

1 November 2016

Dear Service Provider

**REQUEST FOR PROPOSALS – SUPPLY OF REGIONAL VACCINE STORAGE AND DISTRIBUTION SERVICES**

PHARMAC invites proposals for the supply of regional vaccine storage and distribution services to PHARMAC.

This request for proposals (**RFP**) letter incorporates the following schedules:

- **Schedule 1** specifies the services for which PHARMAC is requesting proposals, the types of proposals sought and sets out the background to the RFP;
- **Schedule 2** describes the process that PHARMAC expects to follow in relation to the RFP; and
- **Schedule 3** sets out information you need to include with your proposal.

Four appendices include further information in relation to this RFP as follows:

- Appendix 1 - Service specifications
- Appendix 2 - Market information and pack size data
- Appendix 3 - Budget templates for proposal
- Appendix 4 – Draft services agreement

If you wish to submit a proposal, you must submit it to PHARMAC via the Government Electronic Tender Service (GETS) ([www.gets.govt.nz](http://www.gets.govt.nz)) no later than **5.00 p.m. on 29 November 2016**.

If you have any questions about this RFP, please post these on GETS or alternatively contact PHARMAC by emailing [procurement@pharmac.govt.nz](mailto:procurement@pharmac.govt.nz).

We look forward to receiving your proposal.

Yours sincerely



Sarah Fitt  
Director of Operations

## **Schedule 1: Description of services, types of proposals sought and background to RFP**

### **1. Description of services**

PHARMAC is interested in receiving proposals from service providers to provide regional cold chain storage and distribution services (“Services”) for funded vaccines and tuberculin PPD tests in New Zealand.

The Services will contribute to the overall goal of reducing preventable diseases through the maintenance of an appropriate vaccine storage and distribution system, to maximise the potency of vaccine used in the national immunisation programme for the vaccination of eligible patients.

Vaccine storage and distribution services are currently provided by two organisations, Healthcare Logistics and ProPharma.

This RFP seeks proposals for the storage and distribution services which are currently provided by ProPharma only.

A summary of the services we are seeking proposals for is provided below and as stated in the service specifications stated in Appendix 1:

- Store all funded vaccines used in New Zealand (excluding influenza vaccine) and also tuberculin PPD (Mantoux tests) – with storage capacity for a minimum of 6 weeks’ stock holding for each vaccine at all times.
- Distribute stock to authorised immunisation providers upon receipt of an order.
- Receive and organise destruction of vaccine waste.

Note, vaccines are delivered through the distribution chain at no cost, so debtor and creditor activities related to vaccines are not included in the services required.

#### **Pre-requisite requirements for service provider**

- Have a valid medicines wholesalers licence.
- Ability to provide a national vaccine storage and distribution system in accordance with WHO/EPI ([World Health Organisation/ Expanded Programme on Immunisation](#)) and the [New Zealand Code of Good Manufacturing and Warehousing Practice for Manufacture and Distribution of Therapeutic Goods](#).
- Maintain vaccines under cold chain conditions at all times and adhere to the National Guidelines for Vaccine Storage and Distribution.
- Participate in the National Cold Chain Audit (NCCA).

Please refer to Appendix 1 for details of the services and Appendix 4 for the draft services agreement which PHARMAC would expect to enter into with a service provider. The draft services agreement has been provided in order to assist you in the planning of your proposal.

PHARMAC reserves the right to amend any part of the draft services agreement and any resulting agreement before and during negotiations, having regard to probity principles.

Please note that the Ministry of Health manages the audit and compliance of service providers involved in the storage and distribution of vaccines in New Zealand, including cold chain compliance. Therefore, working with the Ministry of Health and its agents to maintain quality standards is expected.

The funded vaccines that will be listed from 1 July 2017 on the Pharmaceutical Schedule (except seasonal influenza) are listed below. Further information can be found in Appendix 2, and stability notes can be found in the Immunisation Handbook. Note that the Services include tuberculin PPD tests but this product does not appear on the Pharmaceutical Schedule.

