# Schedule 4: Proposal form

An electronic version of this form is available on PHARMAC’s website at [www.pharmac.govt.nz](http://www.pharmac.govt.nz) and on GETS ([www.gets.govt.nz](http://www.gets.govt.nz)). You should complete all sections and expand the boxes as necessary.

**[*Supplier to insert date*]**

Director of Operations  
PHARMAC

c/- Jeremy Price

Procurement Manager

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

Dear Sir/Madam

**Proposal for the supply of Electromechanical and Electrosurgical Products**

In response to your request for proposals (**RFP**) dated 9 April 2018 we put forward the following proposal in respect of Endomechanical and Electrosurgical Products.

***You must also include information as outlined in Schedule 3 and Attachments 1, 3 and 4 as part of your proposal.***

Set out below is further information in support of our proposal.

1. Our contact details:

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| Full legal trading name in NZ |  |
| Key Contact person |  |
| Physical Address |  |
| Phone |  |
| Mobile phone |  |
| Facsimile |  |
| Email address |  |

1. Key features of our proposal and associated available services:

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1. Information relating to pricing ($NZ, GST exclusive) inserted in Attachment 1, including any related conditions or proposed terms:

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1. Information on our current contract status:

Please include the following in your response

* + - Expiry dates
    - Additional costs and volume data
    - In scope Endomechanical and Electrosurgical Products currently provided to DHB hospitals that are not included in proposal, and reason for this
    - For equipment and products that are not single use, outline (where applicable) current service agreements

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1. Evidence of international compliance (e.g. ARTG, CE Mark) and standards which our products comply (for example ISO standards):

Please attach copies of international compliance certificates and include identification number in Attachment 1.

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1. Information about our other major markets and previous supply performance (applicable  for products **NOT** currently supplied to DHB hospitals)

Please include the following in your response

* + Private New Zealand hospital market(s)
  + International hospital markets (public or private)
  + Please provide THREE clinical reference sites where products are used in similar ways and settings to DHB hospitals with sales volumes for 1 April 2017 to 31 March 2018
  + Please provide a supply chain reference

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1. Information about our Quality Management Systems including our current complaints management process and our ability to recall stock, refund or credit for damaged or faulty goods:

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1. Our understanding of DHB educational requirements and our experience in providing training support for the devices submitted.

Please include the following in your response

* + Information on the type of training and education you would provide for DHBs for your Endomechanical and Electrosurgical Products
  + Information on your educational team including their qualifications and the number of personnel

*Please do not include copies of manuals, advertising pamphlets or catalogues*

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1. Information about our current (and/or proposed) consignment stock management system: (if applicable):

Please include the following

* + Risk and liability arrangements
  + Responsibility for stock management
  + Auditing arrangements

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1. Information about how you envisage working with PHARMAC and other key stakeholders

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1. Information about our ability to support a DHB to transition to our products:

Please include the following in your response:

Overview of transition support with detailed transition plan specific to your Endomechanical and Electrosurgical Products

(l) Information about manufacturing waste reduction policies and within New Zealand recycling processes

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(m) Additional information that PHARMAC should consider when evaluating our proposal:

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