

## Stage 3 – Specify requirements

At this stage, having prepared a statement of needs and researched the market, it is critical to clearly and accurately specify the requirements. A comprehensive statement of requirements should ensure that the intended results satisfy the needs.

Requirements can be written in various formats e.g. terms of reference or specification of goods. Often the nature of the format will depend upon the type of procurement and the agency's own practice.

Below are some specific guides, tools, templates and training relevant to this stage in the procurement lifecycle. These resources are not intended to be an exhaustive list. We recommend you read the [Guide to Mastering Procurement \[1 MB PDF\]](#), which covers this stage in detail, within the context of the end-to-end lifecycle.



[Policy and guidance](#)



[Tools and templates](#)



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### Policy & guidance

#### Policy

[MED: Mandatory Rules for Procurement by Departments](#)

- Using external experts (paragraph 22)
- Technical specifications (paragraph 19-22)
- Prohibition of offsets (paragraph 18)

#### Guides

- [MED Guide: Mastering Procurement \[1 MB PDF\]](#)

#### Sustainability

- [Sustainability Guide 4: Define Specifications & Invite Tenders \[303 kB PDF\]](#)
- [MAF: NZ Timber & Wood Products Procurement Policy](#)
- [MED: Sustainable Government Procurement Project: Category reviews \[565 kB PDF\]](#)



### Tools & templates

This section is currently being developed. If you have any tools or templates that you would like to see included please email us at [procurement@med.govt.nz](mailto:procurement@med.govt.nz).



### Training

- [Demystifying Procurement](#)