# Schedule 4: Proposal form

An editable version of this form is available on the GETS listing for this RFP

**<Respondent to Insert Date>**

Chief Executive

C/- Michael Chung  
Procurement Manager  
Pharmac

[By electronic transfer using GETS (https://www.gets.govt.nz)](file:///C:\Users\kingsburyc\Objective\objective-8008\kingsburyc\Objects\By%20electronic%20transfer%20using%20GETS%20(https:\www.gets.govt.nz))

Tēnā koe

**Proposal for the supply of COVID-19 vaccine(s)**

In response to your Request for Proposals (RFP) dated 17 October 2024 we put forward the following proposal in respect of **COVID-19 vaccine(s)**.

You may expand the boxes below to suit the content of your response, please remove any guidance in *[square brackets].*

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| 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]* |
| 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 eg 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 is committed to understanding and supporting 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]* |

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| 1. **Our Points of Contact** | |
| Contact person: | *[i.e., who communications relating to the response(s) should be made to]* |
| Position: |  |
| Phone number: |  |
| Mobile number: |  |
| Email address: |  |
| Secondary contact person: |  |
| Position: |  |
| Phone number: |  |
| Email address: |  |

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| 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, or our supplier’s, previous supply performance, and ability to ensure continuity of supply of the proposed product(s). |  |
| 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 supports 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, Pacific, and regional businesses, as well as social enterprises (if relevant) * Supports improving conditions for New Zealand workers and support workforce diversity. |  |

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| 1. **Details of vaccine presentation (please duplicate this table for multiple presentations)** | |
| 1. Chemical name: |  |
| 1. Brand name: |  |
| 1. Full description of the vaccine formulation and potency (label claim): |  |
| 1. Presentation: | *[eg prefilled syringe, individual vial, multi-dose vial]* |
| 1. Needle specification: |  |
| 1. Needle included or available separately: |  |
| 1. Route of administration: | *[eg subcutaneous, intramuscular]* |
| 1. Pack size: | *[eg 1’s, 10’s]* |
| 1. Packaging type: |  |
| 1. Labelling and images: | *[please embed file(s) into your response form or upload to GETS as clearly named file(s) separate to the response form(s)]*  *Minimum specification requirements for images:*   * *On a plain background (preferably white)* * *Minimal shadows and good lighting* * *Ideally images should include, pack exterior, sheet of units or similar, close up of unit* * *Separate images for different strengths or pack sizes* * *The product should take up 80% of the photo* |
| 1. Shelf life/storage of the vaccine:   Are there any specific handling and distribution requirements? |  |
| 1. Information supporting the stability of offered vaccines when exposed to temperatures outside of the specified storage temperature and the specified distribution temperature range. We would anticipate that the specified distribution temperature range is cold chain (2-8C): |  |

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| 1. **Details of pharmaceutical manufacture** | |
| 1. Name and address of manufacturer(s) of the pharmaceutical (including API manufacturer, manufacturer of final dose form, packaging etc): |  |
| 1. Details on pharmaceutical manufacturing sites and their registration with Medsafe or other international regulatory body: | *[eg TGA, FDA, MHRA]* |
| 1. Batch size/s: |  |
| 1. Lead time (time from final notification of award to product being available to supply the New Zealand market): |  |
| 1. Approximate manufacture time: |  |
| 1. Approximate time for shipping (Air): |  |
| 1. Preferred order size: |  |

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| 1. **Regulatory approval Information** | |
| 1. Date of market approval (please attach copy of Medsafe Gazette notice): |  |
| 1. **OR** Date of submission of dossier (please attach confirmation from Medsafe that dossier has been submitted): |  |
| 1. Insert any other consents required for vaccine: |  |
| 1. What countries is the vaccine registered in? |  |
| 1. Information regarding the process and anticipated timeframe to achieve strain update regulatory approval: |  |

