# APPENDIX 1

# Supplier Proposal Form – Single Use Instruments RFP

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

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

***You must also include information as outlined in Schedule 3 and Attachment 1 (Excel spreadsheet) as part of your proposal.***

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

Director of Operations  
PHARMACC/- Rob Turner  
Devices Category Manager  
  
By electronic transfer using GETS ([www.gets.govt.nz](http://www.gets.govt.nz) )

Dear Sir/Madam

Proposal for the supply of Single Use Instruments

In response to your request for proposals (**RFP**) dated 25 May 2016, we put forward the following proposal in respect of Single Use Instruments.

Set out below is further information in support of our proposal. Note that additional information is set out in the spreadsheet.

* 1. **Organisation details**

|  |  |
| --- | --- |
| * + 1. *full legal name of supplier;* |  |
| * + 1. *contact person;* |  |
| * + 1. *physical address* |  |
| *telephone* |  |
| *email addresses* |  |
| * + 1. *organisational infrastructure, including legal status;* |  |

* 1. **Product details**
     1. **Details**

|  |
| --- |
| ***Complete Attachment 1 (spreadsheet)*** |
| *Details of any marking to identify the instruments as single-use rather than reusable (such as colour of handles, and details noted on packaging):* |
|  |
| *Details of instrument traceability processes including the marking of instruments/packaging with batch numbers/serial numbers (if any):* |
|  |

* + 1. **DHB Experience**

|  |  |
| --- | --- |
| *Volumes for period 1 April 20015 to 31 March 2016* | See Attachment 1 (spreadsheet) |
| *Details of any existing DHB contracts, including expiry dates* |  |

* + 1. **Current Pricing (GST exclusive),**

|  |
| --- |
| *Details of your current pricing model(s), and which DHBs have accessed the pricing model(s) in the period 1 April 2015 to 31 March 2016* |
| See Attachment 1 (spreadsheet) |

* + 1. **Proposed Pricing (GST exclusive)**

|  |
| --- |
| *Details of your proposed pricing model(s), include any related conditions or proposed terms;* |
| Include on Attachment 1 (spreadsheet) where appropriate |
| *Alternative pricing models (if any)* |
| Include on Attachment 1 (spreadsheet) where appropriate |

* + 1. **Impact Analysis**

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| --- |
| *Provide financial impact analysis of your proposal for DHBs based on current usage patterns* |
| Include in Attachment 1 (spreadsheet) where appropriate |

* + 1. **Quality/Standards Compliance**

|  |  |
| --- | --- |
| *Conformance to any relevant standards and regulatory requirements* |  |
| *A copy of registration in one of the following foreign jurisdictions: Europe, the United States, Canada, Australia.*  *For example, if product is registered in Australia, a copy of the Australian Register of Therapeutic Goods (ARTG) certificate and/or evidence of a third party conformity assessment demonstrating the product complies with the International Medical Device Regulators Forum (IMDRF) Essential Principles for Safety and Performance;* |  |
| *All products would require WAND notification before being considered. WAND registration number must be provided;* | See Attachment 1 (spreadsheet) |

* 1. ***Operational Details***
     1. ***Supply arrangements***

|  |  |
| --- | --- |
| *Information relating to continuity of supply of Single Use Instruments in New Zealand. This should include information on* | |
| * + *Stockholding in New Zealand,* |  |
| * + *Minimum order size,* |  |
| * + *delivery frequency and lead times:*     - *for a stable demand situation,*     - *in the event of supply disruptions, and*     - *when there is an unexpected surge in demand for your product.* |  |
| * + *Please include any specific measures you will take to secure stock for New Zealand from international production;* |  |
| * + *Other* |  |
| *Describe your current supply arrangements, supply volumes and relevant supply terms in other major markets including recent tenders awarded (in New Zealand and/or other countries);* | |
|  | |
| *Describe proposed distribution and supply arrangements for the Single Use Instruments (this includes any information regarding freight or delivery costs to DHBs)* | |
|  | |

* + 1. ***Complaints and Recalls***

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| --- |
| *Explain your current or proposed complaints management processes, including ability to recall stock, refund or credit for damaged or faulty goods* |
|  |

* + 1. ***Business Continuity Plan***

|  |
| --- |
| *Brief summary, including confirmation that any parties who will be supplying Single Use Instruments have a business continuity plan(s)* with a brief summary of the plan(s) |
|  |

* + 1. ***Experience (if any)***

|  |
| --- |
| *Demonstration of experience and knowledge within the healthcare sector, and specifically with District Health Board hospitals* |
|  |
| *Details of any overseas market (including site referees) please indicate which Single Use Instruments are supplied to these sites;* |
|  |

* + 1. ***Sustainability***

|  |
| --- |
| *Details of relevant programmes for:*   * + - *Waste reduction*     - *Recycling*     - *Other sustainability programmes* |
|  |

* + 1. ***Associated Services***

|  |
| --- |
| *Availability of training, education and product support* |
|  |

* 1. ***evidence of how the supplier envisages working with PHARMAC and other key stakeholders;***

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* 1. ***the supplier’s own rationale for why it considers PHARMAC should accept its proposal;***

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* 1. ***any particular information that the supplier considers PHARMAC should take into account when assessing its proposal; and***

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* 1. ***a declaration of any conflicts of interest that the supplier or an associated person or organisation may have that could affect or compromise the supplier or PHARMAC in relation to this RFP process or performance under any listing agreement if successful.***

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