



Passenger Vehicles

All-of-Government Contract

Buyers' Guide

A guide for government agencies

Edition 6: November 2011

Acknowledgements and thanks – development of this guide:

- Members of the Cost Savings Technical Advisory Group
- Members of the Procurement Development Technical Advisory Group

Feedback on this guide:

We want to ensure that this guide provides you with all the information you need to use the passenger vehicles AoG contract. We're interested in your views on what works well and what we could improve – so please take a couple of minutes to complete our online feedback form, which you can find under the 'AoG Contracts' section at www.procurement.govt.nz.

Passenger Vehicles Centre of Expertise (CoE) contact details:

Passenger Vehicles Centre of Expertise,
Government Procurement Development Group,
Ministry of Economic Development,
PO Box 1473,
Wellington.

If you have any questions in relation to the operation of this contract, please contact:
Paul Simonsen, Category Leader, Implementation CoE.
coe@med.govt.nz

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PO Box 1473 | Wellington 6140 | New Zealand | www.med.govt.nz | www.procurement.govt.nz

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This guide is one in a series of guides that has been developed under the New Zealand Government Procurement Reform Programme. Individual buyers' guides have been developed for each All-of-Government contract and for the Government e-Marketplace.

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Introduction

This guide is designed to provide customers in eligible government agencies (see the Buyers Guide to AoG Contracts on the www.procurement.govt.nz website) with the information they need to buy from the All-of-Government (AoG) contracts that have been put in place for the supply of vehicles: passenger cars and light commercial vehicles.

A dedicated team in a procurement Centre of Expertise (CoE) at the Ministry of Economic Development (MED) has negotiated, and will manage, this contract on behalf of the Crown as part of the Government Procurement Reform Programme (Reform).

The contract has been awarded to a panel of 6 suppliers who between them provide a variety of vehicles options (103 in total) in the following classes:

Class	Number of suppliers	Class	Number of suppliers
Sub-Compact cars	3	2WD utilities	2
Compact cars	2	4WD utilities	2
Medium cars	4	Vans – medium	3
Large cars	5	Vans – large	4
Medium AWD cars	4	Minibuses - medium	2
Large AWD cars	3	Minibuses - large	2

Contracts with another 2 providers are currently under negotiation.

Participating Agencies can buy from any contracted supplier, selecting the vehicles that best meet their business requirements.

The contracts run for an initial term of three years, expiring on 30 June 2013, with two rights of renewal for 12 months each.

This Guide provides government agencies with an overview of:

- the key benefits of buying off this AoG contract
- how agencies will transition to the contract
- how the contract relationships will work
- what you can buy off the contract, and how
- contract summary.

An updated guide will be published once the Government e-Marketplace (NZ ge-M) is operational and the remainder of the remainder of the motor vehicle panel members have been contracted.

Additional guides have been/will be created for each of the other AoG contracts and the Government e-Marketplace (NZ ge-M) as each contract is finalised.

For generic background information, who can use the contracts, detail on roles and responsibilities (buyers, suppliers and the CoE) and a glossary/list of terminology, please read: All-of-Government Contracts, Buyers' Guide. A similar guide has been developed for suppliers. All AoG-related guides are available under the Government Contracts section of the government procurement web pages: www.procurement.govt.nz.

The benefits of using this contract

What stays the same?

On a day-to-day basis using the contract will feel pretty much like business-as-usual for buyers in agencies.

- You'll still deal directly with suppliers to place your orders and pay for them.
- You'll still deal directly with suppliers for information regarding particular vehicles, accessories, management of warranty issues, servicing or the servicing network (but the management of the contract is taken care of by the CoE).
- You'll still have an extensive range of vehicles to choose from (but it will cost you less).
- Vehicles can still be leased from your preferred lease service provider, with the lower purchase price providing you reduced monthly lease payments.

What's different (and better?)

You're spared the time and cost of running your own procurement process:

- ...and there's a team at the Passenger Vehicles CoE that will manage the contract throughout its lifetime.