<b>Vaccine</b>	<b>Brand</b>
Bacillus Calmette-Geurin	<b>BCG</b>
Diphtheria and Tetanus	<b>ADT Booster</b>
Diphtheria, Tetanus and Pertussis	<b>Boostrix</b>
Diphtheria, Tetanus, Pertussis and Polio	<b>Infanrix IPV</b>
Diphtheria, Tetanus, Pertussis, Polio,	<b>Infanrix-hexa</b>
Hepatitis B and Haemophilus influenza type B	
Haemophilus influenza type B	<b>Hiberix</b>
Hepatitis A	<b>Havrix</b>
Hepatitis A	<b>Havrix Junior</b>
Hepatitis B 5 mcg	<b>HBvaxPRO</b>
Hepatitis B 10 mcg	<b>HBvaxPRO</b>
Hepatitis B 40 mcg	<b>HBvaxPRO</b>
Human Papillomavirus	<b>Gardasil 9</b>
Measles, Mumps and Rubella	<b>Priorix</b>
Meningococcal A, C, Y and W-135	<b>Menactra</b>
Meningococcal C	<b>Neisvac-C</b>
Pneumococcal (PCV10)	<b>Synflorix</b>
Pneumococcal (PCV13)	<b>Prevenar 13</b>
Pneumococcal Polysaccharide	<b>Pneumovax 23</b>
Poliomyelitis	<b>IPOL</b>
Rotavirus	<b>Rotarix</b>
Varicella	<b>Varilrix</b>
Mantoux Test	<b>Tubersol</b>

## 2. Types of proposal sought

PHARMAC is willing to consider proposals for the provision of Services described in this RFP for a period of approximately three years, which is anticipated to commence on or after 1 July 2017 until 30 June 2020.

## 3. Background to RFP

The storage and distribution services for all funded vaccines (with the exception of influenza), in addition to tuberculin PPD (Mantoux tests) are currently provided by two organisations, Healthcare Logistics, which has provided national storage and distribution service since 2015 and ProPharma, which has provided regional storage and distribution services since 1998.

The forecasting of future requirements and placement of orders is carried out by PHARMAC. A 24 month forecast of requirements is forwarded to vaccine suppliers and firm orders are placed with vaccine suppliers 6 months prior to delivery. These forward order schedules will also be forwarded to the service provider of the national storage and

distribution services. PHARMAC pays vaccine suppliers for the vaccine on delivery to the national storage warehouse.

Healthcare Logistics currently provides bulk storage of vaccines until they are ordered by the distributor (currently ProPharma). Healthcare Logistics also provides a quality control service, ensuring that vaccines are viable on receipt from vaccine suppliers.

ProPharma currently provides regional storage and distribution services for vaccines through 6 branches spread across New Zealand. Vaccine stock is transferred to its branches from Healthcare Logistics, and is stored and distributed to licenced immunisation providers on request. ProPharma participates in the National Cold Chain Audit (NCCA) process which monitors adherence to cold chain practices between despatch from ProPharma and receipt by the immunisation provider.

Further details on the services currently provided can be found within the National Guidelines for Vaccine Storage and Distribution 2012 ([www.health.govt.nz/publication/national-guidelines-vaccine-storage-and-distribution-2012](http://www.health.govt.nz/publication/national-guidelines-vaccine-storage-and-distribution-2012)).

## Schedule 2: RFP process

PHARMAC expects to follow the process set out below in the sequence indicated.

### 1. Submission

- (a) You may submit more than one proposal. Each proposal will be considered as a separate proposal.
- (b) Proposals must be submitted to PHARMAC **via the Government Electronic Tenders Service (GETS)** no later than **5.00 p.m.** (New Zealand time) on **29 November 2016**. Late proposals will only be considered at PHARMAC's discretion, taking into account the need for fairness to other service providers and the integrity of the RFP process.
- (c) You cannot withdraw your proposal, once submitted, while the RFP process is continuing.
- (d) If you have any enquiries about this RFP, you should submit them on GETS or alternatively contact PHARMAC by email at [procurement@pharmac.govt.nz](mailto:procurement@pharmac.govt.nz)

### 2. Evaluation

- (a) Following the deadline for submitting proposals an Evaluation Committee comprising PHARMAC staff will evaluate each proposal to select its preferred proposal(s).
- (b) The Evaluation Committee will evaluate proposals in light of PHARMAC's statutory objective which is "to secure for eligible people in need of pharmaceuticals, the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided". In doing so the Evaluation Committee will be guided by the Factors for Consideration (Factors) that form part of PHARMAC's then current Operating Policies and Procedures (OPPs), as published on PHARMAC's website ([www.pharmac.govt.nz](http://www.pharmac.govt.nz)), to the extent applicable. More information on the Factors can be found at [www.pharmac.health.nz/factors-for-consideration](http://www.pharmac.health.nz/factors-for-consideration).
- (c) The information to be taken into account in applying the Factors by the Evaluation Committee will be at its discretion, however it will include (in order of priority):
  - (i) Description of method of the Services;
  - (ii) your organisation's activities/experience/credentials in delivering services of the type required;
  - (iii) price and budget information;
  - (iv) the additional information included in your proposal in the form set out in Schedule 3; and
  - (v) any other information that the Evaluation Committee considers to be relevant having regard to probity principles.
- (d) Each proposal will be evaluated on the basis that the price offered, the expenditure entailed, and any other terms included in the proposal, are the best that the service

provider is able to offer. If you do not put forward your best terms you risk having your proposal excluded at the evaluation stage.

