# Schedule 7: Checklist of documents to be submitted with your proposal

An electronic version of this form is available on [GETS](http://www.gets.govt.nz) or on [PHARMAC’s website](https://www.pharmac.govt.nz/news).

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

Please ensure all of the following documents are submitted with your proposal. Proposals that do not include mandatory responses will only be considered at PHARMAC’s discretion, taking into account fairness to other suppliers and maintaining the integrity of the RFP process.

| **Schedule / Attachments/Appendices** | **Response** | **Attached to submission (Yes/No)** |
| --- | --- | --- |
| Schedule 4 – Proposal form | Mandatory   * *Parts (a) to (s) are mandatory and must be completed* * *Parts (t) to (v) are optional* |  |
| Schedule 5 – Supporting documents | Mandatory |  |
| Schedule 6 - Acceptance of PHARMAC Standard Terms and Conditions for Medical Devices Part 1-7 | Mandatory |  |
| Schedule 7 - Checklist of documents to be submitted with your proposal | Mandatory |  |
| Attachment 1 – DES products and pricing spreadsheet  *Please ensure that all instructions as written at the top of the spreadsheet and in column headings have been followed and that all mandatory information is provided.* | Mandatory   * *Tier One pricing is mandatory for both hospital supply status and dual supply models. Any proposals that do not include a Tier One price will not be considered by PHARMAC (unless noted as provided at no cost to the DHB).* * *Hospital supply status model: Tier Two price is optional (refer Schedule 1).* * *Dual supplier model: Tier Two and Tier Three price is optional (refer Schedule 1).* * *Provision of GS1(GTIN) and UNSPSC numbers is desirable (not mandatory).* |  |
| WAND printouts for all proposed DES | Mandatory |  |
| CE or FDA or TGA certificates for all proposed DES | Mandatory   * *CE or FDA or TGA certificates must be submitted* * *If you are in the process of obtaining CE or TGA or FDA certification you must provide evidence of the certification process being underway.* |  |
| Supporting documents i.e. all of the appendices as listed in the table in Schedule 5 | Mandatory |  |
| Alternative price model attachments – refer Schedule 4 (p) | Optional |  |