You'll save money for your organisation, effortlessly:

- We've used the collective buying power of the whole State sector to negotiate a 'best price contract' - and all customers pay the same, reduced price.
- All the vehicles and pricing are available in one place – the Passenger Vehicles Catalogue.
- For any off-catalogue items, you'll benefit from the pre-agreed Government-wide discounts available.

You'll have choice:

- The catalogue includes a range of vehicles across 12 different classes.
- Once the full panels of suppliers is in place there will be full range of options across key vehicle attributes, including: body style (sedan hatchback, utility etc); transmission options (manual and automatic); safety (ANCAP 4 and ANCAP 5 options); fuel type (diesel, petrol and hybrid); and service network coverage.
- If you have special needs that can't be met from the catalogue, you can benefit from the pre-agreed discount structures for non-catalogue vehicles.

Total Cost of Ownership (TCO), sustainability and safety standards have been factored into the selection of the vehicles on offer:

- The TCO model takes into account the environmental performance of individual vehicles through the inclusion of fuel consumption (and by default vehicle emissions) over the planned life of the vehicle.
- The available vehicles all meet the minimum safety and emissions standards in the *Standards, guidelines and targets for core Public Service departments, MED, August 2008*.

You'll have access to better expenditure reporting:

- Detailed reporting is available from suppliers – covering both on and off-catalogue purchasing
- You can request reports from suppliers that will provide valuable information on expenditure levels and patterns – giving you the opportunity to realise further cost savings.

You'll help drive better value for money across government:

- Buy through this contract and add to the significant combined cost savings across the State sector.

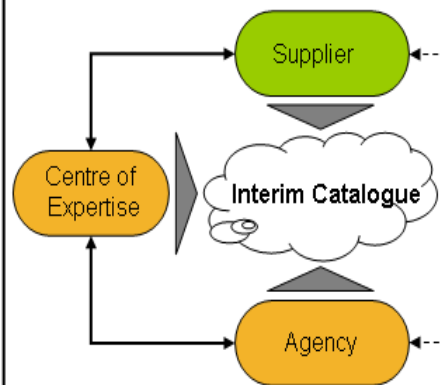
How to transition to this contract

- 1. Eligible agencies become 'Participating Agencies'** when they sign a Letter of Accession to the Memorandum of Understanding between the agency and the CoE.
- 2. CoEs will liaise with individual agencies** who have signed up to participate in the AoG contracts to ensure that they are in the best position to transition to the AoG contracts at the earliest opportunity. The Centre of Expertise, in conjunction with suppliers, will provide agencies with key timings and responsibilities for transition.
- 3. Agencies purchase goods and services using their existing Purchasing processes** (once the e-Marketplace is operational this will be the preferred method of purchasing)

Relationship Management

The Centre of Expertise maintains the contractual relationship with the suppliers and overall transparency of the contract.

