



Procurement planning

Annual Procurement Plan (APP) and Strategic Procurement Outlook (SPO)

As part of good procurement practice, agencies are encouraged to publish a Strategic Procurement Outlook (SPO) and an Annual Procurement Plan (APP). Agencies who are subject to the Mandatory Rules for Procurement (Public service agencies, New Zealand Police and New Zealand Defence Force) must publish this information.

Strategic Procurement Outlook (SPO)

A Strategic Procurement Outlook is a high level summary of an agency's purpose, goals and overarching procurement objectives. It gives suppliers an overview of the agency's purpose and business requirements.

- [Strategic Procurement Outlook \[491 kB PDF\]](#)
- [Current SPOs](#)

Annual Procurement Plan (APP)

An Annual Procurement Plan is an annual forecast of anticipated procurements. It gives suppliers advance notice of possible contract opportunities.

The information contained in an APP is for planning purposes only. It does not represent an invitation for bids or a pre-solicitation. It is not a commitment by the agency to purchase the described goods or services. All forecast procurements listed in an agency's APP are subject to change or cancellation.

- [Annual Procurement Plans Guide \[473 kB PDF\]](#)
- [Annual Procurement Plan APP Excel Template \[3.5 MB XLS\]](#)
- [GETS Tender Watch Code \[105 kB XLS\]](#)

Current APPs

Once an agency submits its APP to MED, MED collate all APPs into a master spreadsheet. This information is available to both agencies and suppliers.

- [List of Current APPs](#)

Approach to market

When an agency is ready to formally approach the market, by way of e.g. RFT, and wishes to advertise the opportunity on GETS, it should complete a 'New Listing' form and submit this along with its tender documents to GETS.

- [New Listing: GETS New Tender Key Information Form \[171 kB DOC\]](#)