bulk Purchase - 1

❖ **Linear Accelerators**

CATEGORIES & TIMEFRAMES

New Bulk Purchase - 99

- ❖ Anaesthetic Machines
- ❖ Anaesthetic Monitors
- ❖ Aspirators
- ❖ Audiometers/Tympanometers
- ❖ Bladder Scanners
- ❖ Blood Gas Analysers
- ❖ Bone Mineral Densitometers
- ❖ Cardiac Angiography Systems
- ❖ Cardiotocographs
- ❖ Cast Cutters
- ❖ Chairs, Dialysis
- ❖ Chairs, Flotation
- ❖ Chairs, Shower & Commode
- ❖ CR Systems
- ❖ CT Scanners x 2
- ❖ CT Scanners, Wide Bore
- ❖ Defibrillators
- ❖ Dialysis Equipment
- ❖ Dopplers, Foetal & Vascular
- ❖ Dry Imagers
- ❖ Electroanatomical Mapping Systems

CATEGORIES & TIMEFRAMES

New Bulk Purchase - 99

- ❖ **Electrocardiographs**
- ❖ **Electroconvulsive Therapy Units**
- ❖ **Electroencephalographs**
- ❖ **Electromyographs**
- ❖ **Electrosurgical Units**
- ❖ **Endoscopic Equipment**
- ❖ **Exercisers, Continuous Passive Motion**
- ❖ **Gamma Cameras**
- ❖ **Haemodynamic Monitoring Systems**
- ❖ **Haemofiltration Systems**
- ❖ **Headlights**
- ❖ **Holter Monitoring Systems**
- ❖ **Hypothermia Units**
- ❖ **Infant Incubators**
- ❖ **Infant Phototherapy Units**
- ❖ **Infant Resuscitation Trolleys**
- ❖ **Intra-Aortic Balloon Pumps**
- ❖ **Laparoscopic Equipment**

CATEGORIES & TIMEFRAMES

New Bulk Purchase - 99

- ❖ Lasers, Surgical
- ❖ Mammography Units, Digital Radiography
- ❖ Microscopes, Operating
- ❖ Mobile Breast Screening Vehicles
- ❖ Mobile Image Intensifiers
- ❖ Monitoring Systems, Patient, Physiological x 10
- ❖ Monitors, Patient, Physiological
- ❖ MRI Scanners x 2
- ❖ MRI Scanners, Intra-Operative
- ❖ Operating Tables
- ❖ Patient Emergency Call Systems x 9
- ❖ Patient Hoists/Lifters
- ❖ PET Scanners
- ❖ Plethysmographs
- ❖ Radiation Treatment Planning Systems
- ❖ Refrigerators, Vaccine/Pharmacy
- ❖ Scales, Infant
- ❖ Scales, Patient

CATEGORIES & TIMEFRAMES

New Bulk Purchase - 99

- ❖ Scopes, Gynaecological
- ❖ Slit Lamps
- ❖ Stimulators, Nerve/
Neuromuscular
- ❖ Stress Testing Systems
- ❖ Tables, Examination/
Treatment
- ❖ Trolleys, Resuscitation
- ❖ Ultrasound Units
- ❖ Ventilators, ICU
- ❖ Ventilators, Neonatal
- ❖ Ventilators, Transport
- ❖ Ventilatory Support Systems
- ❖ Ward Washers/Disinfectors
- ❖ Warmers, Blanket/
Fluid
- ❖ Water Treatment Units
x 4
- ❖ Wheelchairs
- ❖ X-Ray Units, Angio-
graphic/ Fluoroscopic
& Interventional
- ❖ X-Ray Units, Digital
Radiography, Fixed
- ❖ X-Ray Units, Digital
Radiography, Mobile
- ❖ X-Ray Units, Fixed
- ❖ X-Ray Units, Mobile

CATEGORIES & TIMEFRAMES

Non-Bulk Purchase Categories:

- ❖ **Individuals** – There are a number of items on the HTER which could be one-off requirements, or low complexity, or low aggregated value. These items will be deemed to be of low risk from a procurement perspective. Therefore, it is considered not viable to include these items in the Bulk Purchase Process.