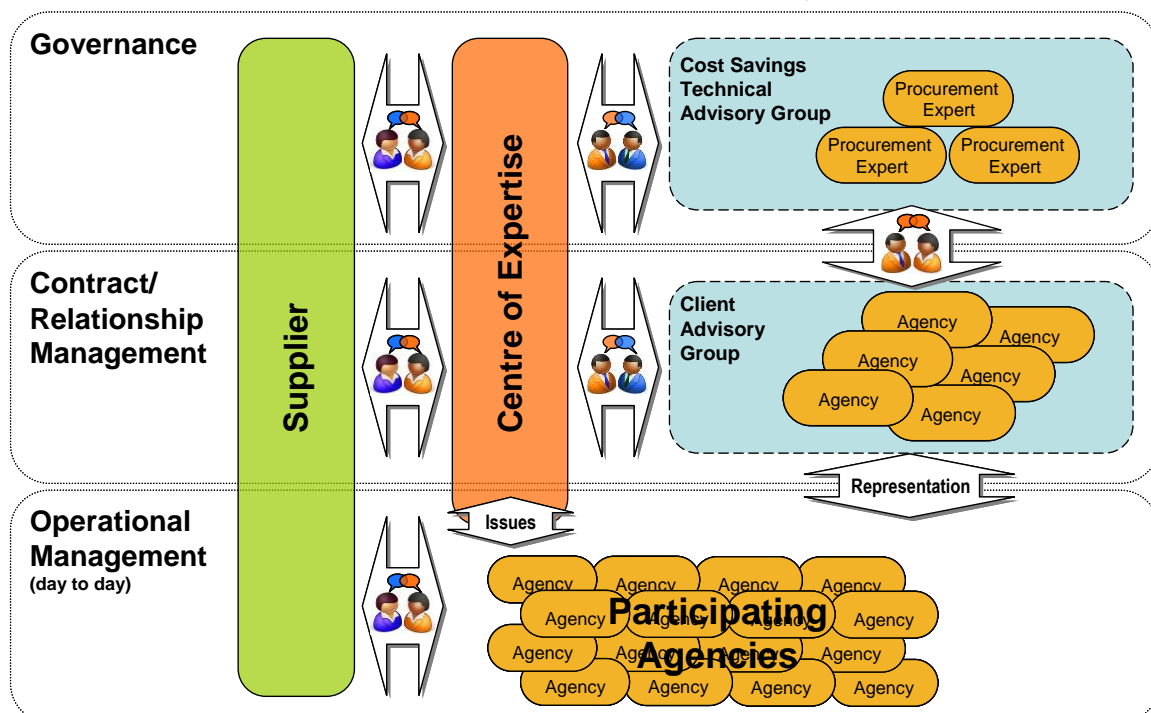
Agencies maintain an operational relationship with the panel providers to ensure their business needs are fulfilled.



Relationship Management

The diagram below summarises the various working relationships for the contract. Please see the All-of-Government Contract Buyer's Guide for more details on the roles and responsibilities.

All-of-Government Contracts – Relationship Management



What you can buy off this contract

Through this contract, you can buy from a catalogue of 12 classes of passenger and light commercial vehicles.

We have worked extensively with a Client Advisory Group of specialists drawn from a range of agencies to develop this catalogue.

From our research, this should cover most agencies' needs most of the time, but if you have a specific business need that is not covered by the catalogue you can buy non-catalogue vehicles (including used vehicles) from our selected panel of suppliers at agreed Government wide discount rates.

Here's an example of vehicles under each category (based on the initial panel suppliers)

Vehicle Category	Examples
Sub compact	Hyundai Getz, Toyota Yaris
Compact	Hyundai i30, Toyota Corolla
Medium	Toyota Prius, Skoda Octavia
Large	Toyota Camry, Hyundai i45
All Wheel Drive (AWD) Medium	Suzuki SX4i AWD, Toyota Rav4, Hyundai ix35
All Wheel Drive (AWD) Large	Hyundai Santa Fe, Mitsubishi Outlander
Two Wheel Drive Utility	Toyota Hilux, Mitsubishi Triton
Four Wheel Drive Utility	Toyota Hilux, Mitsubishi Triton
Van Medium	Peugeot Partner, Hyundai i-Load
Van Large	Toyota Hiace ZX, Volkswagen Crafter
Minibus Medium	Hyundai i-Max, Toyota Hiace Minibus
Minibus Large	Ford Transit 12 Seater

How to buy off this contract

You will have the ability to create direct supplier relationships with your desired vehicle provider and purchase vehicles in a method which best suits you.

The CoE will be able to provide you with the most up-to-date catalogues, giving you the most accurate and current pricing available. The details of this catalogue are outlined below.

