

conexa[®]

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PHARMAC's Electronic Tender (eTendering) System

Supplier Response User Guide

conexa[™] Request for Tender

Release 1.0

December 2007

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1. Invitation to Tender

You will receive an email similar to the one below:

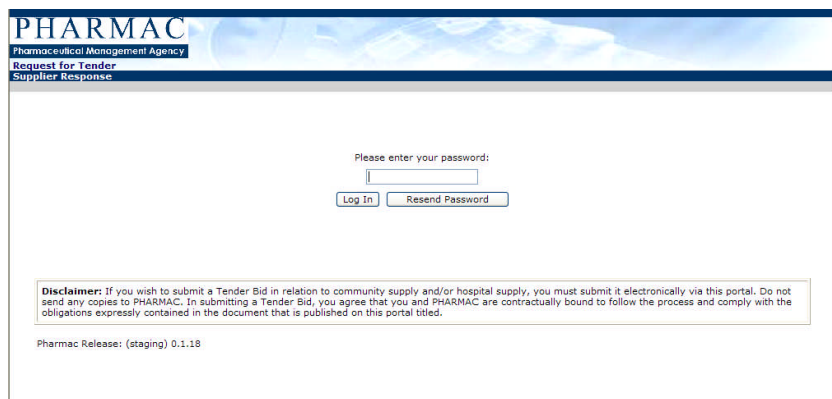


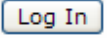
The email will contain 2 passwords.

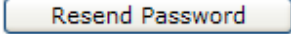
- The user password allows for responses to be entered and saved only.
- The approver password must be used when the tender response is submitted, however, the approver can also enter and save responses.

To access the tender response document, click on the link provided. This will take you to the secure Tender login page.

1.1 Tender Response Login Page



Enter your password (as received in the email) and click .

NOTE: If you have forgotten your password, click on . The new password will be emailed to your registered email address that PHARMAC has in its database.

1.2 Tender Header

PHARMAC invites tenders for the supply of certain pharmaceuticals to DHB hospitals and/or to community pharmacies in New Zealand. If you wish to submit a tender, you must submit it to PHARMAC no later than 05:00 PM (New Zealand time) on Thursday 29 November 2007. We look forward to receiving your response.

Request for Tender


Requestor Details

Tender Name	Invitation to Tender dated x N z				
Organisation	PHARMAC				
Contact Name	Mike Bignall				
Contact Email	tender@pharmac.govt.nz				
Contact Phone	+64 4 916-7562				
Requestor Currency	New Zealand Dollar				
Tender Type	Responses cannot be viewed by Pharmac until Tender is closed				
Tender Closing Date	Nov 29 2007 5:00PM [Pacific/Auckland Time]				
Tender Attachments	<table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Invitation to Tender dated 15 December 2006.pdf</td> <td>Invitation to Tender dated 15 December 2006</td> </tr> </tbody> </table>	File Name	Description	Invitation to Tender dated 15 December 2006.pdf	Invitation to Tender dated 15 December 2006
File Name	Description				
Invitation to Tender dated 15 December 2006.pdf	Invitation to Tender dated 15 December 2006				
Notes	Note: Offer letter and user guide are not attached				
Response Attachments	<table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="2">No Attachments</td> </tr> </tbody> </table>	File Name	Description	No Attachments	
File Name	Description				
No Attachments					

The top part of the header page contains the Tender details including contact details at PHARMAC and the tender closing date. You will receive reminder emails prior to the tender close date if you have not opened the tender or you have not submitted a response.

Any attachments, in addition to the Invitation to Tender document, provided by PHARMAC will be listed under Tender Attachments. To view attachments, click on the File Name.

To add your Offer Letter to your Tender Bid(s) click on **Add Attachment**. Select the file to add from your computer. Enter a description (e.g. Supplier X Offer Letter) and click **Save**. If required, other attachments can also be attached using this feature however please ensure that these attachments do not make your Tender Bid(s) non-conforming.

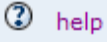
To delete an attachment, click on the  icon under Actions.

Attachment Details

File

Description


NOTE: There is a section within the Chemical Items to attach a copy of the therapeutic database report.

For additional help, click on . This will take you to a help document within our website.

The second part of the header contains the chemical names to be tendered.


The label at the top will tell you how many Chemical Names are included in this tender.