Such items are referred to as “Individuals” by Qld Health.

CATEGORIES & TIMEFRAMES

Non-Bulk Purchase Categories:

- ❖ **Individuals** – These items are managed by the Qld Health Shared Service Partner (QHSSP) on behalf of the districts.

Depending on the particular items, QHSSP will undertake an appropriate procurement process in accordance with the Qld Health Procurement Policy & Procedures (QHPPP). This could involve obtaining verbal quotes, written quotes or issuing Requests for Offers.

CATEGORIES & TIMEFRAMES

Non-Bulk Purchase Categories:

- ❖ **Pathology Equipment** – Pathology and Scientific equipment purchases will be managed separately to the Bulk Purchase Process by the Pathology and Scientific Services Contract Management Unit (PSSCMU) of HSPL in accordance with the QHPPP.



Main Offer:



REQUEST FOR OFFER

HEALTH SERVICES PURCHASING AND LOGISTICS

OFFER NO. PL1083/1

BULK PURCHASE ARRANGEMENT FOR LINEAR ACCELERATORS

CLOSING AT 11.00AM ON 10 JUNE 2010

Enquiries: Sharon Benson

Telephone: (07) 3006 2922

PART A - GENERAL CONDITIONS

The document 1083 A - General Conditions.doc, details the General Conditions which apply to this offer.



PART B - SPECIFICATION AND TERMS

The document 101083 Part B - Specification and Terms.doc, details the Specification and Terms which apply to this offer.



PART C - SPECIAL CONDITIONS

The document 1083 Part C - Special Conditions.doc, details the Special Conditions which apply to this offer.



PART D - ADDITIONAL INFORMATION

The document 1083 Part D - Additional Information.doc, details the Additional Information which apply to this offer.





Main Offer:

PART E - OFFER RESPONSE

The following documents comprise the offer Response and must be completed by the Offerer:

- 1083 Offer Submission.xls
- 1083 Prices.xls
- 1083 Options.xls
- 1083 Training.xls
- 1083 Particulars - General.xls
- 1083 Particulars - Technical.xls
- 1083 Particulars - Technical - Couches.xls
- 1083 Particulars - Technical - MLCs.xls
- 1083 Reference Sites.xls

INSTRUCTIONS

READING PARTS A, B, C & D

- Each of these Parts is embedded into this document as a Microsoft Word Document and is displayed below the headings by a Microsoft Word Icon. DO NOT delete these documents.
- To open each of these documents, place the mouse over the icons until arrows appear and double click quickly with your left mouse button.

COMPLETING PART E

- Only use "Save As" when saving the offer files. DO NOT copy any of the workbooks to a new worksheet.
- When you open each of the files, these may appear as "Read Only". Save the files to an appropriate directory. When saving these files, please remove "Copy of" at the beginning of each file name if this appears.
- **PLEASE DO NOT ATTEMPT TO CHANGE ANY FORMATTING OF THE CELLS!!!!**
- If you are offering more than one (1) model, insert the "Model" at the end of the file name e.g. "1083 Prices - XYZ".
- In the green cell below "Offerer" insert the name of the Persons/Business/Corporation offering.
- In the green cell below "Brand" enter the brand name of the item that you are offering.
- In the green cell below "Model" enter the Manufacturer's model number for the item that you are offering.
- If you are offering more than one (1) model, ensure that the same "Brand" and "Model" are reflected in all of the relevant schedules
- Enter your responses in the "Response" column. Please note that you will only be able to enter information in the cells where information is required.
- When a question requires an answer in text, you will be allowed to enter any data that you desire. Please note that you are unable to insert any additional rows. Answers will need to be completed in the single cell provided.