Motor Vehicle Catalogue

A motor vehicle catalogue in PDF format is available from the CoE. This provides details of:

- technical specifications
- safety feature
- lead-time for supply
- purchase price
- Total Cost of Ownership for defined ownership period/mileages

Procuring a Vehicle

When procuring a vehicle you will need to raise a purchase order with your the selected supplier. Information required on each purchase order includes:

- vehicle model
- transmission option
- body option
- fuel option
- colour
- accessories (i.e. towbar)
- warranty term (if an extended warranty is being purchased)
- service plan (if a service plan is being purchased)
- expected delivery date
- acceptance of future purchase offer (if selected and available on some models)
- special requirements
- price
- delivery location
- contact person

Contract summary

This contract summary provides a description of key aspects of the contract. For further information on the contract, agency buyers should contact the Passenger Vehicles CoE. Please note that contract details are commercial and in confidence and that pricing arrangements must not be discussed or disclosed with third parties outside the Participating Agency (see note on confidentiality below).

Contract Summary The Passenger Vehicles All-of-Government contract for the provision of motor vehicles across 12 classes: <ul style="list-style-type: none"> • Sub compact • Compact • Medium • Large • All Wheel Drive Medium • All Wheel Drive Large • Two Wheel Drive Utility • Four Wheel Drive Utility • Van Medium • Van Large • Minibus Medium • Minibus Large 	Contract period: Three years expiring 30 June 2013 with two 12 month extension options Selected panel suppliers: <ul style="list-style-type: none"> • Toyota NZ – 41 models / 11 classes • Hyundai NZ – 23 models / 7 classes • Ford NZ – 13 models / 4 classes • Mitsubishi – 11 models / 4 classes • Holden NZ – 5 models / 4 classes • EMD (Skoda) – 5 models / 2 classes • Suzuki – 2 models / 2 classes • Mercedes Benz NZ - 2 models / 1 class • EMD (Volkswagen) – 2 models / 1 class • GSB Supplycorp (Peugeot) – 1 model / 1 class
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Class	Suppliers
Sub-Compact cars	Toyota, Hyundai, Ford
Compact cars	Toyota, Hyundai
Medium cars	Toyota, Hyundai, Skoda, Holden, Suzuki
Large cars	Toyota, Hyundai, Ford, Holden Mitsubishi, Skoda
Medium AWD cars	Suzuki, Toyota, Hyundai
Large AWD cars	Hyundai, Mitsubishi, Holden
2WD utilities	Toyota, Mitsubishi
4WD utilities	Toyota, Mitsubishi
Vans – medium	Hyundai, Toyota, GSB Supplycorp
Vans – large	Ford, Toyota, Volkswagen
Minibuses - medium	Hyundai, Toyota
Minibuses – large	Ford, Toyota

Key contract terms & conditions

Ownership and risk:

The contract provides that ownership (title) of the goods will pass to the buyer on the earlier of:

- delivery of the goods to the buyer, or
- payment of the invoice.

This means that the buyer can use the goods as soon as they are delivered. Risk in the goods will pass to the buyer on delivery. This means that the supplier is responsible for any damage to the goods up until the point that they are delivered. After that the buyer is responsible.

Acceptance of goods:

When goods are delivered, the buyer must inspect them to check that:

- they are what has been ordered
- they meet the standard or specification required.

The buyer accepts the products by notifying the supplier that they have been accepted; or 10 business days pass; or the products are used. However, this does not prevent the buyer notifying the supplier of a problem and having that problem resolved appropriately. Under its product warranty the supplier must fix any faults in the goods.

Insurance:

During the Term and for a period of two years following the effective date of expiry or termination of this Agreement the Supplier will, at its own expense, ensure that it maintains adequate insurance in respect of its potential liability for loss or damage under this Agreement.

Payment:

Participating Agencies are required to make payment for goods/services received by the 20th of the month following the date of invoice.

Confidentiality:

It is important to protect confidential information. This is information that is commercially sensitive or relates to a party's financial position, customer base, internal management, structure or personnel. Both the supplier and the buyer must safeguard confidential information and not disclose it to any third party or use it for their own benefit.

