**Attachment 5: Checklist of evidence and information required for RFP submission**

### Proposal for the Provision of Surgical implants, Medical and Surgical Instruments, Power Tools, and Associated Products

**[Company name]**

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

| **Documents & Information Requested in RFP** | **Mandatory / Desirable / Other** | **Attached**  **(Yes/ No)** |
| --- | --- | --- |
| Schedule 4: Proposal Form  (all mandatory response fields completed) | Mandatory |  |
| Attachment 1: Product Spreadsheet  (all mandatory response fields completed) | Mandatory |  |
| Attachment 3: Acceptance that PHARMAC Standard Terms and Conditions Parts 1-7 subject to change | Mandatory |  |
| Attachment 4: Checklist of Documentation and Information required for RFP Submission | Mandatory |  |
| Copies of international compliance certificates for all submitted products | Mandatory |  |
| Detailed financial impact analysis of proposal for each DHB based on current usage patterns (Excel format) named: **Attachment 2**:<***Company name> Financial impact analysis for* Surgical Implants, Medical and Surgical Instruments, Power Tools, and Associated Products** | Mandatory |  |
| Sales data including volume and spend, by DHB, in excel format, for the 12-month period 1 November 2020 – 31 October 2021 for all Surgical Implants, Medical and Surgical Instruments, Power Tools, and Associated Products sold by you to DHB Hospitals | Mandatory |  |
| Detailed transition plan example | Mandatory |  |
| Evidence of conformance to relevant standards | Desirable |  |
| Other attachments:  *[****Note:*** *Only brief examples as indicated in Schedule 4 will be accepted]*  *[Include name of attachment and which part of Schedule 4 it relates to]* | Optional |  |