

Request for Tender (RFT)—Supply of Medicines for Cranford Hospice

1. Introduction

Cranford Hospice Trust (CHT), a provider of Specialist Palliative Care in Hawkes Bay, invites pharmacies to submit tenders for the supply of medicines. The selected supplier will be responsible for providing a range of pharmaceuticals to support the healthcare needs of our patients both in the in-patient unit and the community.

2. Background

Medication management is large component of the workload for our service in supporting patients in symptom management. When patients are at home, they and their family or whānau carers are supported by CHT staff in management of the patient's medication in collaboration with the patient's general practitioner (GP).

While the GP remains the primary prescriber, our Community Palliative Care Nurses (CPCN's) can provide immediate medication support for symptom management in response to an urgent or acute situations through Standing Orders- which is generally in the form of subcutaneous medication. To enable this service provision the CPCN will take an emergency kit to the home visit (see Annexe 2 for emergency kit medications).

Medication that is prescribed and dispensed in the community are the property of the person they are prescribed for, and therefore storage and security are not the responsibility of CHT. However, CHT staff that are directly involved in the administration of, or in supporting self-administration of subcutaneous medication in the community. Support regarding storage medications will be offered to the patient/carer through the provision of a 'green box' (medications are stored in a cardboard green file box in the patient's home). If there is an identified risk of misuse of drugs in the home, the green box may be kept at hospice and supplies provided from there.

Pre-filled syringes and syringe drivers are drawn up (usually by the CPCN) from the patient supply or via the emergency kit if in the case of the patient supply running low or a Standing Order is required and recorded in the medication chart.

The CHT pharmacist has oversight of the supply of medications. A list of usually stocked medications is maintained by the pharmacist, including usual stock levels held, and notes about reordering. The oversight of ordering medication is the responsibility of the CHT pharmacist, with day-to-day orders placed by the Inpatient Unit (IPU) Nursing team- usually on a twice per week basis.

All controlled medications are stored in a locked metal safe within the locked drug room as per Misuse of Drugs Regulations 1977.

Quality Assurance

The CHT Pharmacist carries out a formal audit of medication (Quality Account) every 6 months as part of the general Internal Audit Programme (as required by legislation). Medication charts are audited every 6 months. The CHT pharmacist carries out a formal audit of medication management every 6 months as part of the general Internal Audit Programme. An audit of Controlled Drug Registers occurs on June 30th and December 31st of each year.

2. Scope of Work

The scope of work includes but is not limited to:

- Supply of Pharmac Funded (and occasionally non Pharmac funded) medications as per the funding requirements set out by Pharmac for Bulk supply orders (General rules of the Pharmaceutical Schedule 1.3.5) to ensure the regular provision of minimal stock levels and urgent supply of specific medications when required.
- Ensuring the timely supply of medicines to Cranford Hospice up to 6 days per week (delivery preferred).
- Facilitating the safe disposal of unused medicines from patient-named “green boxes”.
- Use Medi-map platform for dispensing prescriptions.
- Maintaining proper documentation and records related to the supplied medicines.
- Adhering to all relevant regulations and quality standards in the pharmaceutical industry.
- Providing excellent customer service and support to Cranford Hospice staff and patients.
- Ability to commence supply from **1 May 2024**

3. Tender Submission Requirements

Interested suppliers are required to submit their tender proposals by **18 April 2024**. The tender submission must include the following documents:

- A cover letter expressing interest in supplying medicines to Cranford Hospice.
- Company profile detailing experience, qualifications, and relevant certifications.
- Proposed pricing structure for unfunded/partially funded medications.
- Details of the supplier's delivery capabilities.
- References from previous clients (if available).
- Any additional information deemed relevant to the tender.

4. Evaluation Criteria

Tenders will be evaluated based on the following criteria:

- Compliance with tender submission requirements.
- Competitiveness of pricing.
- Delivery capabilities and reliability.
- Company reputation and experience in the pharmaceutical industry.
- Compliance with regulatory standards and certifications.

5. Selection Process

Upon receiving tenders, Cranford Hospice will conduct an evaluation of all submissions. The shortlisted supplier/s may be invited for further discussions or clarifications if necessary. The final selection will be based on the evaluation criteria outlined above.

6. Contract Award

The successful supplier will be notified of the contract award following the evaluation process. A formal contract agreement will be established outlining the terms and conditions of the supply arrangement.

7. Confidentiality

All information provided by suppliers during the tender process will be treated with the utmost confidentiality. Suppliers are advised not to disclose any sensitive information to third parties without prior consent.

8. Contact Information

For inquiries or to obtain further information, please contact Sharyn Flynn at Cranford Hospice by email sharyn.flynn@cranfordhospice.org.nz or phone 06 878 7047.

9. Important Dates

Tender Release Date: 28 March 2024

Tender Submission Deadline: 18 April via email to Sharyn Flynn
sharyn.flynn@cranfordhospice.org.nz

Contract Award Date: 22 April 2024

10. Disclaimer

Cranford Hospice reserves the right to accept or reject any tender submissions and to cancel or modify the tender process at any time without prior notice.