

Kaupapa-here | Procurement Policy

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- all employees of Te Pūkenga, including contracted staff, consultants and secondees providing services for Te Pūkenga, and those on fixed-term contracts (collectively referred to as Kaimahi in this policy); and
- where appropriate, Ohu Kaitiaki, which extends to all those operating at a governance level, including Council members and members of Council's advisory committees.

Mokamoka whakaaetanga | Approval details

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Policy sponsor (has authority to make minor amendments)	Head of Procurement	Policy owner	Chief Financial Officer
Contact person	Head of Procurement	Date of next review	30 June 2026

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	4 May 2021	Stephanie Ellingham Procurement Manager	Initial version
2	9 March 2023	Stephanie Ellingham Procurement Manager	Periodic review and update for national application.
3	8 September 2023	Hasita Wimalachandra Procurement Director	Final review
4	17 June 2024	Hasita Wimalachandra Procurement Director	Minor updates.
5	10 October 2024	Kristine Navera Head of Procurement	<ul style="list-style-type: none"> Minor amendments to wording. New clause 4.2 – reference to fraud, corruption or misconduct during procurement process. Clause 5.4 – sourcing threshold increased from \$20,000 to \$50,000.

			<ul style="list-style-type: none">• Clause 7.4 – clarification when independent probity audit may be recommended by Procurement.• New clause 10.5 – only CFO can approve exemption from policy and this request must be documented in a dispensation form.
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Kaupapa-here | Procurement Policy

1. Pūtake | Purpose

- 1.1. The purpose of this policy is to provide a framework to ensure that a consistent procurement practice is applied across Te Pūkenga network.
- 1.2. The policy articulates how Te Pūkenga seeks to maximize the overall benefits that can be delivered through good procurement practice and transparent decision making, enabling Te Pūkenga to deliver value for money, support financial sustainability and greater delivery of public good.

2. Mō tēnei kaupapa-here | About this policy

- 2.1. Procurement covers all aspects of purchasing goods, services and works. It starts with identifying the needs, then planning the best way to meet them; continues through sourcing the goods/services/works then managing the contract; and ends with expiry of either the contract or the asset's useful life.
- 2.2. Our purchasing and procurement decisions will be based on our guiding principles which provide a broad framework that supports accountability, sound practice and successful procurement results.
- 2.3. This document should be read in conjunction with the Government Procurement Rules. A link to the Government Procurement Rules, together with other applicable external rules and guidance, can be found at the end of this document.

3. Ngā Mātāpono | Principles

- 3.1 Te Pūkenga is committed to making fair, ethical and defensible purchasing and procurement decisions. In doing so Te Pūkenga will adhere to the following principles:
 - Procurement decisions and purchases must be legal, fair and transparent and in compliance with all applicable Te Pūkenga policies.
 - Goods, works or services procured must be fit-for-purpose and of appropriate quality.
 - Goods, works or services must provide good value for money, and must be necessary to achieve the purpose and mission.
 - All procurement and purchasing activities are undertaken in conformance with Te Pūkenga payment terms and conditions unless otherwise authorized in writing by the Chief Financial Officer or by the appropriate delegated officer.
 - All procurement will be authorized in accordance with Te Pūkenga policies and the Delegation Policy.
 - Where a contract is to be put in place, this contract must be reviewed, approved, and signed in accordance with the Agreement Approval and Management Policy (or, for Kaimahi within a business division, the equivalent policy within that business division, and the National Delegations Policy). For the avoidance of doubt, a contract is any written agreement other than a Purchase Order, including the acceptance of a written quote, order form or Statement of Work.

4. tikanga matatika | Code of Ethics

- 4.1 A basic principle of all procurement and purchasing is that it must be, and must be seen to be, beyond reproach. To this end, each Kaimahi should perform their duties in a manner which ensures that they maintain a reputation for fair, unbiased dealing with all suppliers. This will require everyone to exercise a high degree of honesty and integrity and to be able to demonstrate transparency of process through appropriate recordkeeping.

