

Schedule 4: Proposal form

An editable version of this form is available on the GETS listing for this RFP

<Respondent to Insert Date>

Chief Executive
C/- Catherine Kingsbury, Procurement
Pharmac - Te Pātaka Whaioranga
Level 9, 40 Mercer Street
Wellington, 6011

[By electronic transfer using GETS \(https://www.gets.govt.nz\)](https://www.gets.govt.nz)

Tēnā koe

Proposal for the supply of Oestradiol Gel

In response to your Request for Proposals (RFP) dated 5 April 2024, we put forward the following proposal in respect of **oestradiol gel**

You may expand the boxes below to suit the content of your response, please remove any guidance in *[square brackets]*.

1. Our Company Details	
Trading name:	<i>[insert the name that you do business under]</i>
Full legal name (if different):	<i>[if applicable]</i>
Physical address:	<i>[if more than one office – put the address of your head office]</i>
Business website:	<i>[URL address]</i>
Type of entity (legal status):	<i>[sole trader / partnership / limited liability company / other please specify]</i>
Registration number:	<i>[if your organisation has a registration number insert it here eg NZBN number]</i>
Does your organisation identify as being a Māori business?	<i>[Yes / No]</i>
Pharmac - Te Pātaka Whaioranga is committed to the Government's progressive procurement approach to increase the diversity of	<i>As part of adopting a progressive procurement policy, Pharmac is committed to</i>

government suppliers and achieve broader economic and social outcomes, with a specific focus on Māori businesses.

As part of this approach, Pharmac - Te Pātaka Whaioranga is committed to gaining a better understanding of how our agency can support the economic and social outcomes for Māori through this 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 - Te Pātaka Whaioranga is therefore gathering information from organisations as to whether they identify as a Māori business.

A Māori business for Government procurement reporting 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 - Te Pātaka Whaioranga’s supplier’s database and will be reported to New Zealand Government Procurement (NZGP), subject to any concerns you identify (see below).

understanding and supporting what roles Māori businesses play in our supply chain

Pharmac - Te Pātaka Whaioranga is required to report to NZGP on whether an organisation identifies as a Māori business as part of new progressive procurement reporting [requirements](#).

Please indicate either ‘Yes’ or ‘No’ as to whether you agree to Pharmac - Te Pātaka Whaioranga reporting on your organisation’s status. If you indicate ‘No’, please provide reasons for our consideration.

[Yes / No]

2. Our Points of Contact

Contact person:	<i>[i.e., who communications relating to the response(s) should be made to]</i>
Position:	
Phone number:	
Mobile number:	
Email address:	
Secondary contact person:	

Position:	
Phone number:	
Email address:	

3. Information About Our Organisation	
(a) Information about our Organisation structure.	<i>[you may embed organisational charts or similar]</i>
(b) Information about our management and technical skills.	
(c) Information about our financial resources.	
(d) Information about our, or our supplier's, previous supply performance, and ability to ensure continuity of supply of the proposed product(s).	
(e) Information about our quality assurance processes.	
(f) The New Zealand Government is committed to sustainable and inclusive government procurement and the Supplier Code of Conduct outlines the Government's expectations of suppliers in this respect, please outline: <ul style="list-style-type: none"> • how your Organisation meets or exceeds the expectations set out in the Supplier Code of Conduct. 	
(g) Please outline how your Organisation supports social, economic, cultural and environmental outcomes beyond supply of Pharmaceuticals (see New Zealand Government Procurement Broader Outcomes). Please also outline how your organisation: <ul style="list-style-type: none"> • Supports New Zealand businesses, including Māori, Pacific, and regional businesses, as well as social enterprises (if relevant) • Supports improving conditions for New Zealand workers and support workforce diversity. 	

