

Quick Guide Completing an Annual Procurement Plan



Overview

This guide supports your agency in completing its Annual Procurement Plan (APP). Under the Mandatory Rules for Procurement all Public Service departments, NZ Police and NZ Defence Force are required to publish an APP. Other agencies are also encouraged to publish an APP.

Purpose

An APP is a rolling list of planned procurements. It gives suppliers advance notice of upcoming tenders and opportunities to do business with government. It also helps identify emerging common trends in the types of goods and services being purchased across your agency and across government. This will better inform strategic procurement through greater collaboration.

An APP is indicative only and does not create a legal or binding commitment to go to tender.

The APP is complemented by a separate Strategic Procurement Outlook (SPO) which provides a high level summary of your agency's purpose, goals and overarching purchasing objectives.

Content

The APP is designed to capture the following procurements:

- Goods & services > NZ\$100,000
- Construction services > NZ\$10 million
- Recurrent contracts that are due for renewal
- New collaborative approaches to market.

The APP must not include any planned purchases under an All of Government Contract (i.e. stationery, passenger vehicles, laptop & desktop computers, and single and multi-functional print devices).

Regular updates

Those agencies who are required to publish an APP must ensure it is updated at least every six months. The Ministry of Economic Development will publish consolidated updates by 1 March and 1 October each year.

Template

Agencies must use the template provided. You must not change the format as the template submissions will be used by the Ministry of Economic Development to collate all APPs into a single searchable document.



Instructions

1. Develop your APP using the excel template provided by the Ministry of Economic Development.
2. Save your document using the following naming convention: "Ministry of 'X' APP"
3. Email your APP to procurement@med.govt.nz



Support

Please contact procurement@med.govt.nz if you have any questions.

IMPORTANT NOTICE

From 1 July 2010 all SPOs and APPs are posted on the Ministry of Economic Development's procurement website, not on GETS.

For agencies: <http://www.business.govt.nz/procurement/for-agencies/procurement-planning>

For suppliers: <http://www.business.govt.nz/procurement/for-suppliers/future-opportunities/listing-of-forecast-opportunities>