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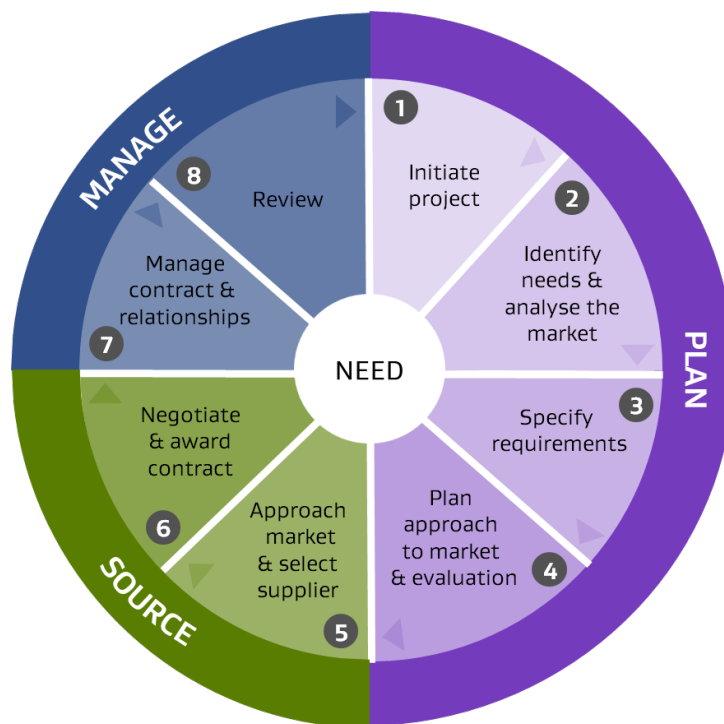
Procurement policy

Our procurement

Effective procurement helps us deliver more projects on time and within budget. It means less cost of doing business for all involved and reduces our exposure to commercial risk. Effective procurement can improve productivity and support supplier innovation.

This policy provides a structure for how EECA procures goods and services and manages ongoing contracts. It reflects government guidance and the standards required by law and follows the procurement life cycle.

Procurement covers all the processes around buying the goods/services/works we use to run our organisation and deliver our public service objectives. It starts with applying any lessons learned from the review of past procurements. We identify our needs, then plan the best way to meet them. Then, we source the goods/services/works and manage the resulting contract. Contracts may be renewed, then the contract may expire, or the asset will reach the end of its useful life. At this point we review the whole procurement for more lessons learned, then start the cycle again.



Purpose and scope

This policy and EECA's procurement procedures outline the approach that EECA will take to planning, sourcing and managing our procurement. They must be followed by all our temporary and permanent employees, consultants and contractors. Any departure from this approach must first be approved by the Commercial and Property Manager.

Accountability

We will review this policy every 2 years, or as required by staffing and legislation changes.

Our procurement objectives

Economic benefits

New Zealand Government Procurement Rules require us to consider economic benefits to New Zealand within our procurement activity.

[Rule 8: Economic benefit to New Zealand](#)

The actions listed under 'How we work' include steps to deliver economic benefits to New Zealand.

Our procurement objectives

- Get the best results from our spending, including sustainable value for money over the lifetime of the goods/services/works we buy.
- Raise performance standards through fair and effective management of our suppliers and service providers, to get the best public services for New Zealand.
- Help New Zealand businesses to grow capability and increase international competitiveness. We'll achieve this by working with them to identify opportunities to innovate and continuously improve planning, decision making and ongoing contract management.

How we work

We will apply the Principles of Government Procurement and Government Procurement Rules when planning, sourcing and managing our procurement, as these set the standard for good practice (including financial thresholds and procedures for advertising procurement opportunities).

The way we buy goods/services/works will vary depending on the value, complexity and risk involved. We will apply the approach best suited to the individual purchase, within the framework of the Principles and Rules – encouraging competitive tendering whenever possible.

Principles of Government Procurement and Government Procurement Rules

The principles are:

1. Plan and manage for great results
2. Be proportionate and right-size the procurement
3. Be fair to all suppliers
4. Get the right supplier
5. Get the best deal for everyone
6. Play by the rules

The rules are available at:

[Government Procurement Rules | New Zealand Government Procurement.](#)

Before we start

The person or team requesting the procurement needs to provide a detailed scope of work with defined requirements. It should describe the required outcomes, rather than specifying any solutions. If a solution is defined too early, we could miss out on better, more innovative options. The detailed scope of work will be used for writing procurement RFx documents.

