

15 November 2007

**TO: PHARMACEUTICAL SUPPLIERS**

**IMPORTANT INFORMATION ON PROPOSED ELECTRONIC TENDERING SYSTEM:**

- **REGISTRATION DETAILS REQUIRED FOR YOUR COMPANY**
- **INFORMATION AND TRAINING SESSION**

As outlined in our consultation document for the 2007/08 Tender, PHARMAC has engaged with a procurement service provider to implement an electronic tendering (eTendering) system for PHARMAC's annual multi-product tender. This system and submission mechanism would replace the current paper based system in its entirety. We refer you to the consultation document for more information should you require any (also available on our website at [www.pharmac.govt.nz/tender\\_documents.asp](http://www.pharmac.govt.nz/tender_documents.asp)).

The system is reliant on having an email address for the approver of any supplier wanting to submit Tender Bids. This needs to be known to PHARMAC before a Tender is issued.

In preparation of the system being approved the following information needs to be confirmed by you by **Friday 30 November 2007**:

1. Name of person who has the authority to submit Tenders.
2. Email address of that person.

The information in this facsimile should have been received by your company already via email from "PHARMAC Tender" ([tender@pharmac.govt.nz](mailto:tender@pharmac.govt.nz)).

If you have not received this then we do not have your correct email address or this email may have been caught in your spam filters.

The system is designed so that an email would be sent to one person within the company with an automatically generated password (this can be changed at a later date). This person is also given a user password to allow other people within the organisation to work on your Tender Bid(s) at anytime however without being able to submit them to PHARMAC.

**Information and Training Session**

As a result of consultation feedback we would like to offer you the opportunity to view the eTendering system before PHARMAC's Board makes a decision about the system. We therefore are holding two information and training sessions on the use of this system next month in Auckland.

*When:* **Thursday 6 December** at 10:30am to 11.30 am and 2pm to 3pm.

*Where:* Quality Inn Westend (room signage will be present)  
465 Great North Road  
Grey Lynn, Auckland

We would appreciate it if you could RSVP for this event so that we can organise numbers for catering purposes. Should you be unable to make this and would like to arrange an alternative time for PHARMAC to meet with you about the electronic tendering system please contact me instead on 04 916 7562 [mike.bignall@pharmac.govt.nz](mailto:mike.bignall@pharmac.govt.nz).

The system is very user-friendly however we will have a user guide available within the system and also on our website.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'm.bignall'.

Mike Bignall  
Therapeutic Group Manager