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| 1. **Pricing Information** |
| Information relating to pricing for our COVID-19 vaccine ($NZ, GST exclusive), including any related conditions or proposed terms affecting cost for Pharmac:   * Each proposal will be considered separately. Proposals must be clear about what the price relates to, specifically:   + - Bid Option1: Children aged 6 months to 11 years, current eligibility criteria     - Bid Option 2: People aged 12 years and over, current eligibility criteria     - Bid Option 3: Combined proposal for children aged 6 months to 11 years and for people aged 12 years and over, current eligibility criteria     - Bid Option 4: People aged 12 years and over, proposed amended eligibility criteria     - Bid Option 5: Combined proposal for children aged 6 months to 11 years and for people aged 12 years and over, proposed amended eligibility criteria * When submitting pricing please refer to the Proposal Pricing requirements outlined in Schedule 1. Please provide a Purchaser’s Price and a Manufacturer’s Price: |

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| ***Bid Option 1: Children aged 6 months to 11 years, current eligibility criteria*** | | | |
| **Vaccine description (please distinguish between different presentations)** | **Brand name** | **Manufacturer’s price per unit (ie non-confidential price)** | **Purchase price per unit (price may be confidential between supplier and Pharmac)** |
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| *[Any comments in relation to bid eg expenditure cap]* | | | |

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| ***Bid Option 2: People aged 12 years and over, current eligibility criteria*** | | | |
| **Vaccine description (please distinguish between different presentations)** | **Brand name** | **Manufacturer’s price per unit (ie non-confidential price)** | **Purchase price per unit (price may be confidential between supplier and Pharmac)** |
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| *[Any comments in relation to bid eg expenditure cap]* | | | |

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| ***Bid Option 3: Combined proposal for all children aged 6 months to 11 years and for people aged 12 years*** ***and over, current eligibility criteria*** | | | |
| **Vaccine description (please distinguish between different presentations)** | **Brand name** | **Manufacturer’s price per unit (ie non-confidential price)** | **Purchase price per unit (price may be confidential between supplier and Pharmac)** |
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| *[Any comments in relation to bid eg expenditure cap]* | | | |

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| ***Bid Option 4: People aged 12 years and over, proposed amended eligibility criteria*** | | | |
| **Vaccine description (please distinguish between different presentations)** | **Brand name** | **Manufacturer’s price per unit (ie non-confidential price)** | **Purchase price per unit (price may be confidential between supplier and Pharmac)** |
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| *[Any comments in relation to bid eg expenditure cap]* | | | |

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| ***Bid Option 5: Combined proposal for children aged 6 months to 11 years and for people aged 12 years and over, proposed amended eligibility criteria*** | | | |
| **Vaccine description (please distinguish between different presentations)** | **Brand name** | **Manufacturer’s price per unit (ie non-confidential price)** | **Purchase price per unit (price may be confidential between supplier and Pharmac)** |
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| *[Any comments in relation to bid eg expenditure cap]* | | | |

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| 1. **Supply Information** | |
| 1. Information about our ability to ensure the continuity of supply of the vaccine: |  |
| 1. Information about our previous supply performance and relevant expertise: |  |
| 1. Information about our intent to supply a private COVID-19 vaccine market if one were to develop: |  |

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| 1. **Other Information** | |
| 1. Key features of our proposal not detailed elsewhere in our response: |  |
| 1. Any feedback on the proposed terms and conditions for the supply of COVID-19 vaccine attached as Schedule 5 via GETS: |  |

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| 1. **Environmental Sustainability** | | | | |
| 1. Does your organisation have an environmental/sustainability policy? | Yes | *[delete one]* | No | *[delete one]* |
| 1. Does your organisation have a sustainability report? | Yes | *[delete one]* | No | *[delete one]* |
| 1. If yes to either of the two above questions, please attach or link: |  | | | |
| 1. How does your organisation contribute to environmental sustainability? | *[Please describe the measures you take to contribute to environmental sustainability – in general and specifically in relation to this RFP]* | | | |
| 1. Has your organisation received any environmental/sustainability award(s)? | Yes | *[delete one]* | No | *[delete one]* |
| 1. If yes, provide details: |  | | | |
| 1. Has your organisation received any environmental fine/prosecution(s)? | Yes | *[delete one]* | No | *[delete one]* |
| 1. If yes, provide details: |  | | | |
| 1. Has your organisation received any environmental audit(s), or does it comply with a recognised standard? | Yes | *[delete one]* | No | *[delete one]* |
| 1. If yes, provide details. |  | | | |