- (e) PHARMAC is not bound to select the lowest priced proposal or any proposal.

### 3. **PHARMAC may request further information**

- (a) PHARMAC may request such further information as it considers necessary from or about you for the purposes of clarifying or evaluating your proposal.
- (b) If PHARMAC requests further information from or about you, it is not obliged to request the same or any other information from or about any other party, provided that in PHARMAC's judgment this would not be unfair to any other party.

### 4. **Negotiation**

- (a) PHARMAC may negotiate with the submitter(s) of one or more preferred proposals, in the latter case whether or not the acceptance of either service provider's proposal would exclude acceptance of the other proposal.
- (b) Negotiations will proceed on the basis that the draft services agreement set out in Appendix 4 will apply, which will be developed into a formal agreement.
- (c) Given that PHARMAC expects your proposal to be the best you can offer, PHARMAC does not intend to initiate negotiation with you on price. However, PHARMAC does not exclude the possibility that the final price agreed will be different from the price put forward in your proposal, as a result of the impact that other negotiated terms may have on price.
- (d) PHARMAC may negotiate and enter into an agreement with a preferred service provider(s) on whatever special terms PHARMAC considers appropriate.
- (e) If PHARMAC and the service provider(s) are unable to reach a provisional agreement within what PHARMAC considers to be a reasonable time, PHARMAC may terminate those negotiations and negotiate with a different service provider(s).

### 5. **Approval**

- (a) Any agreement will be conditional on consultation (at PHARMAC's discretion) with other interested parties, to the extent PHARMAC considers consultation to be necessary or appropriate, and on Board approval (or approval by the Board's delegate acting under delegated authority).
- (b) PHARMAC will not consider any counter-offers received during consultation.
- (c) The agreement and any responses to consultation will be considered by PHARMAC's Board (or by the Board's delegate acting under delegated authority) in accordance with the Factors in PHARMAC's then current OPPs.
- (d) If the Board or its delegate does not approve the provisional agreement, then PHARMAC may initiate negotiations for an agreement with any other service provider(s).
- (e) The RFP process will be complete once PHARMAC has notified service providers of either:

- (i) the Board's or its delegate's decision to accept a negotiated agreement; or
- (ii) the termination of the RFP process.

**6. Miscellaneous**

- (a) PHARMAC reserves the right, having regard to probity principles:
  - (i) to make such adjustments to the above RFP process as it considers appropriate, at any time during the process, provided that it notifies service providers affected by those changes;
  - (ii) to meet with any submitter of a proposal at their place of business to discuss their proposal and to gain an understanding of their work environment;
  - (iii) not to accept any proposal;
  - (iv) to seek clarification of any proposal;
  - (v) to meet with any service provider in relation to its proposal;
  - (vi) to enter into an agreement or arrangement that differs in material respects from that envisaged in this RFP letter;
  - (vii) to suspend this RFP process. For example, if during the RFP process (and before an agreement is entered into) it becomes apparent to PHARMAC that further consultation is appropriate or required we may suspend the RFP process in order to consult. In this situation we may ask you to adapt and resubmit your proposal in light of consultation, or alternatively we may request that new proposals be submitted;
  - (viii) to terminate this RFP process at any time, by notifying service providers who submitted proposals, and, following termination, to negotiate with any service providers(s) on whatever terms PHARMAC thinks fit; and
  - (ix) to re-advertise for proposals.
- (b) You must not initiate or engage in any communication with other service providers in relation to the RFP, whether before or after submitting their proposal(s), until such time as an agreement is accepted by PHARMAC's Board or the Board's delegate.
- (c) You must not at any time initiate any communication with PHARMAC, the Ministry of Health (including its operating unit Medsafe), the Minister of Health (or any Associate Ministers) or DHBs or advisors to PHARMAC with a view to influencing the outcome of this RFP process.
- (d) You must pay your own costs for preparing and submitting your proposal.
- (e) Proposals are submitted in reliance on your own knowledge, skill, and independent advice, and not in reliance on any representations made by PHARMAC.
- (f) Your submission of a proposal will be taken as acceptance of the terms contained in this RFP letter. PHARMAC may exclude your proposal if you do not comply with any of the terms contained in this RFP letter.