Chemical Name: Search

Displaying 1 - 25 / 252 

Chemical Name	Respond	Report	Restore	Status
Acarbose	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	●
Acetazolamide	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	
Aciclovir	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	
Alfacalcidol	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	
Alginic Acid	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	
Alprazolam	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	
Amantadine Hydrochloride	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	
Amiloride	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	
Amiodarone Hydrochloride	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	
Amitriptyline	<input type="button" value="Respond"/>	<input type="button" value="Report"/>	<input type="button" value="Restore"/>	

The Status light will be green if the data of that chemical is valid (i.e. all complete) and red if the data is invalid.

Each page displays 25 chemical names. Use the  buttons to move between pages or the search function above the list. The search function allows for “fuzzy” searches (.e.g. “para” would bring up the chemical paracetamol).

To see the details and/or enter data for a Chemical Name, click on next to the related Chemical Name.

To clear the data for a Chemical Name, click on next to the related Chemical Name. This will delete any data that you have entered for that particular Chemical Name.

1.3 Chemical Items

The items that belong to the Chemical Name are now displayed.

Chemical Name: Acarbose * asterisk means a mandatory field help Home Log Out

Tender Item Strength	Pack Size*	Unit Type Packaging*	Product Name*	Market Approval	Pack Price \$NZ for Community bid	Pack Price \$NZ for Hospital bid	Pack Price \$NZ for combined bid	Actions
Acarbose, Tab 50 mg	0.00	Select One		<input type="checkbox"/>	0.00	0.00	0.00	
Acarbose, Tab 100 mg	0.00	Select One		<input type="checkbox"/>	0.00	0.00	0.00	

(Click here to save Tender item bids) (Click here to validate Tender item bids)


To see additional information on a Tender Item, click on the item description to view the detail popup window. This information is all contained in Schedule 2 of the Invitation to Tender.


Aprotinin, Inj 10,000 mcg per ml,100 ml	
Units	0
Cost	0.0
Unit Subsidy	\$0.0
Partial Subsidy	no
+ (Patents Flag)	no
Pharmaceutical Cancer Treatment (PCT)	no
Community	yes
Hospital	yes
DV limit	1%
Comments	Not currently listed in the Pharmaceutical Schedule

Enter the following information for the chemical:

- To enter the pack size you need to choose a packaging type by clicking on the dropdown arrow.
- Enter the product name (if unknown please use TBA).
- If you have Market Approval, tick the checkbox.
- Enter your price for the appropriate markets and combined price if applicable.

NOTE: Columns marked with an * are mandatory. A popup message will display if mandatory fields are not completed. If greyed columns appear then you are not able to enter a price for this market as it has not been tendered. You can click on the Validate button at any time to check whether you have submitted all the mandatory information for the section of the response.

Should you wish to add another Tender Bid for a line item that you have already made a response for (e.g. different pack size), click  under Actions to copy the line and enter your data.





Should you wish to delete all the information for a line item click on the  under Actions to delete all the information.



Click  to save the data you have entered **before proceeding to the next section.**



1.4 Aggregated Bids


Once two or more bids have been entered and saved, the Aggregated Bid View button will become available.

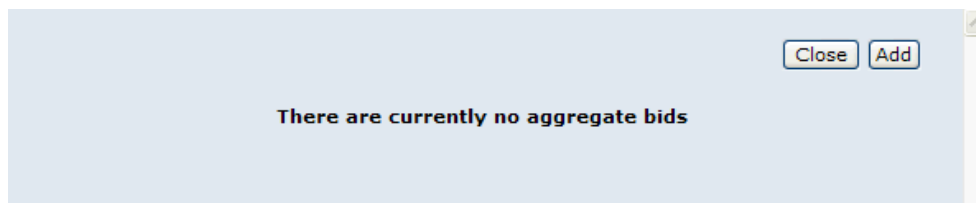
Chemical Name: Acarbose * asterisk means a mandatory field ? help Home Log Out



Tender Item Strength	Pack Size*	Unit Type Packaging*	Product Name*	Market Approval	Pack Price \$NZ for Community bid	Pack Price \$NZ for Hospital bid	Pack Price \$NZ for combined bid	Actions
Acarbose, Tab 50 mg	50.00	Cap	Test	<input checked="" type="checkbox"/>	10.00	0.00	0.00	 
Acarbose, Tab 100 mg	100.00	Cap	Test	<input checked="" type="checkbox"/>	15.00	0.00	0.00	 

 (Click here to save Tender item bids)  (Click here to validate Tender item bids)

Aggregated Bids  (Only available for use when at least 2 Tender item bids have been saved)
 Chemical Details*  (Information regarding product approval, lead time, manufacturing details and supply and distribution arrangement)

To enter Aggregated Bids, click on 



Click  to enter an Aggregate Bid. For additional help, click on  [help](#). This will take you to a help document within PHARMAC's website.