Main Offer:

CHECKLIST

Before submitting your response to this Request for Offer please ensure:

You have read and understood the following documents:

- 1083 Part A - General Conditions.doc
- 1083 Part B - Specification and Terms.doc
- 1083 Part C - Special Conditions.doc
- 1083 Part D - Additional Information.doc

You have completed Part E - Offer Response entitled the following:

- 1083 Offer Submission.xls

You have attached your Quality Assurance Certificate and Capability Statement.

You have completed the Schedule of Prices and Schedule of Particulars entitled the following:

- 1083 Prices.xls
- 1083 Options.xls
- 1083 Training.xls
- 1083 Particulars - General.xls
- 1083 Particulars - Technical.xls
- 1083 Particulars - Technical - Couches.xls
- 1083 Particulars - Technical - MLCs.xls
- 1083 Reference Sites.xls

You have two (2) hard copies signed and one (1) copy of your Offer Submission on CD to be submitted in the offer Box comprising all sections of Part E including any attachments.



Offer Submission:

	HEALTH SERVICES PURCHASING AND LOGISTICS	Offerer
	OFFER NO PL1083/1	
	OFFER SUBMISSION	

Row No.	Question	Response
1	RESPONSE TO OFFER FORM	
2	The following sub-section relates to the Person/Business/Corporation offering:	
3	Name:	
4	Street Address:	
5	Postal Address:	
6	Australian State where Business or Corporation is registered:	
7	Name of Holding Company or Corporate Group:	
8	ABN No:	
9	The following sub-section relates to offer Enquiries:	
10	Name:	
11	Position:	
12	Telephone No:	
13	Facsimile No:	
14	Email Address:	
15	The following sub-section relates to where purchase orders are to be directed should your offer be successful:	
16	Address:	
17	Facsimile No:	
18	Who will invoice:	



Offer Submission:

25 DISCOUNT	
26	Has the price offered for 1 only unit been discounted from your normal selling price to health facilities?
27	If yes to above, indicate the percentage discount offered.
28 QUALITY SYSTEM SCHEDULE	
29	The following sub-section applies to the Offerer's Quality Assurance Contact Officer:
30	Name:
31	Position:
32	Telephone No:
33	Facsimile No:
34	Email Address:
35	The following sub-section is to be completed by Offerers with a current accredited Quality Assurance System.
36	Choose which level of certification you have:
37	State the Certification No:
38	State the Issuing Certification Body:
39	State the issue date of the above Certification:
40	State the termination date of the above Certification:
41	State the date the next external audit is scheduled:
42	Ensure that there is a completed copy of your "Quality Assurance Certificate" included on the CD submitted as part of your Offer Submission.
43	Please state the file name/s for the relevant documents.
44	Ensure that there is a completed copy of your "Capability Statement" included on the CD submitted as part of your Offer Submission.
45	Please state the file name/s for the relevant documents.

REQUESTS FOR OFFERS

Quality System Schedule:

- ❖ **This section is for offerers to indicate their Quality Assurance status.**
- ❖ **Queensland Health’s policy for Health Technology Equipment is to only accept accredited Quality Assurance System based on Australian Standard AS/NZS/ISO 9001:2008 “Quality Management System – Requirements” and/or AS/ISO 13485:2003 “Medical Devices – Quality Management Systems – Requirements for Regulatory Purposes”, where practical.**
- ❖ **The Quality Assurance requirements apply to the offerer, not the manufacturer, and any certification must include the address of the offerer.**

Offer Submission:

60 PRICE VARIATION SCHEDULE	
61	Are the goods offered manufactured overseas?
62	If no, go to 80
63	If yes, are the goods imported by your company?
64	If no, go to 80
65	The following sub-section relates to goods manufactured overseas and imported by your company:
66	What currency is used to pay for the imported goods?
67	If Australian Dollars, go to 75
68	If foreign currency, state unit of foreign currency applicable eg. US Dollars, Euroland Euros, Japanese Yen etc.
69	If paid for in foreign currency, are your prices submitted in accordance with Clause 2 of Part C - Special Conditions "Price Variations"?
70	If yes, go to 73
71	If not in compliance with Clause 2 of Part C - Special Conditions "Price Variations", state the exchange rate upon which prices offered are based.
72	If not in compliance with Clause 2 of Part C - Special Conditions "Price Variations", state the suggested alternative process to Clause 2.
73	If paid for in foreign currency, state as a percentage of the offered price, the CIF price (CIF - Cost, Insurance and Freight = Cost price from the manufacturer plus costs to ship the goods to Australia).
74	As an example, if the offered price is \$10,000 and the CIF price is \$7,000 then your response will be 70%.
75	If paid for in Australian Dollars, state the exchange rate the manufacturer uses to convert the invoice price from foreign currency to Australian Dollars.
76	State the period for which this exchange rate is applicable.
77	If paid for in Australian Dollars, state as a percentage of the offered price, the CIF price (CIF - Cost, Insurance and Freight = Cost price from the manufacturer plus costs to ship the goods to Australia).
78	As an example, if the offered price is \$10,000 and the CIF price is \$7,000 then your response will be 70%.

REQUESTS FOR OFFER

Price Variation Schedule:

- ❖ This section is used to determine the basis upon which any price variations are applicable for the duration of the arrangement.
- ❖ Offerers are to indicate if goods are manufactured in Australia, imported by the offerer, or imported by a third party.
- ❖ If goods are imported by the offerer, then in accordance with Part C – Special Conditions – Price Variations, pricing is subject to exchange rate variations, either up or down, based on the following:

REQUESTS FOR OFFER

Price Variation Schedule:

- Pricing offered shall be based on the exchange rate specified in Part C, which will be a quarterly average (previous quarter to the offer issue date).
- Pricing to be included on the Order Attachments will be calculated on the difference of the exchange specified in Part C and the average exchange applicable at the time the Order Attachment is prepared (average of the previous quarter).
- Variations will be based on the difference in exchange rates applied to the stated CIF price (CIF - Cost, Insurance and Freight = Cost price from the manufacturer plus costs to ship the goods to Australia).

REQUESTS FOR OFFER

Price Variation Schedule:

- **If the CIF price is not provided, HSPL will calculate an exchange rate variation based on 90% of the offered price.**
- **Where goods are paid for in Australian Dollars, offerers are to state the exchange rate the manufacturer uses to convert the invoice price from foreign currency to Australian Dollars.**
- **If the conversion rate is not provided, the variation will be calculated using the above mentioned formula, which means that a greater cost reduction may be applied by HSPL.**

REQUESTS FOR OFFER

Price Variation Schedule:

- ❖ **Regardless of whether goods are manufactured in Australia, imported by the offerer or imported by a third party, for other than exchange rate variations, offerers are required to state if prices are firm or subject to variation.**

- ❖ **If subject to variation, offerers shall state:**
 - **the period for which prices are firm;**
 - **if prices are based on a published list price, and if so, the percentage of the list price;**
 - **each and every other factor where a variation in cost to the offerer shall cause a variation in the price offered (eg. Award/CPI Base rate/s, materials/components etc.).**

REQUESTS FOR OFFER

Price Variation Schedule:

- ❖ **If this information is not provided, no variations will be granted for the duration of the arrangement.**
- ❖ **It should be noted that once the Order Attachment is forwarded to the successful supplier/s no price variations will be granted by HSPL. Therefore, the invoiced amount should reflect the exact pricing on the Order Attachment.**

Prices:

	HEALTH SERVICES PURCHASING AND LOGISTICS	Offerer
	OFFER NO PL8019/1	Brand
	PRICES - TYPE 1	Model
Row No.	Question	Response
1	Base Unit	
2	Monitors, Patient, Physiological, Type 1 in accordance with the attached General Conditions, Specification & Terms, Special Conditions and Schedule of Particulars:	
3	Price for 1 only	
4	Percentage Discount for 2 to 5 only	
5	Percentage Discount for 6 to 10 only	
6	Percentage Discount for 11 to 15 only	
7	Percentage Discount for 16 or more	
8	Please detail the place of manufacture of the item. Name the town if Australia or the country if overseas.	
9	Components	
10	Please detail all equipment components included in the Base Unit price tendered above. Include description and model/code numbers. Itemised prices are not required.	

REQUESTS FOR OFFER

Prices:

- ❖ **Base Unit** - This section is where the offerer provides pricing for the base unit, as specified in Part B – Specification and Terms.

The base unit price should only include those components as specified.

A percentage discount from the Price for 1 only is requested for a sliding scale of quantities. These percentage discounts will then be applied to any option/accessories/consumables included in the final configurations to be purchased.

REQUESTS FOR OFFER

Prices:

❖ **Base Unit** - *Example:*

ECG Machine is offered at a cost of \$10,000 for 1 only

Discount for 10 or more is 10%

If a total of 15 machines are included in a single Order Attachment then the price for the base unit will be \$9,000 and the price for all options/accessories/consumables will also be discounted by 10% regardless of the number of each option to be ordered.

REQUESTS FOR OFFER

Prices:

- ❖ **Components** - Offerers are required to detail all equipment components included in the Base Unit price offered above, including description and model/code numbers. Itemised prices are required.

Offerers will be required to also indicate if GST is applicable for any components.

NB: Offerers need to be aware that the base unit price must match the specification so that an equal comparison of offers can be undertaken. This will be how the Order Attachment is created, and the purchase order raised, therefore, the invoice must match. Offerers must advise if this is not possible due to internal systems.

Prices:

11	Delivery	
12	Do the prices tendered above for the base unit include costs for delivery, installation and commissioning anywhere in Queensland?	
13	If No to the above, detail any additional costs applicable for delivery, installation and commissioning.	
14	Option 1 - Temperature	
15	State Brand and Model No of option tendered. If more than one type is available, please include alternatives in "8019 Options - Type 1".	
16	Please detail the place of manufacture of the item. Name the town if Australia or the country if overseas.	
17	Price for 1 only	
18	Option 2 - Apnoea	
19	State Brand and Model No of option tendered. If more than one type is available, please include alternatives in "8019 Options - Type 1".	
20	Please detail the place of manufacture of the item. Name the town if Australia or the country if overseas.	
21	Price for 1 only	

REQUESTS FOR OFFER

Prices:

- ❖ **Delivery** - Offerers are required to state if the prices offered for the base unit include costs for delivery, installation and commissioning anywhere in Queensland as specified in Part B – Specification and Terms.

If the answer is no to the above, offerers are required to indicate costs applicable. Responses such as “To be Advised” are not acceptable. Offerers must ensure that pricing is submitted to cover delivery, installation and commissioning anywhere in Queensland.

REQUESTS FOR OFFER

Prices:

- ❖ **Delivery** - There may be some Purchase Categories where HSPL provides a Delivery Schedule. Such categories would be for large items of equipment where transport costs vary across the state.

NB: Offerers need to be aware that Part B – Specification and Terms state – “Prices offered shall be on the basis of supplied, delivered and installed Free Into Store anywhere in Queensland” and therefore non-compliance could mean non-consideration of an offer.