4. Details of pharmaceutical presentation	
(a) Chemical name:	
(b) Brand name:	

(c) Strength(s):	<i>[eg mg per g]</i>
(d) Form:	<i>[eg gel]</i>
(e) Pack size:	
(f) Packaging type:	
(g) Shelf life and storage:	<i>[include months from date of manufacture and temperature to be stored at]</i>
(h) Labelling and images:	<p><i>[please embed file(s) into your response form or upload to GETS as clearly named file(s) separate to the response form(s)]</i></p> <p><i>Minimum specification requirements for images:</i></p> <ul style="list-style-type: none"> • <i>On a plain background (preferably white)</i> • <i>Minimal shadows and good lighting</i> • <i>Ideally images should include, pack exterior, sheet of units or similar, close up of unit</i> • <i>Separate images for different strengths or pack sizes</i> • <i>The product should take up 80% of the photo</i>

5. Details of pharmaceutical manufacture	
(a) Name and address of manufacturer(s) of the pharmaceutical (including API manufacturer, manufacturer of final dose form, packaging etc).	
(b) Details on pharmaceutical manufacturing sites and their registration with Medsafe or other international regulatory body.	<i>[eg TGA, FDA, MHRA]</i>
(c) Batch size/s:	
(d) Lead time (time from final notification of award to product being available to supply the New Zealand market).	
(e) Approximate manufacture time.	
(f) Approximate time for shipping.	

6. Evidence of market approval and any other required consents
--

(a) Evidence for market approval and any other required consents, include date of market approval.	<i>[please attach copy of Medsafe Gazette notice, either by embedding the document here, or uploading a clearly titled document to GETS alongside this form]</i>
(b) For any proposed products without market approval, but where the dossier has been submitted to Medsafe, please provide evidence of the submission, and status of regulatory approval application.	<i>[N/A if product is approved by Medsafe]</i>
(c) For any proposed products without market approval and where the dossier has not been submitted to Medsafe, please provide details of the planned submission date and timeframes to achieve registration.	<i>[N/A if product is approved by Medsafe]</i>
(d) Insert the details of any other consents required for the proposed products and any further details that are relevant to assessing the likelihood and timing of your brand gaining all the necessary consents.	<i>[N/A if product is approved by Medsafe]</i>
(e) Please confirm that you will supply FOUR physical samples of the proposed product(s) within 3 weeks of the RFP closing date.	
(f) Please confirm that you have included detailed labelling and images of the products and packaging as part of your proposal.	

7. Context surrounding proposed products and capability to support the product(s).	
(a) Key features of our proposal.	
(b) Confirmation that there are no intellectual property barriers (including patent barriers) to our supply of this product for the proposed indications in New Zealand, with additional information if required.	
(c) Information about our ability to ensure the continuity of supply of the pharmaceutical(s), including other countries where the product is widely in use; any additional information about our, or our supplier's existing supply commitments.	
(d) Information regarding our understanding of the different cultural considerations towards menopause.	
(e) Information relating to the education and support plan (if applicable) for the introduction of your product(s) with regards to Health New Zealand - Te Whatu Ora Hospitals, healthcare professionals,	<i>[you can attach supporting information (clinician support materials or similar) either by embedding the document here, or uploading a clearly titled document to GETS alongside this form]</i>