Only Tender Items and the markets that have had bids entered and saved will display in the Aggregate Bid window.

Tick the checkbox of the market(s) that you wish to enter an Aggregate Bid for. Remember at least two Tender Items must be checked in order to create an Aggregated Bid.

? help Add Close

Aggregated Bid 1				
Tender Item Strength	Pack Size	Community Bid	Hospital Bid	Aggregated Bid (\$NZ)
Acarbose, Tab 50 mg	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9.00
Acarbose, Tab 100 mg	100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12.00

A pop-up message will occur if invalid combinations are used. Click **Save** to save the data you have entered.

NOTE: Saved Aggregate Bids can be viewed at any time by clicking on the **View** icon next the Aggregate Bids.

Additional Aggregate Bids can be entered by clicking on **Add**

1.5 Chemical Details

To complete the chemical details section click on the **View** icon that is located on the bottom left under the Chemical Item section.

Chemical Name: Acetazolamide * asterisk means a mandatory field ? help Home Log Out

Tender Item Strength	Pack Size*	Unit Type Packaging*	Product Name*	Market Approval	Pack Price \$NZ for Community bid	Pack Price \$NZ for Hospital bid	Pack Price \$NZ for combined bid	Actions
Acetazolamide, Sodium inj 500 mg	0.00	Select One		<input type="checkbox"/>	0.00	0.00	0.00	

Save (Click here to save Tender item bids) Validate (Click here to validate Tender item bids)

Aggregated Bids **View** (Only available for use when at least 2 Tender item bids have been saved)

Chemical Details* **View** (Information regarding product approval, lead time, manufacturing details and supply and distribution arrangement)

This will show the following window:

Save Validate Close

* asterisk means a mandatory field

Chemical Details - Acarbose				
Date of market approval (please attach copy of Medsafe Gazette notice or therapeutic database report)	OR Date of submission of dossier (please attach confirmation from Medsafe that dossier has been submitted)	OR expected data of dossier submission to Medsafe		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
* One of the above boxes must be completed				
Lead time for supply (on the basis of your assessment of the size of the market for the Tender item)*	Lead Time Comments (if any)			
<input type="text" value="1"/> Month(s)	<input type="text"/>			
Name and location of manufacturer(s) of finished product*	Name and location of packaging site*	Name and location of manufacturer(s) of active ingredients*	Alternative name and location of manufacturer (s) of finished product (if any)	Alternative name and location of manufacturer (s) of active ingredients (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proposed supply and distribution for the Tender item*				
<input type="text"/>				

Fill in each section with the information required and click


NOTE:

- You need to complete one box only for the registration details of your product. You can however complete more than one box (if required).
- Any particular information you need to mention about your lead time can be added in the free text box next to the lead time drop down box. Please remember that the number you provide in the drop down box will be the lead time that we use for the contractual requirements of the Invitation to Tender and our analysis.
- At any time you can save your Chemical Detail data and return to it to complete.
- To check that you have completed all the required fields click on .

1.6 Chemical Attachments

To add an attachment to the Chemical, e.g. a copy of the therapeutic database report, click on . Select the file to add. Enter a description and click .

File Name	Description	Action
No Attachments		

As many attachments as required, can be added. To delete an attachment, click on the  icon under Actions. Please do not attach your Offer Letter at the Chemical level.

When you have completed adding or viewing data, click to return to the Tender home page. Ensure that you have saved your data.

1.7 Submitting a Tender

When you are ready to submit your tender response, click . Please note that if you have incomplete responses you will not be able to submit your responses to PHARMAC.

You will be requested to enter a password – this must be the approver’s password. You need to also enter your name as the approver. Please read the statement displayed and click either **Agree** or **Cancel**.