Planning

When planning procurement projects, we will:

- use processes proportionate to the value, risk and complexity involved in the contract
- make sure we have up-to-date knowledge about the market and the effect our procurement has on it
- publish future procurement opportunities and/or advance notices, to help increase access for New Zealand businesses
- involve suppliers early in the process, fairly and transparently, to explain our needs, learn about them and explore opportunities for new solutions before going to market. This helps us save costs to suppliers, if it turns out they are not well placed to bid, and can reduce risk of later complaints
- consider subcontracting opportunities in big projects, so small and medium enterprises can grow their business capability
- include requirements for how our procurement will integrate economic benefits to New Zealand

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- write tender documents clearly, without unnecessary questions or jargon, to make it easier for New Zealand businesses to bid for our opportunities
 - ensure we have a plan to appropriately manage the resulting contract given value, risk and complexity
 - ensure we have financial approval aligned with EECA's financial delegations' policy before going to market.

Sourcing

When we buy goods/services/works, we will:

- purchase from government collaborative contracts, or EECA's existing supply contracts if they can meet our requirements
- give all suppliers a full and fair opportunity to compete – we will not discriminate on the basis of where suppliers come from or whether they have prior experience of working with government
- be open to involving New Zealand businesses as sub-contractors
- choose suppliers that have demonstrated their ability to meet our requirements and offer the best value-for-money over the lifetime of the goods/services/works, taking into account:
 - all the costs of ownership over that lifetime
 - suppliers' ability to deliver what we need at a fair price and on time
 - the economic benefits to New Zealand
- use approved government model templates as our default tender and contract documents
- have an approved purchase order/agreement in place before the supplier starts delivering goods/services/works – except when using a purchasing card.

Managing the contract

To get the best from our suppliers, we will:

- have a systematic approach for identifying and managing the contracts that we have
- set clear performance measures, including for the delivery of any economic benefits, then monitor and manage the contract against them
- encourage and recognise suppliers for delivering great results
- actively work with suppliers to make ongoing savings and improvements for both entities. This will help to avoid 'value erosion' and encourage suppliers to maintain innovation at the same pace over the life of the contract.

Meeting expectations

To build effective relationships with suppliers, we will:

- treat them all fairly and with respect
- be consistent, transparent, fair and accountable in the way we work
- be clear about what we require and how we will assess them before going to market
- give sufficient response time for our requests

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- protect their commercially sensitive information and intellectual property
 - offer a debrief to unsuccessful bidders
 - pay invoices within the timeframes set out in the Government Procurement Rules.

[Rule 36: Prompt payment times](#)

Playing by the rules

Our decisions and practices must be able to withstand public scrutiny at all times.

Demonstrating high standards of probity is essential to public confidence in our public services. Throughout our procurement activities, we will:

- clearly record our planning, processes and decisions so they can easily be audited
- document and manage conflicts of interest, including perceived conflicts of interest
- identify risks and get the right person to manage them
- act lawfully, ethically and responsibly.

Thresholds

For goods, services and refurbishment works, the Government Procurement Rules require procurements over \$100,000 to go to open tender

For procurements under \$100,000 we expect to procure from New Zealand companies that have the capability and capacity to deliver on the contract, where this also represents good public value.

Emergencies

[Guide to emergency procurement](#)

EECA recognises that in an emergency, we may need to depart from usual procurement processes in order to respond effectively. We will still follow best practices for emergency situations including:

- documenting our emergency procurements during the event, or as soon as possible afterwards
- acting within existing delegated authority, where possible
- if there is no existing delegated authority, and no time to obtain an approval, exercising good judgement and being prepared to provide a rationale for procurements
- if a procurement involves a major expense, obtaining verbal approval, at the very least, from an officer with sufficient delegated financial authority – followed up in writing – before making a commitment.

Roles and responsibilities

EECA managers are responsible for:

- managing their business unit's purchasing requirements
- ensuring their staff apply EECA's procurement policy and procedures.

Our procurement team is a decentralised procurement function that:

- provides advice on procurement processes over \$100,000 and as required for purchases of less than \$100,000.
- is responsible for ensuring that EECA's procurement policies and procedures are designed to meet the Government Procurement Rules.

Related procurement documents and law

Procedures, policies and guidance

- EECA's procurement policies and procedures.
- EECA's delegated financial authority policy
- EECA's purchasing / credit card policy
- EECA's code of conduct
- EECA's health and safety policy
- EECA's gifts and hospitality policy
- [Government Procurement Rules](#).
- [Principles of Government Procurement](#).

Legislation

- Public Finance Act 1989.
- Commerce Act 1986.
- Public Records Act 2005
- EECA Act 2020
- Crown Entities Act 2004.

Policy owner

This policy is the responsibility of Commercial and Property Manager.

Further information

For more information on EECA's procurement, please contact: applications@eeca.govt.nz