<p>individuals and their whānau initiating or transitioning to the proposed product(s). Include relevant information regarding the launch of your pharmaceutical in other jurisdictions.</p>	
<p>(f) Information relating to training and education materials that would be provided to Health New Zealand - Te Whatu Ora Hospitals, healthcare professionals, individuals and their whānau and caregivers using the proposed products. Consider ability to make patient materials available in multiple languages and culturally appropriate messaging.</p>	<p><i>[you can attach supporting information (clinician support materials or similar) either by embedding the document here, or uploading a clearly titled document to GETS alongside this form]</i></p>
<p>(g) Include information about the location, experience and qualifications of any staff that would be involved in supporting the proposed products (including those providing training and education).</p>	
<p>(h) Please outline how your Organisation would support improving access and responsible use of these medicines (eg services and resources that would be offered).</p> <p>(i) How would you support implementation of your proposal to ensure that access to treatment is equitable and contributes to equitable outcomes, specifically for Māori, Pacific peoples, and tāngata whaikaha - disabled peoples (but also for communities who have been underserved by the health system, including those living rurally or people who've been refugees).</p>	
<p>(i) Pharmac - Te Pātaka Whaioranga is committed to embedding Te Tiriti o Waitangi within our work, achieving health equity as a starting point, and supporting communities to promote and improve wellbeing. We are therefore interested in learning about your organisation's:</p> <p>(i) views on the barriers to achieving equitable outcomes for Māori and our other priority populations and what you consider your organisation's role within the wider health sector in overcoming these barriers;</p> <p>(ii) current resourcing, capabilities, infrastructure and/or initiatives to support Māori, Pacific peoples, tāngata whaikaha - disabled people and other groups experiencing health inequities to achieve Pae Ora;</p>	

(iii) current relationships with stakeholders and communities to help support the above; and (iv) future initiatives to support Māori, Pacific people, tāngata whaikaha - disabled people and other groups experiencing health inequities achieve Pae Ora.	
(i) Any other reasons why Pharmac - Te Pātaka Whaioranga should accept our proposal.	
(j) Any additional information Pharmac - Te Pātaka Whaioranga should consider under its Factors for Consideration Framework .	

8. Labour and human rights			
(a) Visibility over our supply chain Please select one of the below options and explain why you have selected this option: High: we have mapped the full supply chain for key products and services used by our organisation and have identified key suppliers at all levels of your supply chain. Moderate: we have identified major suppliers and have partially or fully mapped the supply chains for key products and services of our supply chain. Developing: we have identified major suppliers. We have very limited or no visibility of our supply chains for key products and services of our supply chain. Other: summary of the current status of our supply chain visibility.			
(b) Our organisation has a policy or policies in place to deal with modern slavery and worker exploitation.	Yes		No
(c) Our organisation has systems to monitor compliance with these policies.	Yes		No
(d) If you answered yes to either of the two above statements, please attach or link to the supporting information.			

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 risk.				
(e) Our organisation performs due diligence screening of all prospective suppliers to assess the risk of modern slavery or other human rights harms that may occur in its operations and supply chains.	Yes		No	
(f) 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 from modern slavery and worker exploitation in future?				
(g) Our organisation complies with recognised standards.	Yes		No	
(h) If yes, please identify the standard and outline the degree to which your organisation complies.				

9. Environmental Sustainability				
(i) Does your organisation have an environmental/sustainability policy?	Yes	[delete one]	No	[delete one]
(j) Does your organisation have a sustainability report?	Yes	[delete one]	No	[delete one]
(k) If yes to either of the two above questions, please attach or link:				
(l) How does your organisation contribute to environmental sustainability?	<i>[Please describe the measures you take to contribute to environmental sustainability – in general and specifically in relation to this RFP]</i>			
(m) Has your organisation received any environmental/sustainability award(s)?	Yes	[delete one]	No	[delete one]
(n) If yes, provide details.				
(o) Has your organisation received any environmental fine/prosecution(s)?	Yes	[delete one]	No	[delete one]

(p) If yes, provide details.				
(q) Has your organisation received any environmental audit(s), or does it comply with a recognised standard?	Yes	<i>[delete one]</i>	No	<i>[delete one]</i>
(r) If yes, provide details.				

10. Pricing and Terms of Supply

- As outlined in the RFP, you are required to submit pricing for each presentation you are intending to supply for. All prices must be in New Zealand dollars and exclusive of GST.

Having considered the *Pharmac standard terms and conditions for the supply of pharmaceuticals* and the *Pharmac Principal Supply Status template terms* are there any special terms you would like to note up front? Please refer to the Out of Scope and Negotiation sections of the RFP for areas Pharmac - Te Pātaka Whaioranga will not negotiate on. Please note, inclusion of any special terms does not guarantee acceptance by Pharmac.