- (g) This is an RFP and not a tender. Your proposal is not an offer capable of being converted into a contract for the supply of regional storage and distribution services by PHARMAC's apparent acceptance and instead a separate agreement needs to be negotiated.
- (h) PHARMAC is not liable in any way whatsoever for any direct or indirect loss (including loss of profit), damage or cost of any kind incurred by you or any other person in relation to this RFP.
- (i) PHARMAC will consider your proposal and information exchanged between us in any negotiations relating to your proposal, excluding information already in the public domain, to be confidential to us and our employees, legal advisors and other consultants, the Ministry of Health and DHBs (**Confidential Information**). However, you acknowledge that it may be necessary or appropriate for PHARMAC to release Confidential Information:
  - (i) pursuant to the Official Information Act 1982; or
  - (ii) in the course of consultation on an agreement entered into with a service provider; or
  - (iii) in publicly notifying any approval by the PHARMAC Board of that agreement; or
  - (iv) otherwise pursuant to PHARMAC's public law or any other legal obligations.

PHARMAC may consult with you before deciding whether to disclose Confidential Information for the purposes described in sub-clauses (i) to (iv) above. You acknowledge, however, that it is for PHARMAC to decide, in its absolute discretion, whether it is necessary or appropriate to disclose information for any of the above purposes, provided that PHARMAC shall act in good faith in disclosing any Confidential Information.

## 7. **Anticipated timetable**

- (a) Following receipt of proposals, PHARMAC anticipates:
  - (i) the Evaluation Committee evaluating proposals in **December 2016**;
  - (ii) negotiating with submitter(s) of one or more preferred proposals in **January 2017**;
  - (iii) consulting on an agreement in **February 2017**;
  - (iv) PHARMAC's Board, or the Board's delegate, considering this agreement in or after **March 2017**;

provided that the above timeframes are only approximate and may be extended, without notice being required from PHARMAC, if any stages of the RFP process take longer than anticipated.

## 8. **Governing Law**

This RFP is governed by New Zealand law, and the New Zealand courts have exclusive jurisdiction in all matters relating to this RFP



## Schedule 3: Information to be included in the proposal

### 1. Organisation Details

Identify and describe your organisation as follows:

- Legal name of your organisation (and including any trading name).
- Name and position of your contract person and their contact details.
- Your organisation's activities/experience/credentials in delivering services of the type required.
- The dimensions of the organisation (e.g. size, location, turnover, management, staff, financial size/status/stability).
- Name(s) and credentials of the person(s) you propose will provide the services
- The hours of operation for your organisation.
- Names and contact points for two or more referees PHARMAC may approach.

### 2. Details of Proposal(s)

- *Description of Method of the Services* – Describe how you intend to approach and provide the services outlined in Schedule 1 and Appendix 1, using the vaccine distribution volumes in Appendix 2 including:
  - An outline of the phases and timeframes for establishing the services, including a transition plan (if applicable);
  - The proposed arrangements and procedures/process for delivering the services;
  - How the services would be positioned and supported within your organisational structure.
- *Resources and personnel* – Identify the resources and personnel that will be applied/engaged to deliver the services. Identify and include details about the person who will assume overall responsibility for delivery of the services (Key Account Manager).

### 3. Financial

- *Price* – Specify your total price for delivering the services. We anticipate that the proposal would comprise fixed costs i.e. set monthly payment covering management costs, and activity costs i.e. costs per actual deliveries made per month. **All prices must be GST exclusive.** Refer to Appendix 2 for indicative volumes (vaccine doses and orders).
- *Budget* – Set out your budgeted breakdown of the services. Note that the more detail you provide in your budget, the more we will be able to establish the value provided by your proposal. Use the templates provided in Appendix 3 and include details where applicable such as:
  - Establishment and/or one-off costs.
  - Direct expenses (this might include items such as personnel, travel, facilities, resources).
  - Indirect expenses (this might include items such as administration, accommodation, overheads).

#### 4. Other items that need to be included in your proposal(s)

- a. **Settings:** you should describe the various licences and consents held, your facilities/buildings, plant and equipment, hours of operation and subcontracting relationships.
- b. **Vaccine storage, temperature control and monitoring.** The proposal should describe the total capacity of cold storage you have available for vaccines (in cubic meters), the location of where the cool unit(s) the vaccines will be stored in, the capacity of cold storage for available vaccines, how the cool unit(s) is controlled and monitored throughout the storage and distribution processes.
- c. **Vaccine inventory control and order management.** The proposal should describe:
  - How your warehouse inventory system enables real-time identification of the location and status of all vaccines held.
  - The stock management method used.
  - How your warehouse and freight management systems interact i.e. the ability to electronically track every order.
  - The warehouse inventory system reporting capabilities.
  - How vaccine orders would be processed.
- d. **Vaccine distribution.** The proposal should describe:
  - How you will establish and maintain the immunisation provider database, including your process for adding immunisation providers to the database, for preventing duplications in the database, and maintaining accuracy of the database.
  - Your vaccine transportation method. Validation (evidence) as to how long the transportation method maintains 2 – 8 degrees Celsius must be included.
  - How receipt of vaccine is verified on delivery.
  - Your process for receiving and disposing of vaccine returns.
  - Your ability to assist with distribution information on vaccines, vaccine or schedule changes or procedural changes, when requested.
- e. **Operational standards.** You should describe:
  - Your organisation goal(s) relating to vaccine storage and distribution.
  - Your quality vision.
  - Your quality (including self-audit) and risk management (including cool unit) processes and systems.
  - External audits undertaken (frequency and results).
  - Your site security processes
- f. **Linkages.** You should describe:
  - Account relationship management processes.
  - Immunisation provider relationship management processes.