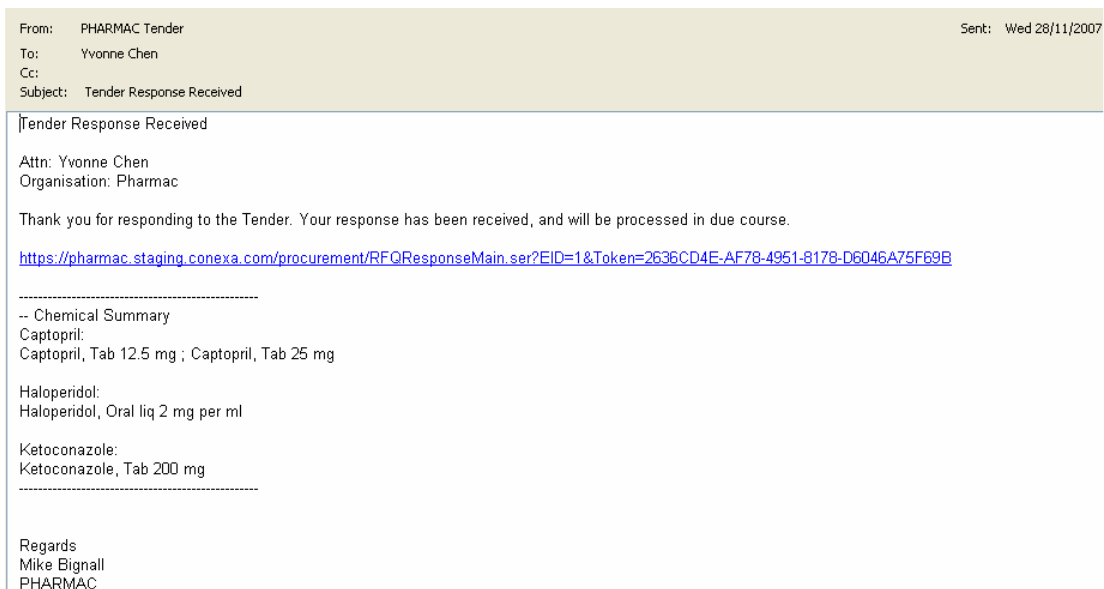
In response to the Invitation to Tender dated: 13 Aug 07 (the Invitation), we offer to provide the tender item(s) specified in this electronic submission to PHARMAC, in the presentations and strengths set out in the submission form, on the terms and conditions contained in the Invitation. In [entering our password/pressing "Agree"], we are agreeing that we have read and are bound by the Invitation in respect of this offer.

please enter your password


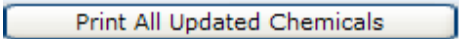
please enter your name

NOTE: You may submit a tender response as many times as you wish up until the close date, however, previously submitted bids are greyed and non-updateable.

The authorised user's email address will receive an email confirming the receipt of your response and also a summary of the chemicals.



1.8 Frequently Asked Questions

- Q: Why will my password not allow me to submit a bid?
A: *The correct "approver" password is required to complete submission.*
- Q: How will I know if my submission has been received?
A: *The authorised user will receive an e-mail confirmation following submission.*
- Q: The unit type for my product is not available in the drop down list, what should I do?
A: *Select the "Other" option in the drop down box and type in the unit type.*
- Q: What does invalid data mean?
A: *This means that one or more mandatory fields have not been completed.*
- Q: Is there a faster way to access a chemical name without using the  buttons?
A: *You can type the chemical name (or part of it) into the "Chemical name" field and search for the required chemical.*
- Q: I want to place a community and hospital bid for a chemical but it doesn't allow me to do so?
A: *A combined bid can only be completed when an individual community and individual hospital bid are completed.*
- Q: Am I able to change my bid once I have submitted it?
A: *Once you have submitted your bid(s) you will not be able to make changes, however you will still be able to make additional bids on other chemicals before the Tender closing date.*
- Q: Can PHARMAC access my Tender bid prior to the closing date?
A: *PHARMAC will not be able to view the tender bids before the closing date. The tender process will remain a closed tender as per the current process. The data will not be stored by PHARMAC.*
- Q: Am I able to see a summary of my Tender bid(s)?
A: *Click on the  to review your Tender bid(s) at any point of time.*
- Q: Who should I contact for more help?
A: *You can send your queries to tender@pharmac.govt.nz or contact us directly at PHARMAC. Conexa will also be available for support and have a support desk if required.*