**Attachment 4: Checklist of Documentation and Information required for RFP Submission**

### Proposal for the Provision of Endomechanical and Electrosurgical Products

**[Company name]**

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

| **Documents & Information Requested in RFP** | **Mandatory / Desirable** | **Attached** **(Yes/ No)** |
| --- | --- | --- |
| Schedule Four Proposal Form | Mandatory |  |
| Attachment 1: Product Spreadsheet | Mandatory |  |
| Attachment 3: Acceptance of PHARMAC Standard Terms and Conditions Parts 1-7 | Mandatory |  |
| Attachment 4: Checklist of Documentation and Information required for RFP Submission | Mandatory |  |
| International compliance certificates for all submitted products | Mandatory |  |
| Financial impact analysis details (final tab in attachment 1) of your proposal | Mandatory |  |
| Supply chain arrangements you would have in place to support NZ market requirements | Mandatory |  |
| Describe proposed distribution and supply arrangements for your submitted products | Mandatory |  |
| Copies of requested current Insurance Certificates | Mandatory |  |
| Demonstration of supply chain experience and knowledge within the healthcare sector and specifically with New Zealand DHBs. If supply chain experience is for countries other than NZ, supply chain referees are to be supplied. | Mandatory |  |
| Information about management and technical skills of staff. | Mandatory |  |
| A statement of your understanding of DHB educational requirements and experience in providing training and product support for the devices submitted. If training and clinical product support experience is for countries other than NZ, clinical referees are to be supplied. | Mandatory |  |
| Detailed transition plan | Mandatory |  |
| Information about complaints and recall processes | Mandatory |  |
| Details for, warranties, cleaning instructions and sterilisation instructions for all equipment included in proposal. | Mandatory |  |
| Details of service agreements maintenance offers, factory approved training of clinical engineers (if applicable) | Mandatory |  |
| Details for warranties, cleaning instructions and sterilisation instructions for all reusable, defined-life and multiple use consumable items | Mandatory |  |
| Statement that all electrical powered equipment conforms to an International and/or New Zealand recognised Electrical Standard.  | Mandatory |  |
| Does the manufacturer operate a waste reduction policy? Is there a recycling process for their products in New Zealand? | Desirable  |  |