# Attachment 4: RFP response form

***Respondent to expand the boxes as necessary.***

**[*Respondent to insert date***]

Chief Executive
C/- Josh Wiles
PHARMAC
PO Box 10-254
(or for courier delivery:
Level 9
40 Mercer Street)
Wellington 6011
New Zealand

Dear Sir/Madam

**Proposal for the supply of Condoms and Water-based Lubricant**

In response to your request for proposals (**RFP**) dated [***insert date***], we put forward the following proposal in respect of [***insert product/s***].

Set out below is information in support of our proposal.

1. **Contact details:**

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| --- | --- |
| Name of supplier |  |
| Contact person |  |
| Address |  |
| Phone |  |
| Email address |  |

1. **Product sample details:**
2. Provide details if the samples provided differ from the products proposed to be supplied in Attachment One

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1. **Details of product presentation:**

***Respondents to duplicate the tables below as necessary for each presentation***

1. Male latex condoms

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| --- | --- |
| Presentation |  |
| Brand name |  |
| Nominal width(s) |  |
| Pack size (number of units) |  |
| Packaging type (e.g. dispensing, bulk) |  |
| Thickness(es) |  |
| Flavours |  |
| Colours |  |
| Any other details |  |

1. Male non-latex condoms

|  |  |
| --- | --- |
| Brand name |  |
| Nominal width(s) |  |
| Pack size (number of units) |  |
| Packaging type (e.g. dispensing, bulk) |  |
| Any other details |  |

1. Female non-latex condoms

|  |  |
| --- | --- |
| Brand name |  |
| Pack size (number of units) |  |
| Packaging type (e.g. dispensing, bulk) |  |
| Any other details |  |

1. Single-use water-based lubricant sachets

|  |  |
| --- | --- |
| Brand name |  |
| Pack size (number of sachets) |  |
| Sachet size  |  |
| Any other details |  |

1. Multi-use water-based lubricant packs

|  |  |
| --- | --- |
| Brand name |  |
| Pack size (must be 100 ml or greater) |  |
| Any other details |  |

1. **Capability** **and** **Capacity**:
2. Provide background information about your organisation

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1. Provide details of your organisation’s proposed role in the supply of the products discussed in this RFP. For example, are you a manufacturer or distributor? (if you are a distributor please provide details of the terms of any agreements such as duration and exclusivity).

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1. Provide details of your organisation’s other major markets, including existing and previous customers, both within New Zealand and overseas

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1. Provide information about your organisation’s current supply and distribution arrangements for the products discussed in this RFP including:
	* + track record,
		+ supply volumes
		+ lead times to supply (in a stable demand scenario, in the event of supply disruptions and when there is an unexpected surge in demand)
		+ capability and capacity to ensure continuity of supply

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1. Provide information about your organisation’s ability to ensure consistent quality including processes to ensure production consistency, current complaints management processes and your ability to recall stock, refund or credit for damaged or faulty goods:

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1. **Key features of your proposal:**
2. Reasons why PHARMAC should accept your proposal:

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1. Information about your sustainability and environmental management practices such as minimising product packaging:

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1. Additional information that PHARMAC should consider when evaluating your proposal:

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1. **Evidence of compliance with standards and legislation:**
2. In the table below for each category (as applicable) please identify and provide information about the relevant standards that your products comply with in order to be distributed within the New Zealand market including your certification number. More information about the [approved Standards](http://www.medsafe.govt.nz/regulatory/DevicesNew/6Contraceptive.asp) and legislation for distributing condoms in New Zealand can be found on the Medsafe website.

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| --- |
| ***Male latex condoms***  |
| *Relevant standard:* |
| *Certification number:* |
| ***Male non-latex condoms*** |
| *Relevant standard:* |
| *Certification number:* |
| ***Female non-latex condoms*** |
| *Relevant standard:* |
| *Certification number:* |
| ***Water-based lubricant***  |
| *Relevant standard:* |
| *Certification number:* |