

Stage 5 – Approach market & select supplier

This phase is about ensuring the right suppliers submit quality offers and that the best supplier is selected for the right reasons.

Suppliers must be treated fairly, impartially and equitably at all stages in the procurement process. This means that ethical standards of behaviour must be demonstrated by all people involved in the procurement at all stages in the procurement.

Supplier selection must be based on the process and methodology set out in the procurement plan. You should not deviate from the plan, unless you give all interested suppliers notice of the change and sufficient time to respond.

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](#)



[Training](#)



Policy & guidance

[MED: Mandatory Rules for Departments \[88 Kb PDF\]](#)

- Non-disclosure of confidential information (paragraph 15)
- Non-discrimination (paragraphs 16 & 17)
- Tendering procedures (paragraphs 23 - 40)
- Awarding contracts (paragraph 43-46)
- Audit requirements (paragraph 53)

Guides

- [MED: Guide to Mastering Procurement \[1 MB PDF\]](#)
- [MED: Government Procurement in New Zealand – Policy Guide for Purchasers \[133 kB PDF\]](#)
- [MED: Evaluation Panel – A guide for evaluation panel Chairs \[365 kB PDF\]](#)
- [MED: Quick Guide to conflicts of interest \[300 kB PDF\]](#)
- [OAG: Managing Conflicts of Interest](#)
- [Commerce Commission: Guidelines to recognise and deter bid rigging](#)

Sustainability

- [APCC: Guide - Assessing a supplier's sustainability credentials](#)
- [Sustainability Guide 3: Evaluate and Select Suppliers \[291 kB PDF\]](#)

Due diligence

- [Quick Guide: Due Diligence \[277 kB PDF\]](#)

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Tools & templates

RFX Templates

- Request for Quote (*coming soon*)
- Expressions of Interest (*coming soon*)
- Registration of Interest (*coming soon*)
- Request for Proposal (*coming soon*)
- Request for Tender (*coming soon*)

Posting the tender

- [Template: Tender Advert \[78 kB DOC\]](#)
- [Template: GETS Notice of Opportunity \[165 kB DOC\]](#)

Receiving responses

- [Log Supplier Questions \[21 kB XLS\]](#)
- [Log Tenders Received \[17 kB XLS\]](#)
- [Letter: Receipt of Tenders \[40 kB DOC\]](#)
- [Letter: Unsuccessful Supplier – late \[41 kB DOC\]](#)

Evaluation

- [Template: Evaluation Panel Instructions \[191 kB DOC\]](#)
- [Template: Evaluation of Mandatory Conditions \[119 kB DOC\]](#)
- [Template: Tender Criteria Evaluation Form \[166 kB PDF\]](#)
- [Template: Evaluation Panel Minutes \[188 kB DOC\]](#)
- [Letter: Unsuccessful Suppliers \[41 kB DOC\]](#)
- [Letter: Short Listed Suppliers \[46 kB DOC\]](#)
- [Letter: Preferred Supplier \(short form\) \[42 kB DOC\]](#)
- [Letter: Preferred Supplier \(long form\) \[49 kB DOC\]](#)

Due diligence

- Reference check questionnaire (*coming soon*)
- [Check List: Due Diligence \[121 kB DOC\]](#)



Training

- [Demystifying Procurement](#)
- [Enhancing Tender Evaluations](#)