4.2 Any suspected fraud, corrupt behaviour or misconduct in relation to the procurement process, confidentiality, or disclosure of information will be fully investigated and dealt with in accordance with the National Fraud and Corruption policy.

5. pehea ta matou mahi | How we Work

5.1 The Government Procurement Charter sets out the Government's expectations of how agencies should conduct their procurement activity to achieve public value. The New Zealand Government directs agencies to:

- **Seek opportunities to include New Zealand businesses**

Openly work to create opportunities for local businesses and small-to-medium enterprises to participate in your procurement processes.

- **Undertake initiatives to contribute to a low emissions economy and promote greater environmental responsibility**

Ensure that economic and social development can be implemented on a sustainable basis with respect for the protection and preservation of the environment, reducing waste, carbon emissions and pollution. Te Pūkenga has specific sustainable outcomes identified in the Sustainability Plan and other initiatives adopted from time to time. It is the responsibility of the purchaser to review these outcomes to ensure adherence to expectations as applicable.

- **Look for new and innovative solutions**

Make sure you don't over-prescribe the technical requirements of a procurement, give businesses the opportunity to demonstrate their expertise.

- **Engage with businesses with good employment practices**

Ensure that the businesses you contract with operate with integrity, transparency and accountability, and respect international standards relating to human and labour rights. For businesses operating within New Zealand, ensure that they comply with all New Zealand employment standards and health and safety requirements.

- **Promote inclusive economic development within New Zealand**

Actively engage with Māori, Pasifika, and regional businesses and social enterprises to increase supplier diversity for Te Pūkenga and to contribute to our local economy. Openly working to include and support these businesses and enterprises through procurement will promote both skills development and a diverse and inclusive workforce. Te Pūkenga must have regard to guidance published by MBIE on how to effectively involve Māori, Pasifika, and regional businesses and social enterprises in contract opportunities

- **Manage risk appropriately**

Responsibility for managing risks should be with the party – either the agency or the supplier – that is best placed to manage the risk. Agencies and suppliers should work together on risk mitigation strategies.

- **Encourage collaboration for collective impact**

Look to support greater collaboration, both across-agency and across-businesses to give likeminded groups the opportunity to find common solutions within your procurement opportunities.

5.2 To help guide us through the process, there are Five Principles of Government Procurement set out in the Government Procurement Rules that Te Pūkenga is expected to follow:

1. **Plan and manage for great results**

- Identify your need, including what Broader Outcomes should be achieved, and then plan accordingly.
- Set up a team with the right mix of skills and experience.
- Involve suppliers early – let them know what you want and keep talking.
- Take the time to understand the market and your effect on it. Be open to new ideas and solutions.
- Choose the right process – proportional to the size, complexity and any risks involved.
- Encourage e-business (for example, tenders sent by email).

2. Be fair to all suppliers

- Create competition and encourage capable suppliers to respond.
- Treat all suppliers equally – we don't discriminate (this is part of our legal obligations).
- Seek opportunities to involve New Zealand businesses, including Māori, Pasifika and regional businesses and social enterprises.
- Make it easy for all suppliers (small and large) to do business with Te Pūkenga.
- Be open to subcontracting opportunities in big projects.
- Clearly explain how you will assess proposals – so suppliers know what to focus on □ Talk to unsuccessful suppliers so they can learn and know how to improve next time.

3. Get the right supplier

- Be clear about what you need, and fair in how you assess suppliers – don't string suppliers along.
- Choose the right supplier who can deliver what you need, at a fair price and on time.
- Choose suppliers that comply with the Government's Supplier Code of Conduct. Build demanding, but fair and productive, relationships with suppliers.
- Make it worthwhile for suppliers – encourage and reward them to deliver great results. Identify relevant risks and get the right person to manage them.

