# Tender Submission Form Offer Letter

<Insert today’s date>

Pharmac

***By electronic transfer using Pharmac’s eTender system***

Dear Sir/Madam

**Tender for the supply of certain pharmaceuticals - commercial in confidence**

In response to your invitation to tender dated 31 October 2022 (“Invitation”), we offer to provide the tender items specified in the attached form(s), in the presentations and strengths set out in the attached form(s), on the terms and conditions contained in the Invitation.

Set out below (or, where applicable, attached to this offer letter) is further information in support of our tender bid.

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| 1. **Our Contact Details**
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| 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. company registration number]* |
| Country of residence: | *[insert country where you (if you are a sole trader) or your organisation is resident for tax purposes]* |

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

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| 1. **Information About Our Organisation**
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| 1. Information about our Organisation structure:
 |  |
| 1. 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 our 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 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 NZGPP, subject to any concerns you identify (see (c)). | *[Yes / No ]* *In line with this policy, Pharmac is committed to understand and support what roles Māori businesses play in our supply chain. You can add any further comment on how your company supports economic and social outcomes for Māori in question 3(j) below.* |
| 1. For some of its procurement Pharmac is required to report to NZGPP 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 as a Māori business. If you indicate ‘No’, please provide reasons for our consideration.  | *[Yes / No ]*  |
| 1. Information about our management and technical skills:
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| 1. Information about our financial resources:
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| 1. Information about our, or our supplier’s, existing supply commitments:
 |  |
| 1. Information about our, or our supplier’s, previous supply performance:
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| 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. How does your Organisation support social, economic, 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 (such as noting the Māori Pasifika and regional businesses within your supply chain)
* supports improving conditions for New Zealand workers and support workforce diversity.

You may also add any further comment on how your company supports economic and social outcomes for Māori |  |
| 1. Any additional information Pharmac should consider under its [Factors for Consideration Framework](https://pharmac.govt.nz/medicine-funding-and-supply/the-funding-process/policies-manuals-and-processes/factors-for-consideration/):
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| 1. **Labour and human rights**
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| 1. How much visibility does your Organisation have over your supply chain?

 Please select one of the below options and explain why you 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.
* **Low:** You have identified major suppliers. You have very limited or no visibility of your supply chains other than major suppliers;
* **Other:** Outlined current status of your supply chain visibility
 |  |
| 1. Does your Organisation have a policy or policies in place to deal with modern slavery and worker exploitation?
 | Yes |  | No |  |
| 1. Does your Organisation have systems to monitor compliance with these policies?
 | Yes |  | No |  |
| 1. If 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 plans to do, to manage modern slavery and worker exploitation risks. |  |
| 1. Does your Organisation perform due diligence screening of all prospective suppliers to assess the risks of modern slavery or other human rights harms that may occur in its operations and supply chains?
 | Yes |  | No |  |
| 1. 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 for modern slavery and worker exploitation in future?
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| 1. 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 |  |

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| 1. **Environmental Sustainability**
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| 1. Does your Organisation have an environmental/sustainability policy?
 | Yes |  | No |  |
| 1. Does your Organisation have a sustainability report?
 | Yes |  | No |  |
| 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 Invitation* |
| 1. Has your Organisation received any environmental/sustainability award(s)?
 | Yes |  | No |  |
| If yes, provide details: |  |
| 1. Has your Organisation received any environmental fine/prosecution(s)?
 | Yes |  | No |  |
| If yes, provide details: |  |
| 1. Has your Organisation received any environmental audit(s) or does it comply with a recognised standard?
 | Yes |  | No |  |
| If yes, provide details: |  |

Signed for and on behalf of **<insert name of tenderer>** by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<Insert name>
<Insert designation>**