**Attachment 4: Checklist of Documentation and Information required for RFP Submission**

### Proposal for the Provision of Respiratory Products

**[Company name]**

**Refer to main RFP document for full details regarding required documents and information.**

| **Documents & Information Requested in RFP** | **Mandatory / Desirable** | **Attached** **(Yes/ No)** |
| --- | --- | --- |
| Schedule Four Proposal Form | Mandatory |  |
| Attachment 1: Product Spreadsheet | Mandatory |  |
| Attachment 3: Acceptance of PHARMAC Standard Terms and Conditions Parts 1-7 | Mandatory |  |
| Attachment 4: Checklist of Documentation and Information required for RFP Submission | Mandatory |  |
| International compliance certificates for all submitted products | Mandatory |  |
| Comparison of proposed pricing vs contracted/non-contracted pricing currently offered to DHBs and financial impact analysis based on current usage patterns, if DHBs are purchasing the proposed products.To be attached in Excel format. | Mandatory |  |
| Supply chain arrangements you would have in place to support NZ market requirements | Mandatory |  |
| Describe proposed distribution and supply arrangements for your submitted products | Mandatory |  |
| Copies of requested current Insurance Certificates | Mandatory |  |
| Demonstration of supply chain experience and knowledge within the healthcare sector and specifically with New Zealand DHBs. If supply chain experience is for countries other than NZ, supply chain referees are to be supplied. | Mandatory |  |
| Information about management and technical skills of staff. | Mandatory |  |
| A statement of your understanding of DHB educational requirements and experience in providing training and product support for the devices submitted. If training and clinical product support experience is for countries other than NZ, clinical referees are to be supplied. | Mandatory |  |
| Details of audit support services for respiratory suction products | Mandatory -respiratory suction products only |  |
| Information about complaints and recall processes | Mandatory |  |
| Details for service agreements, warranties, cleaning instructions and sterilisation instructions for all equipment included in proposal. | Mandatory |  |
| Details for warranties, cleaning instructions and sterilisation instructions for all defined-life multiple use consumable items | Mandatory |  |
| Evidence of compliance with AS/NZ 3551:2012 supplied for relevant items listed in Attachment 1 | Mandatory |  |
| Does the manufacturer operate a waste reduction policy? Is there a recycling process for their products in New Zealand? | Desirable  |  |