4. Get the best deal for everyone

- Get best public value – account for all costs and benefits over the lifetime of the goods or services.
- Make balanced decisions – consider the possible social, environmental, economic and cultural outcomes that should be achieved.
- Encourage and be receptive to new ideas and ways of doing things – don't be too prescriptive.
- Take calculated risks and reward new ideas.
- Have clear performance measures – monitor and manage to make sure you get great results.
- Work together with suppliers to make ongoing savings and improvements.
- It's more than just agreeing the deal – be accountable for the results.

5. Play by the rules

- Be accountable, transparent and reasonable. Clearly record our planning, processes and decisions so they can easily be audited.
- Make sure everyone involved in the process acts responsibly, lawfully and with integrity. Stay impartial – identify and manage conflicts of interest.
- Protect suppliers' commercially sensitive information and intellectual property.

5.3 Te Pūkenga will conduct our procurement activities in a manner that is consistent with the Government Procurement Rules and the Controller and Auditor General's Procurement Guidance for Public Entities, as statements of good practice.

5.4 The Procurement Team is responsible for managing organisation-wide procurement for Te Pūkenga. In line with the Government Procurement Rules, the Procurement Team will support the organisation with the following procurement process:

- **Planning** – when planning for procurement projects, Kaimahi will:
 - Use processes that are proportionate to the size, complexity and risks involved in the contract to get the best outcomes;
 - Take account of up-to-date knowledge about the market and the effect that the procurement activity has on it;
 - Involve internal stakeholders early in the process to explain needs, learn about potential suppliers, and explore opportunities for new solutions before going to market;
 - Ensure that financial approvals for the procurement project are aligned with the National Delegations Policy before going to market;
 - Record the sourcing and contract management strategy in a procurement plan and ensure that this is approved before going to market. For procurement value over \$250,000 (exclusive GST), a procurement plan is **required**. For procurement value between \$50,000 to \$250,000 (exclusive GST), a procurement plan is **recommended**. The level of detail in the procurement plan should be commensurate with the procurement value, but at minimum must include:
 - The objective of the procurement, including service/supply/needs requirements and intended outcomes;
 - The market approach – e.g., openly advertised ROI/RFP/RFT; closed RFP/RFT; secondary procurement process under the relevant All-of-Government (AoG) panel;
 - How proposals will be evaluated – i.e., evaluation methodology, evaluation criteria and weightings, evaluation team member roles and responsibilities, rating/scoring scale, and any due diligence required;
 - Procurement timeframe;
 - Available budget;
 - Proposed contract and term of contract; and
 - Any risks identified and risk mitigation strategies.
- **Sourcing** – when goods, services, or works are procured (with the exception of Academic Services), Kaimahi will:
 - Purchase from an existing government supply arrangement or contract such as an AoG Agreement if they meet the requirements. In addition, there may be other syndicated and collaborative contracts managed by other government departments or public sector organisations that Te Pūkenga may benefit from joining, and such options should be considered when making procurement decisions.

In accordance with the National Delegations Policy, before entering into any new AoG, syndicated or collaborative contract, the approval of the Chief Financial Officer or Chief Executive must be obtained. The National Procurement Team can advise on available contracts and how to access them. For further information on government supply contracts, a link to the New Zealand Government Procurement and Property website is provided at the end of this document.

- If there is no suitable government supply arrangement or contract available, the sourcing process set out in the following table shall apply:

Procurement Value ¹	<\$50,000	\$50,000 - \$250,000 ²	Over \$250,000 ³
Sourcing Approach	A single written quotation	Minimum 3 written quotes or proposals	Full contestable procurement process
Mandatory use of Te Pūkenga approved templates		✓	✓
Business/ Investment Case incorporating the procurement approach and/or Procurement Plan ⁴		✓	✓
Supplier Recommendation Report ⁵			✓
System Generated Purchase Order and/or a formal contract or Agreement	✓	✓	✓