#### 5. General Requirements

Ensure that your proposal addresses each of the following general requirements.

- a. **Professional expertise:** You and your staff must have the appropriate skills and expertise to ensure safe storage and distribution of vaccines used in the national Immunisation Programme. You and your staff must have the appropriate credibility and expertise in the field of storage and distribution of temperature-sensitive products.
- b. **Quality:** You should demonstrate how you will ensure that the services required will be of excellent quality. For example, you will need to demonstrate previous

experience in vaccine storage and distribution and describe the quality features of that previous experience. You should describe the quality assurance processes (including insurance) that will apply to your provision of services, especially in regards to cool unit failures, fire, theft etc.

- c. **Service Priorities:** You must show that you are able to put aside adequate time and dedicate appropriate resources to ensure that the provision of the services is not compromised by your other commitments. This will include ensuring the services are appropriately positioned within the organisation and have access to appropriate levels of support and facilities to ensure their effective operation.
- d. **Joint Ventures or Sub-Contracting:** If you intend entering into a joint venture or employing sub-contractors in order to provide the services, those other parties to the venture or the sub-contractors must meet the requirements of this tender. You should specify how you would ensure that they would meet these requirements, and each such party should be identified clearly in your proposal.
- e. **Conflict of Interest:** No conflict of interest shall occur. Identify any likely conflicts and how you would resolve them.

## 6. Additional distribution information

Cold chain accreditation (CAA) policy recommends that immunisation providers hold not less than two weeks and no more than six weeks' vaccine stock requirements at any given time. The CAA policy recommends that immunisation providers order monthly – at the most twice per month.

Currently, immunisation providers are entitled to two free deliveries per month from ProPharma ([www.health.govt.nz/publication/national-guidelines-vaccine-storage-and-distribution-2012](http://www.health.govt.nz/publication/national-guidelines-vaccine-storage-and-distribution-2012)).

In calculating the cost of distribution, your proposal should allow for two free deliveries per month to immunisation providers. In addition, your proposal should include any costs you intend to charge to for additional orders. These costs should be outlined in your budget template (Appendix 3).

## **APPENDIX 1**

Reference to 'funded vaccines' in this section includes all vaccines listed in Section I and Section H of the Pharmaceutical Schedule (from 1 July 2017), excluding seasonal influenza vaccine, and includes tuberculin PPD (Mantoux tests).

### **Service Specification**

#### **1. Vaccine storage and stock maintenance**

You will:

- a) maintain vaccines under cold chain conditions;
- b) store funded vaccine stock in accordance with the cold chain between the temperature of 2 degrees Celsius and 8 degrees Celsius;
- c) ensure that cold room infrastructure has capacity for 6 weeks' stock of funded vaccines and additional capacity for vaccines that may be approved for funding in the future; provide appropriate security for funded vaccine stocks;
- d) have a stock prevention programme in place to ensure that all the funded vaccine stock power supply is alarmed, monitored and facilities are managed to mitigate against vaccine loss;
- e) storage will be managed to minimise stock losses, to ensure that the oldest stock is issued before later deliveries and in conditions that meet all appropriate standards relevant to the storage of vaccines;
- f) log all breaches of cold chain process; and
- g) have a warehouse management system that must accurately show the location of funded vaccine held, interfaces with freight management system to allow full tracking of deliveries, shows all funded vaccines issued (including batch number and expiry date) to each immunisation provider and DHB hospitals, shows all funded vaccine returns and the reasons for the return.

#### **2. Vaccine Distribution**

You will:

- a) maintain an accurate database of licenced immunisation providers and addresses;
- b) ideally provide an online order system for immunisation providers to order funded vaccines;
- c) provide an up to date order form available for download from your company website;
- d) dispatch funded vaccines to immunisation providers, DHB hospitals, schools and to any other party that PHARMAC requests within 24 hours of receiving a purchase order;
- e) dispatch all orders within two hours of packing;
- f) ensure that all funded vaccine is maintained between 2 degrees and 8 degrees Celsius at all times during the distribution process;
- g) monitor funded vaccine transportation method at a rate of not less than 5% of deliveries;
- h) place a temperature monitoring device (data logger) capable of recording the temperature throughout the transportation phases for an individual vaccine; and
- i) obtain a signature or courier ticket statement on receipt by the immunisation provider, of every funded vaccine delivery.