Dispute resolution:

Both parties must use their best efforts to resolve a dispute or difference that arises. This means they must negotiate in good faith to find a solution. Under the Agreement there is a formal escalation process for disputes as follows:

Timeframe	Escalation
The day the dispute arises	Both parties attempt to resolve the dispute.
If not resolved within 10 business days	Buyer escalates to agency senior representative. Supplier escalates to supplier Lead Representative.
If not resolved within 10 business days	Buyer escalates to CoE Representative. Supplier stays with Lead Representative.
If not resolved within 10 business days	Buyer escalates to CoE's procurement manager. Supplier escalates to General Manager, National and Strategic Accounts.
If not resolved within 10 business days	Buyer escalates to Chief Adviser Government Procurement Development Group. Supplier escalates to supplier's Executive General Manager.

Administration expenses:

Participating Agencies will benefit from substantial cost savings negotiated through the AoG contracts. Cabinet has decided that Participating Agencies should retain those savings, but has agreed that a small administration charge be applied to each order placed as a means of funding the ongoing Reform. This will enable the development of additional AoG contracts that will save Participating Agencies even more money.

An administration charge of 1.5% will be applied to all orders placed by Participating Agencies and collected by the supplier at point of sale. The supplier will then remit this to MED on a quarterly basis.

Product terms:

For detailed information on the commercial and operational requirements, refer to the Product Terms in Schedule 2 of the Supply Agreement and the individual agency Benefit Statements.

Vehicle Range

Sub Compact - Available Vehicles	Supplier
Hyundai i20 5 Dr 1.4 M5 - Hatchback - 91 Octane Petrol - Manual	Hyundai
Toyota Yaris 5 Dr 1.3L - Hatchback - 91 Octane Petrol	Toyota
Hyundai i20 5 Dr 1.4 A4 - Hatchback - 91 Octane Petrol - Automatic	Hyundai
Toyota Yaris 5 Dr 1.3L - Hatchback - 91 Octane Petrol - Automatic	Toyota
Ford Fiesta 5 Dr 1.6L – Hatchback – Diesel - Manual	Ford
Compact – Available Vehicles	Supplier
Toyota Yaris 1.5L 5Dr - Hatchback - 91 Octane Petrol - Automatic	Toyota
Hyundai Getz 1.6 A4 - Hatchback - 91 Octane Petrol - Automatic	Hyundai
Hyundai Yaris 1.5L Sedan - 91 Octane Petrol - Automatic	Toyota
Toyota Corolla Hatch - 91 Octane Petrol - Manual	Toyota
Toyota Corolla Hatch - 91 Octane Petrol - Automatic	Toyota
Hyundai i30 1.6 M5 - Hatchback - 91 Octane Petrol - Manual	Hyundai
Toyota Corolla Sedan - 91 Octane Petrol - Automatic	Toyota
Hyundai i30 Wagon 1.6 M5 - 91 Octane Petrol - Manual	Hyundai
Hyundai i30 1.6 A4 - Hatchback - 91 Octane Petrol - Automatic	Hyundai
Hyundai i30 1.6 CRDi M5 - Hatchback - Diesel - Manual	Hyundai
Hyundai i30 wagon 1.6 A4 - 91 Octane Petrol - Automatic	Hyundai
Hyundai i30 1.6 CRDi A4 - Hatchback - Diesel - Automatic	Hyundai
Hyundai i30 wagon 1.6 CRDi A4 - Diesel - Auto	Hyundai
Medium – Available Vehicles	Supplier
Hyundai i30 2.0 A4 - Hatchback - 91 Octane Petrol - Automatic	Hyundai
Hyundai i30 wagon 2.0 A4 - Wagon - 91 Octane Petrol - Automatic	Hyundai
Suzuki SX4 2.0 - Sedan -91 Octane Petrol - Automatic	Suzuki