- Sourcing for Professional Services Consultants and for Catering Services must comply with the below process:

Professional Services Consultants for a single one-off engagement:

Procurement Value	<\$100,000	Over \$100,000
Sourcing Approach	Single quotation from any applicable AoG panel supplier	Secondary procurement process from an applicable AoG consultancy services panel
Mandatory use of Te Pūkenga approved templates	Use MBIE or Te Pūkenga approved Services Request Templates	
Business/ Investment Case incorporating the Procurement Plan/approach	✓	✓
Supplier Recommendation Report		✓
System Generated Purchase Order and/or a formal contract or Agreement	✓	✓

¹ The Procurement Value is the total cost for the full delivery of the goods, services, or works over the life of the contract, including options to purchase additional goods, services or works; options to extend the contract term; any premiums, fees or commissions paid to a broker; and disposal costs (if any).

² For procurement activity within this threshold, where the procurement value is over \$100,000 it is recommended to seek guidance from the National Procurement Team to ensure transparency and accountability.

³ For procurement activities within this threshold, the National Procurement Team **must** be involved in the procurement process.

⁴ Refer section 5.4 of this Policy – a Procurement Plan is **required** for procurement with a value over \$250,000.

⁵ A Supplier Recommendation Report is required for any procurement activity over \$250,000.

Catering Services for specific functions such as Graduation Ceremonies, Conventions and Seminars:

- The expenditure must be in line with the Sensitive Expenditure policy and the National Delegations policy.
 - Business Divisions may as appropriate, obtain services direct from a local supplier who are able to meet Te Pūkenga terms and conditions, including payment terms and health and safety risk mitigation
- Sourcing of any digital and or related goods or services required by other than the Digital Team, must have pre-approval from the appropriate Digital Team Kaimahi having the appropriate financial delegation prior to initiating a sourcing exercise.
- **Contract management** – to ensure the benefits of the procurement are delivered, Kaimahi will:
 - set clear performance measures and monitor and manage the contracts against these measures;
 - encourage suppliers and recognise the delivery of great results; and
 - work with suppliers to achieve on going benefits for Te Pūkenga.
- 5.5 General considerations – in addition to the processes set out above, Kaimahi must also observe or be cognisant of the following:
- **Record Keeping** – full and accurate records relating to procurement activities, contract negotiations, and any contractual agreements must be retained and stored so they are readily accessible for audit, review or publication, as required. Records may only be disposed of in accordance with the Public Records Act 2005.
 - **Gifts and Hospitality** – Kaimahi are not permitted to accept any gifts and/or hospitality during a procurement process as this could affect the impartiality and integrity of the process. Any gifts and/or hospitality from suppliers offered to Kaimahi during a procurement process must be politely declined and reported to their manager and/or the Head of Procurement immediately. Guidelines on gifts and/or hospitality are detailed in the Sensitive Expenditure Policy.
 - **Supplier complaints** – suppliers may raise an objection or complaint with Te Pūkenga if they feel that due process has not been met. If a complaint is made, it must be responded to promptly and with impartiality, and efforts should be made to resolve all complaints in good faith. If required, complaints may be escalated to the Head of Procurement (and/or delegate) to help resolve.

6. kukuti | Contracts

- 6.1 Any financial commitment made on behalf of Te Pūkenga must be subject to a written agreement/contract. At a minimum, there must be a system generated Purchase Order issued subject to Te Pūkenga vendor setup form sent out with Purchase Orders.
- 6.2 Subject to the considerations outlined in the Agreement Approval and Management Procedure, all agreements other than certain a pre-approved template agreement (including, for the avoidance of doubt, a standard Purchase Order) must be reviewed by the Legal Office before signing by relevant parties to the agreement.
- 6.3 If any existing contract is proposed to be renewed beyond its current expiry (including any rights of renewal), such extensions or renewal must be subject to the requirements of this policy, as if the renewed contract was a new contract. The value of any renewed contract shall be calculated taking into account the entire contract term (from commencement).