Prices:

102	Discount	
103	Please indicate percentage settlement discount for payment within 7 days.	
104	Please indicate percentage settlement discount for payment within 14 days.	
105	Please indicate percentage settlement discount for payment within 30 days.	
106	CLINICAL TRAINING	
107	Give details of on-site training for clinical staff including the following:	
108	▪ Duration in days	
109	▪ Number of Staff	
110	▪ Content of course	
111	▪ Course cost	
112	▪ What is the maximum number of staff allowed?	
113	SERVICE TRAINING - LOCAL	
114	Give details of any training for service personnel either on-site or in Australia including the following:	
115	▪ Location of training	
116	▪ Duration in days	
117	▪ Number of staff	
118	▪ Content of course	
119	▪ Course cost	
120	▪ What is the maximum number of staff allowed?	

Prices:

SERVICE/MAINTENANCE CONTRACTS - In accordance with Part B - Specification and Terms clause 10.2.1 please indicate cost of comprehensive service and maintenance. If extended warranty is offered please respond with 0 (zero) cost.		
129		
130	Year 2	
131	Year 3	
132	Year 4	
133	Year 5	
134	Year 6	
135	Year 7	
136	Year 8	
137	Year 9	
138	Year 10	
139	Are the prices tendered above firm or subject to variation?	
140	If subject to variation, state basis of variation eg. CPI increase.	
141	List any service/maintenance contract exclusions/comments.	
142 COMMENTS		
143	If you wish to provide any additional information/comments to further clarify your answers to the above, you may do so here. Please ensure that you reference the question number for which the additional information/comments relate.	
144	If you have any attachments you wish to add to further clarify your answers to the above, you may do by ensuring that there is a copy included on the CD submitted as part of your Offer Submission. Please state the file name/s for the relevant documents.	

REQUESTS FOR OFFER

Prices:

- ❖ **Service/Maintenance Contracts** - Offerers are required to provide costs for service/maintenance contracts in accordance with Part B – Specification and Terms.

Prices offered are used for the purposes of calculating comparative Whole-of-Life Costings.

Failure to offer service/maintenance contract pricing may result in your offer being eliminated from further consideration.

It is also important that prices offered reflect the true cost of providing such a service, as prices offered will be used as the basis for negotiation for any service/maintenance contracts that are entered into as a result of the offer being accepted.



Options:

	HEALTH SERVICES PURCHASING AND LOGISTICS	Offerer
	OFFER NO PL8019/1	Brand
	OPTIONS - Type 1	Model
Row No.	Question	Response
1	Add Opt 1	
2	State the description of the Option/Consumable tendered.	
3	State the Brand and Model/Code No of the Option/Consumable tendered.	
4	Is this Option/Consumable suitable for all models of equipment tendered?	
5	If not, state what models the Option/Consumable is suitable for.	
6	State price of Option/Consumable tendered.	
7	State the quantity the price tendered above applies to eg. each, pack of 20.	
8	Are there any conditions that apply to the purchase of this Option/Consumable eg. do you need to purchase another Option/Consumable also to make the unit function, or you cannot purchase another Option/Consumable (you must choose one or the other).	

Particulars - General:

	HEALTH SERVICES PURCHASING AND LOGISTICS	Offerer
	OFFER NO PL8019/1	Brand
	PARTICULARS - GENERAL	Model
Row No.	Question	Response
1	COMPLIANCE	
2	Does your Tender fully comply with the General Conditions, Specification & Terms and Special Conditions detailed in Parts A, B and C of this tender?	
3	If no, give details of each and every respect of non-compliance.	
4	DELIVERY	
5	State delivery time in weeks for the following quantities:	
	1 only	
6	2 to 5 only	
7	6 to 10 only	
8	11 to 15 only	
9	16 or more	
10	Will the unit be delivered fully assembled?	
11	INSTALLATION	
12	State installation time in days for the following quantities:	
	1 only	
13	2 to 5 only	
14	6 to 10 only	
15	11 to 15 only	
16	16 or more	

Particulars - General:

17	TRIALS	
18	Will the unit tendered be available for trial in accordance with Part B - Specification and Terms, Clause 8.2?	
19	Name and telephone number of contact person.	
20	Give details of any conditions that apply to trialling?	
21	ARTG	
22	Is evidence of Registration Number and listing of the device on the Australian Register of Therapeutic Goods (ARTG) attached?	
23	If Yes to above please attach copy of certificate. Please state the file name/s for the relevant documents.	
24	Please state the ARTG numbers for all tendered components.	
25	ELECTRICAL COMPLIANCE	
26	Is the power supply able to be detached by the user (ie Plug Pack)?	
27	If yes to the above, please state the electrical approval number for detachable power supplies as required by the Queensland Electrical Safety Act.	
28	<p>Please complete the following to enable assessment of compliance with the Queensland Electrical Act 2002.</p> <p>Part 1 – Corporate Licensee Contact Details</p>	
29	Name of Contact Officer:	
30	Position Title of Contact Officer:	
31	Telephone No:	
32	Fax No:	
33	Name shown on Licence:	
34	Contractor's Licence Number:	

Particulars - General:

45 DOCUMENTATION		
46	Does the base unit/system price include the following documents, written in English: ▪ Manuals that detail all user operating and maintenance protocols,	
47	▪ Detailed trouble-shooting guide with appropriate corrective action descriptions for all system component malfunctions, and	
48	▪ Two copies of full service technical documentation, including circuit and wiring diagrams, schematic and component layout and identification drawings with all instructions necessary to carry out repairs.	
49	If no to above, give details of additional costs for this documentation.	
50	Give details and costs of any electronic documentation available.	
51 PERSONNEL		
52	Provide details of persons providing training, including the appropriate current Queensland licences they hold to operate the equipment legally.	
53	Where physical installation and or connection to mains supply on site is required, provide details of persons performing these functions including the appropriate current Queensland licences they hold to legally connect and operate the equipment.	
54 WARRANTY		
55	What is the period of the warranty?	
56	Does the warranty include the renewal or replacement of any parts including software, which are, or become defective, during this period?	
57	Does the warranty include the performance of any maintenance/calibration as specified by the manufacturer, to be performed during this period?	
58	Does the warranty include the cost of labour required?	
59	Does the warranty include the cost of travel and accommodation anywhere in Queensland?	
60	If No to any of the above, give details of any additional costs applicable.	
61	Give details of any extended warranties available, and any additional costs that apply.	

Particulars - General:

71 SUPPORT	
72	Give details including names and locations of authorised service agents/personnel located in Queensland, including the appropriate licenses they hold to use the equipment legally.
73	Is a replacement unit available during the service period?
74	If Yes, is there any charge for replacement unit?
75	If Yes, give details.
76	Give details of any Queensland locations of repair stock for the system tendered. Indicate the estimated dollar value of stock held at each location.
77	Give details of other major Australian locations of repair stock for the system tendered. Indicate the estimated dollar value of stock held at each location.
83 SERVICE/MAINTENANCE	
84	Give details of any specialised test equipment, tools or fixtures required for maintenance/calibration of the equipment tendered.
85	Describe any conditions and costs applicable to access by Queensland Health to service diagnostic software, including any licence fees and/or software keys.
86	Give details of any other Service/Maintenance contracts available including any enhancement programs.
87	Describe any remote management for service/maintenance and instrument diagnostics available during the application utilised ie VNC, PcAnyWhere.

Particulars - Technical:

	HEALTH SERVICES PURCHASING AND LOGISTICS	Offerer
	OFFER NO PL8019/1	Brand
	PARTICULARS - TECHNICAL	Model
Row No.	Question	Response
1	TGA REQUIREMENTS	
2	Is the medical device included on the Australian Register of Therapeutic Goods (ARTG)?	
3	If YES, attach a copy of the TGA certificate for inclusion of a medical device on the ARTG? Please state the file name/s for the relevant documents.	
12	GENERAL	
13	Describe the cleaning procedures of the monitor.	
14	Is the monitor designed to facilitate cleaning with a neutral detergent solution?	
15	Does the equipment meet the Electromagnetic compatibility standard AS3200.1.2?	
16	Does the unit with accessories comply with AS3200.1.2(1995)?	
17	Does the unit with accessories comply with AS3200.2.30(1996)?	
18	Does the unit with accessories comply with AS3200.2.27(1996)?	
19	What is the length of the monitor in mm?	
20	What is the width of the monitor in mm?	
21	What is the depth of the monitor in mm?	
22	What is the weight of the monitor in kg including a battery?	