Holden Epiace 2.0 A4 - Sedan - Diesel - Automatic	Holden
Hyundai ix35 2.0 2WD A6 - Wagon - 91 Octane Petrol - Tiptronic	Hyundai
Skoda Octavia 1.6 TDI Combi - Wagon - Diesel - Manual	EMD (Skoda)
Skoda Octavia 1.6 TDI - Sedan - Diesel - Manual	EMD (Skoda)
Skoda Octavia 1.6 TDI DSG Combi - Wagon - Diesel - DSG	EMD (Skoda)
Skoda Octavia 1.6 TDI DSG - Sedan - Diesel - DSG	EMD (Skoda)
Large – Available Vehicles	Supplier
Toyota Camry Hybrid - Sedan - 91 Octane Petrol - CVT	Toyota
Toyota Camry GL - Sedan - 91 Octane Petrol	Toyota
Mitsubishi Outlander 2WD CC2LS45 – Wagon – 91 Octane – CVT	Mitsubishi
Hyundai i45 2.0 A6 - Sedan - 91 Octane Petrol - Tiptronic	Hyundai
Holden VE Commodore Omega - Sedan - 91 Octane Petrol	Holden Holden
Holden VE Commodore Omega - Stationwagon - 91 Octane Petrol	Toyota
Toyota Aurion AT-X - Sedan - 91 Octane Petrol	
Skoda Superb 2.0 TDI 103 - Sedan - Diesel - DSG - Dual Selection Gearbox	EMD (Skoda)
Ford Mondeo 2.0 – Stationwagon – 91 Octane - Automatic	Ford
Ford Mondeo 2.0 – Stationwagon – Diesel - Automatic	Ford
All Wheel Drive (AWD) Medium – Available Vehicles	Supplier
Suzuki SX4 iAWD Hatchback - 91 Octane Petrol -Automatic	Suzuki
Toyota RAV4 Ltd -91 Octane Petrol -Automatic	Toyota
Hyundai ix35 2.4 4WD A6- 91 Octane Petrol- Tiptronic	Hyundai
Hyundai ix35 2.0 CRDi 4WD A6 -Diesel –Tiptronic	Hyundai
All Wheel Drive (AWD) Large – Available Vehicles	Supplier
Hyundai Sante Fe 2.4 V6 - 91 Octane Petrol- Tiptronic	Hyundai
Hyundai Sante Fe 2.2 CRDi A6 5 Seat– Diesel- Tiptronic	Hyundai
Hyundai Sante Fe 2.2 CRDi A6 7 Seat– Diesel- Tiptronic	Hyundai
Mitsubishi Outlander LS 4WD- 91 Octane Petrol- CVT	Mitsubishi
Captiva SX 2.0 5 Seat– Diesel- Tiptronic	Holden
Two Wheel Drive Utility – Available Vehicles	Supplier
Toyota Hilux - Extra Cab Wellside - Diesel - Manual	Toyota
Mitsubishi Triton GLX RC3GLX47 - Double Cab Wellside - Diesel – Manual	Mitsubishi
Toyota Hilux - Single Cab Dropside - Diesel - Manual	Toyota
Toyota Hilux - Double Cab Wellside - Diesel - Manual	Toyota