- 6.4 If any existing contract is proposed to be varied, the Procurement Team must be consulted in advance to determine whether the requirement of this policy for new contracts shall apply.

7. Noho matatapu / Pānga taupatupatu | Confidentiality/ Conflict of Interest

- 7.1 Anyone involved in procurement, purchasing, and associated processes including authorising any expenditure and/or awarding a contract on behalf of Te Pūkenga will at times become aware of sensitive information including, but not limited to contract details, pricing of specific contractual arrangements, product details etc. Any such information must be treated as confidential and must only be used as necessary for the fulfilment of the individual's role in the process.
- 7.2 Kaimahi must always comply with the Conflicts of Interest Policy during procurement, purchasing, and associated processes. Kaimahi must declare any actual, potential, or perceived conflict of interest relating to any potential supplier by completing the Conflict-of-Interest and Confidentiality Declaration Form. Conflicts of interest with potential suppliers can arise in several different ways, including:
- Previously working for (or with) a potential supplier
 - Having a financial interest in the potential supplier's company
 - Receiving a gift or hospitality from a potential supplier
 - By association with the potential supplier either through familial or other personal relationships.
- 7.3 The Procurement Team will actively manage conflicts of interest and confidentiality during a procurement process that they facilitate. If kaimahi is identified to have a conflict of interest, the conflict should be managed by either:
- restricting kaimahi involvement in the procurement process;
 - removing kaimahi involvement in the procurement process; or
 - requesting the kaimahi to give up the private interest that created the conflict.
- 7.4 For procurement activity that is large, complex, high risk, or potentially controversial, the Procurement Team may recommend the engagement of an independent third party to provide probity assurance during the procurement process or to conduct a probity review to verify integrity of the procurement process.

8. hoko hiko ipurangi | On-line Electronic Purchasing

- 8.1 Some supplier contracts include the set-up of online purchasing options where buyer access, approvers and cost centres are configured in the suppliers' system allowing charges to a Te Pūkenga credit account for all goods or services requested via this portal. Where such arrangements are put in place, they will be managed by the Finance team, and buyers will receive specific instructions for the use of the portal and will be expected to use this.
- 8.2 On-line electronic purchasing where there is no formal contract in place is not a preferred method of making purchases and is discouraged. On-line electronic purchasing poses potential risks that needs to be considered before undertaking on-line electronic purchasing, particularly when ordering goods from overseas. For example, New Zealand law typically does not apply to overseas purchases, and legal enforcement is difficult. In addition, for goods ordered from overseas there will be costs for freight, import clearance, duty and similar; and support or warranty may not be available in New Zealand.
- 8.3 On-line electronic purchasing using a credit card must follow the policies and processes outlined in the Sensitive Expenditure Policy. Any purchase of \$2,000 and above must be approved by the appropriate delegated authority.

9. He rereke ki nga Ture Utu Paerewa | Standard Payment Terms

- 9.1 Te Pūkenga standard payment terms are as follows:
- a) Te Pūkenga will only engage suppliers who accept payment on 20th of the month following the month the invoice is received.
 - b) Te Pūkenga will not make any payment to a supplier without a valid purchase order number provided by Te Pūkenga in respect of the relevant goods and/or services.
 - c) Te Pūkenga will not accept default interest or registration of security interests.
 - d) Te Pūkenga does not make payment in advance of the relevant goods and/or services being provided.
- 9.2 There may be exceptions to standard payment terms, specifically when it comes to payments against;
- a) Training courses
 - b) Subscriptions both academic and digital
 - c) Software purchases
 - d) Professional memberships both institutional and or paid for on behalf of kaimahi (provided being part of the employment agreement of kaimahi).

Above exception payment requests must be made with supporting evidence including but not limited to a formal agreement between the parties and or a system generated purchase order.

