# Schedule 5: Checklist of documents to be submitted with your proposal

Please include the following information and evidence in your proposal. Proposals that do not include mandatory responses will only be considered at PHARMAC’s discretion, taking into account the need for fairness to other suppliers and maintaining the integrity of the RFP process.

| **Requirement** | **Evidence / Information** | **Response** | **Attached to submission (Y/N)** |
| --- | --- | --- | --- |
| **Schedule 3:** Proposal form | * Contact details
* Key feature of proposal
* Pricing information
* Statement of understanding of New Zealand legislative requirements
* Evidence of international compliance and standards your products meet
* Information about current arrangements with DHBs
* Financial analysis
* Distribution and supply arrangements
* Other major supply markets
* Information about your organisation
* Information about your financial resources
* Information about your Quality Management Systems
* Information about DHB educational requirements
* Transition support and plan
* Information about consignment stock
* Information on how you would work with PHARMAC and other key stakeholders
* Proposal/suggestions you would like PHARMAC to consider
* Additional information PHARMAC should consider
 | Mandatory |  |
| **Schedule 4:** Acceptance of PHARMAC Terms and Conditions | * Complete highlighted sections and Table if applicable
 | Mandatory |  |
| **Schedule 5:** Check list | * Complete attached to submission column
 | Mandatory |  |
| **Attachment 1**:Product and pricing spreadsheetDHB hospital usageFinancial impact analysis | * Provide product details as requested
* DHB volume and cost details
* Financial impact analysis details (final tab in Attachment 1)

Please note: All proposed Needle and Syringe Products **MUST** be WAND registered at the time of submission for this RFP.  | Mandatory |  |
| Alternative pricing model attachments | Please label any related attachments as - Alternative Pricing Model #1, #2 etc | Optional |  |