# FAQ – Questions for non-contacted suppliers

## Which products is HPV trying to source during the COVID-19 pandemic?

We are currently seeking the following products from HPV contacted suppliers and new suppliers:

* surface disinfectants
* gloves
* protective apparel (gowns, face shields, protective eyewear etc)
* pathology consumables

Note this list will change as the pandemic evolves so please keep an eye on the [COVID-19](https://www.hpv.org.au/tenders-and-contracts/information-for-new-suppliers/prospective-suppliers/) Updates from HPV page on the HPV website.

Please note the Department of Health and Human Services is also seeking products for State-wide stocks. If you have a product that may be of interest, particularly new innovations, please send your details to covid-19supplies@dhhs.vic.gov.au.

## I have products in the categories HPV has identified – what’s next?

To assist HPV in conducting due diligence and reviewing your products as quickly as possible, please complete the table below and email to us at [suppliers@hpv.zendesk.com](mailto:suppliers@hpv.zendesk.com) as soon as possible.

Please also attach supporting information such as brochures and instructions for use. This is also available in a checklist on the COVID-19 Updates from HPV page on our website.

### Non-contacted supplier product checklist

|  |  |
| --- | --- |
| Information Needed | Supplier Response |
| Product code(s), including product descriptions and orderable unit of measure. |  |
| Availability of stock including stock on hand. |  |
| Lead times for stock to be manufactured. |  |
| When the stock would be available in Victoria |  |
| Is the product Australian TGA certified? |  |
| Is the product Australian TGA certified?  \*\*note the current exemption is for Federal Govt. orders only\*\* |  |
| Cost per orderable unit of measure (or please identify if you have a donation offer). |  |
| Payment terms |  |
| Provide product brochures and Instructions for Use (IFUs) (if available). |  |

## What criteria does my business need to meet when offering products?

In general businesses offering products for state-wide distribution are required to provide the details outlined in the **Non-contacted supplier product checklist** with the following considerations:

* Large commercial quantities available
* Agreeable payment terms
* Competitive and fair pricing
* Stock available now or arriving soon
* Trusted supply networks

## Can I approach health services directly?

Your business will need to approach HPV regarding products that are being sought on a state-wide level such as:

* surface disinfectants
* gloves
* protective apparel (gowns, face shields, protective eyewear etc)

If you do intend approaching a health service regarding other products, please contact them in advance if you intend visiting or delivering samples.

Be mindful the safety of patients and health service staff is paramount and adhere to any entry conditions.

See attached Directions from the Deputy Chief Medical Officer (Communicable Diseases): <https://www.dhhs.vic.gov.au/sites/default/files/documents/202003/Direction%20-%20Hospital%20Visitors%20%28signed%29.pdf>