- 9.3 For capital items which have to be imported or manufactured overseas, it is discouraged to make exception payment for same or similar reasons outlined in clause 8.2 under 'On-line Purchasing'.
- 9.4 Te Pūkenga can make progress payments, provided such a payment condition is agreed and duly specified in the agreement between the parties. This however only applies to infrastructure contracts and some property maintenance contracts.
- 9.5 Any other exceptions to standard payment terms including to clause 9.1 (a) above may be made only with the prior approval of the Chief Financial Officer for national contracts and by the Regional Finance Director for division specific contracts.
- 9.6 Te Pūkenga will not provide indemnities, agree to pay default interest, or provide personal or otherwise guarantees or warranties nor place signature on any supplier generated 'Credit/Account Application' forms, unless otherwise explicitly authorised by the Chief Financial Officer.

10. Kape/ hoko ohore | Exemptions/Emergency Procurement

- 10.1 A genuine emergency is a situation where there is a risk of serious harm to life, property or the environment. Usually, this situation will have arisen suddenly, and the emergency response process will have been triggered. In these circumstances, Te Pūkenga may need to be flexible in how goods and services are procured to mitigate the immediate risk and may adopt a more direct procurement process if the delay involved in conducting a routine procurement process will prevent suppliers delivering the goods or services in time to bring effective relief.
- 10.2 Where possible, standard delegations, suppliers and processes should be followed. However, if this is not possible, the Incident Controller has the authority to authorise time critical procurement and expenditure required to respond to the emergency. This must be documented, with reasons for the decision and action taken and where possible prior verbal approval should be sought from the CE, Chief of Staff, or appointed emergency response DCE on duty. If this is not possible, this should be escalated to these persons as soon as possible.

10.3 Examples of genuine emergencies are:

- natural or man-made disasters: such as earthquakes, cyclones, tsunamis, volcanic eruptions, flooding, fires or contamination
- failures of critical infrastructure or equipment such as failure of a building security system or a water main
- critical health or environmental emergencies: such as a pandemic or food safety incident
- political emergencies: such as a war, coup, or civil insurrection in New Zealand or countries where the New Zealand government offers support
- critical security emergencies: such as a terrorist attack, serious crime or major cyber security emergency
- unanticipated events that make it impossible for Te Pūkenga to perform a statutory or critical function in the necessary timeframe: for example, the accidental damage of the main data cable by a digger

10.4 For the avoidance of doubt, lack of planning, sudden decisions and or ad hoc requirements due to but not limited to poor stock control, lack of delivery management, change of mind are not considered as a procurement under emergency or an exemption to policy requirements.

10.5 Any exemption from following the sourcing process set out in this Policy can only be approved by the Chief Financial Officer. All exemption requests must be documented in the Te Pūkenga Dispensation Form, which can be obtained from the Procurement Team.

11. Ngā Haepapa | Responsibilities

Role	Responsibilities
All	<ul style="list-style-type: none"> • No member of staff may authorise reimbursement of their own expenses or payment of an invoice relating to them, or a company they have financial interest in • A system generated Purchase Order is the only means of committing Te Pūkenga to expenditure for the supply of goods or services. Suppliers must not be requested to provide goods and/or services until a Purchase Order is raised • Report any breaches of this policy
Employees and contractors (kaimahi)	<ul style="list-style-type: none"> • make sure that all purchasing has appropriate prior approval and funding • apply this policy and related policies and guidelines • Have a good understanding of the Government Procurement Rules and the Controller and Auditor General’s Procurement Guidance for Public Entities (good practice guide) • Engage/seek guidance from the Procurement Team for all procurement matters with a procurement value over \$100,000 (exclusive GST, and involve/include the Procurement Team for all procurement matters with a value over \$250,000 (exclusive GST)
Budget holder/department managers	Departmental Managers having the appropriate delegated authority must undertake a regular review of commitments for their Department/cost centre to ensure that all purchase orders are current and valid
Approver/holder of Financial Delegation	Operate within financial delegation in accordance with the Delegations Policy when approving purchase and procurement decisions.