### **3. Vaccine Returns**

You will:

- a) accept return of expired or damaged funded vaccine from immunisation providers;
- b) log where the funded vaccines have been returned from and the reason for the return;
- c) assign returned or recalled funded vaccine to the reject section of the warehouse, labelled and quarantined;
- d) destroy returned or recalled funded vaccine in accordance with the Resource Management Act 1991; and
- e) report details of any destroyed stock to PHARMAC at month end.

### **4. Reporting**

You will:

- a) Provide monthly reports to PHARMAC on a specified day each month which include:
  - i. total stock value (balance);
  - ii. stock summary (distribution data by DHB, number of deliveries per month by DHB);
  - iii. by distribution centre, doses ordered by and supplied to immunisation providers by funded vaccine;
  - iv. by funded vaccine, the number of doses ordered and supplied by high user immunisation providers; and
  - v. by immunisation provider, the number of returned and destroyed funded vaccines, the reasons why they are returned and the original despatch details.
- b) provide six monthly reports to the Ministry of Health or its agent monitoring national cold chain compliance:
  - i. monthly numbers of data loggers distributed in actual numbers and as a percentage of orders dispatched;
  - ii. historic monthly comparison over previous 12 months; and
  - iii. data loggers returned out of spec.
- c) reconcile all funded vaccine insurance claims on a six-month basis and provide details to PHARMAC; and
- d) assist PHARMAC and the Ministry of Health with distribution of information on funded vaccines, funded vaccine changes and schedule changes.

### **5. National Cold Chain Audit**

You will;

- a) Distribute National Cold Chain Audit monitoring devices and record cards to immunisation providers; and
- b) Distribute courier bags to immunisation providers to allow them to return the monitoring devices and record cards to the Immunisation Advisory Centre (IMAC).

### **6. Insurance**

You will:

- a) arrange and maintain insurance policies for all vaccine stock held on behalf of PHARMAC at the distribution centre(s) equivalent to the cost of the vaccine to PHARMAC;
- b) if requested, send a copy of the relevant policy renewals to PHARMAC. Whether or not insurance policies exist shall not derogate from your potential liability;

- c) do nothing to invalidate the insurance policies that you hold as required under paragraph (a) above or to prejudice your entitlement under those insurance policies; and
- d) reimburse PHARMAC for any claim against the policy for funded vaccine loss or any rebate you may receive for no claims where PHARMAC has paid the premium for the policy.

## APPENDIX 2

### 1. Pack dimension information

a. The following table gives an indication of the packaging dimensions for vaccines funded as at 1 July 2017.

It should be noted that packaging configuration determines the minimum order quantity for each vaccine type. If packaging configuration is one or ten doses per pack, then the minimum order quantity becomes one or ten respectively i.e. ordering is based on doses required not packs.

Vaccine	Abbreviation or common name	Proprietary name (manufacturer) of currently supplied vaccine	No of doses per pack	L (mm)	H (mm)	W (mm)
Adult Diphtheria-tetanus vaccine Booster	(Td)	<b>ADT Booster</b> (CSL)	<b>5</b>	173	102	25
Adult Diphtheria-tetanus-acellular pertussis	(Tdap)	<b>Boostrix</b> (GSK)	<b>1</b>	135	102	24
Adult Diphtheria-tetanus-acellular pertussis	(Tdap)	<b>Boostrix</b> (GSK)	<b>10</b>	178	105	30
Diphtheria-tetanus-acellular pertussisInactivated poliovirus- Hepatitis B-H. influenza type b vaccine	(DTaP-IPV- HepB/Hib)	<b>Infanrix-hexa</b> (GSK)	<b>10</b>	178	140	30
Paediatric Diphtheria-tetanus-acellular pertussis-Inactivated poliovirus vaccine	(DTaP-IPV)	<b>Infanrix-IPV</b> (GSK)	<b>10</b>	180	105	30
H. influenzae type b vaccine	(Hib)	<b>Hiberix</b> (GSK)	<b>1</b>	55	24	133
Hepatitis A vaccine paediatric	-	<b>Havrix</b> (GSK)	<b>1</b>	135	42	24
Hepatitis A vaccine (adult)	-	<b>Harvix Junior</b> (GSK)	<b>1</b>	135	42	24
Paediatric Hepatitis B vaccine 5 mcg/0.5 ml	(HepB)	<b>HBvaxPRO</b> (MSD)	<b>1</b>	85	30	30
Adult Hepatitis B vaccine 10 mcg/1.0ml	(HepB)	<b>HBvaxPRO</b> (MSD)	<b>1</b>	85	30	30
Adult Hepatitis B vaccine 40 mcg	(HepB)	<b>HBvaxPRO</b> (MSD)	<b>1</b>	85	30	30
Human papillomavirus vaccine	(HPV)	<b>Gardasil9</b> (Seqirus)	<b>10</b>	150	95	87
MMR vaccine and diluent	(MMR)	<b>Priorix</b> (GSK)	<b>10</b>	178	142	29
Meningococcal (Groups A, C, Y and W135)	-	<b>Menactra</b> (Sanofi)	<b>1</b>	60	30	32

