# Schedule 4: Proposal form

***An electronic version of this form is available on GETS.***

***You should expand the boxes as necessary.***

**[*Supplier to insert date***]

Pharmac Director of Operations  
C/- Catherine Kingsbury  
Procurement Specialist  
Pharmac

Tēnā koe

**Proposal for the supply of vaccine(s) – commercial in confidence**

In response to your request for proposals (**RFP**) dated **11 November 2022** we put forward the following proposal in respect of vaccines.

Set out below is further information in support of our proposal.

1. Our company details

|  |  |
| --- | --- |
| Trading name: | *[insert the name that you do business under]* |
| Full legal name (if different): | *[if applicable]* |
| Physical address: | *[if more than one office – put the address of your head office]* |
| Postal address: | *[e.g. P.O Box address]* |
| Registered office: | *[if you have a registered office insert the address here]* |
| Business website: | *[URL address]* |
| Type of entity (legal status): | *[sole trader / partnership / limited liability company / other please specify]* |
| Registration number: | *[if your organisation has a registration number insert it here e.g. NZBN number]* |
| Does your organisation identify as being a Māori business?  Pharmac is committed to the Government’s progressive procurement approach to increase the diversity of government suppliers and achieve broader economic and social outcomes, with a specific focus on Māori businesses.  As part of this approach, Pharmac is committed to gaining a better understanding of how our agency can support the economic and social outcomes for Māori through this procurement. One aspect is understanding what roles Māori businesses have in the pharmaceutical supply chain and how we can support Māori businesses in those roles.  Pharmac is therefore gathering information from organisations as to whether they identify as a Māori business.  A Māori business for Government procurement reporting purposes is:  One that has at least 50% Māori ownership, or  A Māori Authority as defined by Inland Revenue.  Within these definitions, does your organisation identify as a Māori business? This information will inform Pharmac’s supplier’s database and will be reported to New Zealand Government Procurement (NZGP), subject to any concerns you identify (see below). | *[Yes / No]*  *As part of adopting a progressive procurement policy, Pharmac are committed to understand and support what roles Māori businesses play in our supply chain* |
| Pharmac is required to report to NZGP on whether an organisation identifies as a Māori business as part of new progressive procurement reporting [requirements](https://www.procurement.govt.nz/procurement/improving-your-procurement/frameworks-reporting-and-advice/reporting-on-progressive-procurement-policy/).  Please indicate either ‘Yes’ or ‘No’ as to whether you agree to Pharmac reporting on your organisation’s status. If you indicate ‘No’, please provide reasons for our consideration. | *[Yes / No]* |

1. Our point of Contact

|  |  |
| --- | --- |
| Contact person: | *[i.e., who communications relating to the response(s) should be made to]* |
| Position: |  |
| Phone number: |  |
| Mobile number: |  |
| Email address: |  |

1. Information about our organisation:

|  |  |
| --- | --- |
| 1. Information about our Organisation structure: | *[you may embed organisational charts or similar]* |
| 1. Information about our management and technical skills: |  |
| 1. Information about our financial resources: |  |
| 1. Information about our quality assurance processes: |  |
| 1. The New Zealand Government is committed to sustainable and inclusive government procurement and the [Supplier Code of Conduct](https://www.procurement.govt.nz/assets/procurement-property/documents/supplier-code-of-conduct.pdf) outlines the Government’s expectations of suppliers in this respect, please outline:  * how your Organisation meets or exceeds the expectations set out in the Supplier Code of Conduct |  |
| 1. Please outline how your Organisation support social, economic, cultural and environmental outcomes beyond supply of Pharmaceuticals (see New Zealand Government Procurement [Broader Outcomes).](https://www.procurement.govt.nz/broader-outcomes/)   Please also outline how your organisation:   * supports New Zealand businesses, including Māori, Pasifika and regional businesses, as well as social enterprises if relevant * supports improving conditions for New Zealand workers and support workforce diversity |  |