Reference Sites:

	HEALTH SERVICES PURCHASING AND LOGISTICS	Offerer
	OFFER NO PL8019/1	Brand
	REFERENCE SITES	Model
Row No.	Question	Response
1	REFERENCE SITE NO 1	
2	State the name of the facility where the equipment is installed/in use.	
3	State the address of the site.	
4	State the date the equipment was installed at the site.	
5	State the name of the contact person in the above site.	
6	State the position the contact person holds at the site.	
7	State the phone numbers for the contact person.	
8	Is the equipment installed/in use at this site exactly the same configuration, including software versions, as the equipment offered?	
9	If not, state all differences between the equipment installed/in use at the site and the equipment configuration offered.	

REQUESTS FOR ADDITIONAL INFORMATION

- ❖ **If additional information or clarification of any matter to enable offers to be submitted, prior to the specified Offer Closing Time, requests for such information must be directed to the Health Services Purchasing and Logistics officer nominated as part of the Main Offer file.**
- ❖ **Requests for information directed to hospital staff may result in the information provided being the opinion of that hospital only and may conflict with the view of the BPAC, resulting in the offerer submitting an offer using incorrect information.**
- ❖ **Queensland Health will only be bound by written information provided by Health Services Purchasing and Logistics.**

OFFER SUBMISSION

- ❖ It is the sole responsibility of the offerer to ensure that their offer response is received by Health Services Purchasing and Logistics prior to the specified Offer Closing Time.
- ❖ If mailing an Offer to the GPO Box, Offerers need to be aware that all incoming mail addressed to GPO Box 48 is subject to a mail screening process for security purposes. To enable lodgement of the Offer in the Offer Box prior to the Offer Closing Time, Offerers will be required to have their Offers posted in sufficient time (ie delivered to Australia Post Brisbane GPO at least the day before the date of closing.) It is recommended that Offerers obtain some form of receipt of the date and time their Offer is posted.

OFFER SUBMISSION

- ❖ **Late offers will not be admitted for evaluation.**
- ❖ **The General Conditions include provision for Health Services Purchasing and Logistics to admit for consideration offers received after the specified Offer Closing Time where it considers that the integrity of the competitive offer system will not be compromised.**

POST OFFER COMMUNICATION

- ❖ **Any additional information required by the BPAC will be sought by HSPL, who will request its confirmation in writing.**
- ❖ **Any enquiries to HSPL after the specified Offer Closing Time and prior to the Order Attachments being issued will be met with a standard response of:**

“The process is proceeding satisfactorily and you will be advised of the outcome in due course.”

POST OFFER COMMUNICATION

- ❖ **The district representatives involved in the BPAC meetings will have been briefed on the necessary confidentiality requirements and have agreed to these by signing an “Acknowledgment of Obligations” form (copy attached for information). Their response to any supplier enquiries regarding the Bulk Purchase Programs or specific product evaluations will be:**

“No comment. Please contact Health Services Purchasing and Logistics.”

ETHICS, ACCOUNTABILITY AND PROBITY

- ❖ **Responsibility**
- ❖ **Principles of Probity in Procurement**
- ❖ **How is fairness and impartiality achieved**
- ❖ **Bulk Purchase Program**
- ❖ **BPAC Terms of Reference and Operating Procedures**

**THANK
YOU!**

Jeanette Glanvill

Assistant Manager

Health Technology Procurement Unit

Health Services Purchasing and Logistics

QUESTIONS?