conjugate vaccine						
Meningococcal C conjugate vaccine	-	<b>Neisvac-C</b> (Pfizer)	<b>10</b>	110	255	30
Pneumococcal conjugate vaccine	(PCV13)	<b>Prevenar 13</b> (Pfizer)	<b>10</b>	126	103	52
Pneumococcal conjugate vaccine	(PCV10)	<b>Synflorix</b> (GSK)	<b>10</b>	178	103	29
BCG vaccine and diluent	(BCG)	<b>BCG Vaccine</b> (Seqirus)	<b>100</b>	130	25	115
Pneumococcal polysaccharide vaccine	(23PPV)	<b>Pneumovax 23</b> (MSD)	<b>1</b>	150	48	24
Inactivated Polio vaccine	(IPV)	<b>IPOL</b> (Sanofi Aventis)	<b>1</b>	130	32	24
Rotavirus live reassortant oral vaccine	-	<b>Rotarix</b> (GSK)	<b>10</b>	130	41	160
Varicella-zoster live attenuated vaccine	-	<b>Varilrix</b> (GSK)	<b>10</b>	142	178	29
Tuberculin PPD for Mantoux tests	-	<b>Tubersol</b> (Sanofi Pasteur)	<b>10</b>	62	37	30

## Market Data

The stock on hand held by ProPharma fluctuates, however PHARMAC estimates the value of the stock held by ProPharma at any one time to be approximately \$3.5 million. Due to the potential fluctuations, PHARMAC staff estimate that a level of cover of up to NZD \$5 million per any one occurrence to be sufficient.



**Table 1. Forecasted vaccines purchased (packs) and delivered (orders) to immunisation providers for financial year ending 30 June 2018.**