1. Details of pharmaceutical presentation:

Pharmac’s preference is for all of the vaccine details to be submitted in the embedded spreadsheet (also available via GETS):



|  |  |
| --- | --- |
| Chemical name |  |
| Vaccine (eg Hepatitis A) |  |
| Full description of the vaccine formulation and potency (label claim) |  |
| Presentation (eg pre-filled syringe, individual vial, multi-dose vial) |  |
| Needle specification |  |
| Needle included or available separately |  |
| Route of administration (eg subcutaneous, intramuscular) |  |
| Pack size (eg 1’s, 10’s) |  |
| Shelf life/storage of the vaccine |  |
| Lead time |  |
| Batch size |  |
| Preferred order size |  |
| Approximate manufacture time |  |
| Approximate time for shipping (Air) |  |
| Date of market approval (please attach copy of Medsafe Gazette notice) |  |
| **OR** Date of submission of dossier (please attach confirmation from Medsafe that dossier has been submitted) |  |
| **OR** Expected date of dossier submission to Medsafe |  |
| Insert any other consents required for vaccine |  |
| If the vaccine is not currently registered in New Zealand, what countries is it registered in? |  |
| Name and address of manufacturer(s) of the vaccine |  |

1. Information relating to pricing ($NZ, GST exclusive), including any related conditions or proposed terms affecting cost for Pharmac (for example but not limited to price in return for sole supply):

* Suppliers are welcome to submit more than one proposal, each will be considered separately. Proposals must be clear about what the price relates to, for example:
  + - Proposals for a single vaccine with principal supply status.
    - Current eligibility criteria or any potential eligibility criteria changes outlined in Schedule 1 Clause 2.1 of this RFP.
* If you wish to submit a proposal for any potential eligibility criteria changes outlined in Schedule 1 Clause 2.1, you must submit a proposal for the current eligibility criteria.
* When submitting pricing please refer to Schedule 1 Proposal Pricing:

|  |
| --- |
|  |

1. Key features of our proposal not detailed elsewhere in our response:

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|  |

1. Information supporting the stability of offered vaccines when exposed to temperatures outside of the cold chain (2-8C).

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|  |

1. Information about our ability to ensure the continuity of supply of the vaccine:

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|  |

1. Information about our previous supply performance and relevant expertise:

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|  |

1. Proposals/suggestions regarding the vaccine not expressly identified in this RFP that we would like Pharmac to consider as part of our proposal:

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|  |

1. Any feedback on the proposed terms and conditions for the supply of vaccines attached as Schedule 5 via GETS:

|  |
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|  |

1. Information about labour and human rights:

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| --- | --- | --- | --- | --- |
| How much visibility does your Organisation have over your supply chain?  Please select one of the below options and explain why you have selected this option:  **High:** you have mapped the full supply chain for key products and services used by your organisation and have identified key suppliers at all levels of your supply chain.  **Moderate**: you have identified major suppliers and have partially or fully mapped the supply chains for key products and services of your supply chain.  **Developing**: you have identified major suppliers. You have very limited or no visibility of your supply chains for key products and services of your supply chain.  **Other**: outline the current status of your supply chain visibility |  | | | |
| Does your organisation have a policy or policies in place to deal with modern slavery and worker exploitation | Yes |  | No |  |
| Does your organisation have systems to monitor compliance with these policies? | Yes |  | No |  |
| If you said yes to either of the two above questions, please attach or link.  If the answer is no, please provide information on what your organisation is doing, or plan to do, to manage modern slavery and worker exploitation risk. |  | | | |
| Does your organisation perform due diligence screening of all prospective suppliers to assess the risk of modern slavery or other human rights harms that may occur in its operations and supply chains? | Yes |  | No |  |
| If yes, please describe how your organisation performs its due diligence for modern slavery and worker exploitation concerns.  If no, does your organisation plan to introduce measures to screen prospective suppliers from modern slavery and worker exploitation in future? |  | | | |
| Does your organisation comply with any recognised standards? | Yes |  | No |  |
| If yes, please identify the standard and outline the degree to which your organisation complies. |  | | | |

1. Information about environmental sustainability aspects of our company:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does our Organisation have an environmental/sustainability policy? | | Yes |  | No |  |
| Does our Organisation have a sustainability report? | | Yes |  | No |  |
| If yes to either of the two above questions, please attach or link: |  | | | | |
| How does our Organisation contribute to environmental sustainability? | *Please describe the measures you take to contribute to environmental sustainability – in general and specifically in relation to this Invitation* | | | | |
| Has our Organisation received any environmental/sustainability award(s)? | | Yes |  | No |  |
| If yes, provide details: |  | | | | |
| Has our Organisation received any environmental fine/prosecution(s)? | | Yes |  | No |  |
| If yes, provide details: |  | | | | |
| Has our Organisation received any environmental audit(s) or does it comply with a recognised standard? | | Yes |  | No |  |
| If yes, provide details: |  | | | | |