	<p>Authorise purchasing appropriately, using good judgement and in line with the purchasing and procurement principles</p>
<p>Head of Procurement / Procurement Leads</p>	<ul style="list-style-type: none"> • Apply this policy and related policies and guidelines during procurement activities • understand and apply the Government Procurement Rules and the Controller and Auditor General’s Procurement Guidance for Public Entities (good practice guide) to the extent expected • make sure that all purchasing has appropriate prior approval, monitor procurement activities, including for compliance with this policy, report policy breaches, and identify opportunities for new supply arrangements • update, publish and communicate the Procurement policy and related guidelines, provide leadership and development of Te Pūkenga procurement capability
<p>Legal Support</p>	<ul style="list-style-type: none"> • Prepare and/or help with contracts • Review all contracts prior to signing (except where an exception is provided in accordance with the Agreement Approval and Management Procedure

12. Ngā Tikanga | Definitions

Term	Definition	
AoG	All-of-Government – a reference to Procurement contracts struck by MBIE on behalf of all government agencies which are available to Te Pūkenga to use	
Broader Outcomes	Government wide initiative that seeks to achieve wider social, economic, cultural and environmental outcomes through the acquisition of goods, services and works	
Conflict of Interest	A conflict of interest is any situation where your independence, objectivity or impartiality could potentially be doubted or challenged. A conflict of interest can happen when your official duties and your personal interests or responsibilities overlap. These may include financial involvements and/or relate to family, friends, acquaintances or other personal commitments or responsibilities. A conflict can be:	
	Actual	A conflict exists now between your official duties and your personal interests or responsibilities.
	Potential	A conflict could happen or is about to happen.
	Perceived	A situation where other people might reasonably think a conflict exists.
Kaimahi	worker, employee, clerk, staff	
Māori business	<p>Māori are defined as people with Māori whakapapa (verifiable genealogical lineage). Using AMOTAI definition, Māori businesses are defined as:</p> <ul style="list-style-type: none"> • Partnerships: at least 50% of each class of partnership interest is owned by Māori and such ownership must be reflected in the partnership agreement; or • Corporations/companies: Māori own at least 50% of each class of ordinary voting shares issued and at least 50% of each class of all other shares issued; or • Trusts: at least 50% of owner(s) of securities or assets held in trust are Māori; or □ <p>Sole proprietorship/trader: 100% ownership by Māori.</p>	
MBIE	Ministry of Business Innovation and Employment	
Supplier Recommendation Form	A form designed to summarise the supplier selection process and the reason for selecting a particular supplier	
Sustainability Plan	A sustainability plan is a roadmap for achieving long-term goals and documents strategies to continue the program, activities, and partnerships	

13. Ngā Hononga ki Tuhinga kē | Related Procurement Documents and Legislation

Ngā Kaupapa-Here e Hāngai ana | Related policies

- [Delegations Policy](#)
- [Records Management Policy](#)
- [Sensitive Expenditure Policy](#)
- [Agreement Approval and Management Policy](#)
- [Conflict of Interest Policy](#)
- [National Fraud and Corruption Policy](#)
- [Government procurement principles | New Zealand Government Procurement](#)
- [Government Procurement Charter | New Zealand Government Procurement](#)
- [Government Procurement Rules | New Zealand Government Procurement](#)
- [Procurement guidance for public entities \(oag.parliament.nz\)](#)
- [Contracts | New Zealand Government Procurement](#)

Ture whai take | Relevant legislation

- Public Finance Act 1989
- Commerce Act 1986
- Sale of Goods Act 1908
- Public Records Act 2005
- Education and Training Act 2020
- Public Bodies Contracts Act 1959
- Fair Trading Act 1986
- Companies Act 1993