VACCINE	Pack size	AKL	BOP	CAN	CC	CMU	HAW	HUT	LAK	MID	NLD	NLM	STH	SCA	TAI	TAR	WAK	WGI	WMA	WPA	WSC	Total packs
Bacillus Calmette-Geurin (BCG)	100 doses	63	8	9	5	0	6	11	5	3	6	5	6	2	3	5	12	0	3	0	2	150
Diphtheria and Tetanus (ADT Booster)	5 Doses	5,575	1,493	4,170	1,640	2,917	1,129	775	855	1,154	1,312	1,117	2,834	556	188	789	2,706	468	3,246	323	319	33,564
Diphtheria, Tetanus and Pertussis (Boostrix 1 Dose)	1 Dose	769	246	583	320	788	271	65	133	298	265	265	577	209	41	134	389	27	531	9	222	6,144
Diphtheria, Tetanus and Pertussis (Boostrix 10 Dose)	10 Doses	1,244	391	1,083	382	917	341	510	215	293	331	264	545	91	129	236	833	119	975	65	36	8,999
Diphtheria, Tetanus, Pertussis and Polio (Infanrix IPV)	10 Doses	798	284	689	411	878	244	218	174	268	283	185	400	74	85	180	607	72	763	63	42	6,716
Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B and Haemophilus influenza type B (Infanrix-hexa)	10 Doses	2,167	778	1,906	1,108	2,339	622	579	506	649	653	422	1,075	218	248	482	1,672	238	2,085	151	97	17,995
Haemophilus influenza type B (Hiberix)	1 Dose	6,788	2,412	5,686	3,345	6,909	1,909	1,688	1,438	2,054	2,006	1,337	3,261	669	732	1,487	4,936	687	6,635	461	328	54,769
Hepatitis A (Havrix)	1 Dose	424	3	33	19	37	6	14	1	5	9	7	25	3	3	2	10	7	34	4	0	648
Hepatitis A (Havrix Junior)	1 Dose	26	5	14	10	23	2	47	1	3	7	67	6	3	2	3	8	3	23	2	0	252
Hepatitis B 5 mcg (HBvaxPRO)	1 Dose	1,579	315	1,268	700	608	165	205	129	245	209	208	360	75	34	138	491	36	1,076	30	28	7,896
Hepatitis B 10 mcg (HBvaxPRO)	1 Dose	1,886	279	1,006	454	1,810	309	220	402	258	505	197	483	20	65	53	813	274	633	23	8	9,696
Hepatitis B 40 mcg (HBvaxPRO)	1 Dose	568	17	64	145	28	16	12	0	12	51	7	67	2	3	3	203	3	57	0	0	1,260
Human Papillomavirus (Gardasil 9)	10 Doses	1,837	643	1,870	336	1,828	562	1,115	353	548	564	425	988	139	170	359	1,308	195	1,662	152	64	15,117
Measles, Mumps and Rubella (Priorix)	10 Doses	1,619	520	1,288	815	1,467	418	394	311	532	610	330	724	133	147	329	1,203	139	1,338	98	64	12,479
Meningococcal A, C, Y and W-135 (Menactra)	1 Dose	505	68	226	130	125	28	75	29	68	55	45	92	16	8	40	86	20	155	22	8	1,800
Meningococcal C (Neisvac-C)	1 Dose	31	7	8	21	21	5	30	1	8	9	0	5	1	1	4	12	0	16	0	0	180
Pneumococcal (PCV13) (Prevenar 13)	10 Doses	428	152	365	213	448	119	109	92	124	123	83	203	41	46	92	313	45	405	29	19	3,448
Pneumococcal (PCV10) (Synflorix)	10 Doses	2,529	900	2,156	1,262	2,651	703	645	542	732	725	491	1,200	241	275	542	1,851	264	2,394	169	111	20,384
Pneumococcal Polysaccharide (Pneumovax 23)	1 Dose	979	119	205	164	1,686	68	36	49	67	111	40	174	104	11	42	122	24	216	19	23	4,260
Poliomyelitis (IPOL)	1 Dose	1,362	154	474	515	388	105	174	77	266	120	269	261	23	26	77	532	48	318	6	14	5,208
Rotavirus (Rotarix)	10 Doses	1,136	389	963	571	1,202	322	306	244	330	307	215	547	109	124	243	824	115	1,062	77	47	9,134
Varicella (Varilrix)	10 doses	1,069	380	895	527	1,088	301	266	226	323	316	211	514	105	115	234	777	108	1,045	73	52	8,624
Mantoux Test (Tubersol)	10 Doses	186	32	57	33	0	38	19	9	19	33	5	89	6	3	28	45	6	2	0	10	622
<b>Total Packs Purchased</b>		<b>33,538</b>	<b>9,581</b>	<b>24,990</b>	<b>13,107</b>	<b>28,119</b>	<b>7,677</b>	<b>7,504</b>	<b>5,785</b>	<b>8,250</b>	<b>8,600</b>	<b>6,187</b>	<b>14,420</b>	<b>2,837</b>	<b>2,455</b>	<b>5,494</b>	<b>19,726</b>	<b>2,896</b>	<b>24,639</b>	<b>1,774</b>	<b>1,491</b>	<b>229,068</b>
<b>Total Orders Distributed</b>		<b>2,533</b>	<b>941</b>	<b>2,339</b>	<b>1,160</b>	<b>1,764</b>	<b>664</b>	<b>553</b>	<b>495</b>	<b>692</b>	<b>901</b>	<b>692</b>	<b>1,536</b>	<b>397</b>	<b>181</b>	<b>620</b>	<b>1,476</b>	<b>260</b>	<b>1,796</b>	<b>145</b>	<b>133</b>	<b>19,278</b>

Note that the quantity of orders does not refer to the number of packages sent – in many cases for large orders, several boxes may be required to safely distributed vaccines under cold chain conditions.

## APPENDIX 3

### Budget template

Complete this template for your service budget. Under each umbrella service, add as many lines or levels of detail that will allow us to effectively evaluate your proposals. Costs must exclude GST.

Service	Details of calculation	Per annum price (excl GST)
<b><u>Vaccine Storage and maintenance costs</u></b>		
<b>Examples:</b>		
Warehouse and Cold Chain storage costs		
Facility costs (security, cleaning, pest management, alarm monitoring)		
<b><u>Distribution costs</u></b>		
<b>Examples:</b>		
Freight (includes returns)		
Warehouse labour and supervision		
Packaging		
Data loggers		
Destruction		
Reporting		
Insurance (full insurance)		
<b><u>Customer services/order entry/order communications</u></b>		
<b>Examples:</b>		
Website and URL hosting, maintenance, external audits and user testing		
Fax order form development, hosting, circulation and maintenance		
National customer service staff (account maintenance, IPFX licencing phone rental and enquiries)		
<b><u>Quality management and SOP systems</u></b>		
<b>Examples:</b>		
SOP maintenance and review, external audits, disaster recovery plans ect.		
<b><u>Information systems</u></b>		
<b>Examples:</b>		
Contribution to SAP (inventory management and warehousing software)		
IT Hardware, rental and licencing		
Key account management		
Administration		
<b>Other</b>		
<b>Totals</b>		