Mitsubishi Triton GLX RC3GLX22 - Single Cab Dropside - Diesel – Manual	Mitsubishi
Toyota Hilux - Single Cab Dropside - Petrol - Manual	Toyota
Toyota Hilux - Double Cab Wellside - Petrol - Manual	Toyota
Mitsubishi Triton GLX RC4GLX47 - Double Cab Wellside - Diesel – Auto	Mitsubishi
Toyota Hilux - Extra Cab Dropside - Diesel - Manual	Toyota
Mitsubishi Triton GL RC3GL47 – Double Cab Wellside – Diesel – Manual	Mitsubishi
Toyota Hilux - Double Cab Dropside - Petrol - Manual	Toyota
Toyota Hilux - Double Cab Dropside - Diesel - Manual	Toyota
Four Wheel Drive Utility – Available Vehicles	Supplier
Toyota Hilux - Extra Cab Dropside - Diesel - Manual	Toyota
Toyota Hilux SR5 - Extra Cab Wellside - Diesel - Manual	Toyota
Toyota Hilux - Single Cab Dropside - Diesel - Manual	Toyota
Toyota Hilux - Double Cab Wellside - Diesel - Auto	Toyota
Toyota Hilux SR5 - Double Cab Wellside - Diesel - Auto	Toyota
Mitsubishi Triton GLX RC7GLX47 - Double Cab Wellside - Diesel - Manual	Mitsubishi
Toyota Hilux - Double Cab Dropside - Diesel - Auto	Toyota
Toyota Hilux - Double Cab Wellside - Diesel - Manual	Toyota
Mitsubishi Triton GLX RC8GLX47 - Double Cab Wellside - Diesel - Auto	Mitsubishi
Mitsubishi Triton GL RC7GL47 - Double Cab Wellside - Diesel - Manual	Mitsubishi
Mitsubishi Triton GL RC7GL22 - Single Cab Dropside - Diesel - Manual	Mitsubishi
Toyota Hilux SR5 - Double Cab Wellside - Diesel - Manual	Toyota
Toyota Hilux - Double Cab Dropside - Diesel - Manual	Toyota
Mitsubishi Triton GL RC7GL42 - Double Cab Dropside - Diesel - Manual	Mitsubishi
Van Medium – Vehicles Available	Supplier
Peugeot Partner 1.6 – Up to 1000kg payload – Diesel - Manual	GSB Supplycorp
Hyundai i-Load 2.5 M5 - Up to 1000kg payload - Diesel - Manual	Hyundai
Hyundai i-Load 2.5 A5 - Up to 1000kg payload - Diesel - Tiptronic	Hyundai
Toyota Hiace ZL - Up to 1000kg Payload - Diesel - Manual	Toyota
Toyota Hiace ZL - Up to 1000kg Payload – Petrol - Manual	Toyota
Toyota Hiace ZL - Up to 1000kg Payload - Diesel - Automatic	Toyota
Toyota Hiace ZL - Up to 1000kg Payload - Petrol - Automatic	Toyota
Van Large – Vehicles Available	Supplier
Ford Transit SWB Low Roof Double Door – Over 1000kg payload – Diesel - Manual	Ford
Ford Transit SWB Mid Roof Single Door – Over 1000kg payload – Diesel - Manual	Ford

Toyota Hiace ZX - Over 1000kg Payload - Diesel - Manual	Toyota
Toyota Hiace ZX - Over 1000kg Payload - Diesel - Automatic	Toyota
Ford Transit LWB Mid Roof Single Door – Over 1000kg payload – Diesel - Manual	Ford
Ford Transit LWB Mid Roof Double Door – Over 1000kg payload – Diesel - Manual	Ford
Ford Transit LWB Hi Roof Single Door – Over 1000kg payload – Diesel - Manual	Ford
Ford Transit LWB Hi Roof Double Door – Over 1000kg payload – Diesel - Manual	Ford
Ford Transit Jumbo Single Door – Over 1000kg payload – Diesel - Manual	Ford
Ford Transit Jumbo Single Door – Over 1000kg payload – Diesel - Manual	Ford
Volkswagen Crafter MWB 35 (3.5t GVM) - Over 1000kg payload - Diesel – Manual	EMD
Volkswagen Crafter MWB 50 (5.0t GVM) - Over 1000kg payload - Diesel - Manual	EMD
Minibus Medium – Vehicles Available	Supplier
Hyundai i-Max 2.5 M5 8 Seater Diesel Manual	Hyundai
Hyundai i-Max 2.5 A5 8 Seat Diesel Tiptronic	Hyundai
Toyota Hiace ZL Local Bus Conversion Diesel Manual	Toyota
Toyota Hiace ZL Local Bus Conversion Petrol Manual	Toyota
Toyota Hiace ZL Local Bus Conversion Petrol Automatic	Toyota
Toyota Hiace ZL Local Bus Conversion Diesel Automatic	Toyota
Minibus Large – Vehicles Available	Supplier
Ford Transit 14 Seater Bus – Over 10 Seats – Diesel - Manual	Ford
Ford Transit 12 Seater Bus – Over 10 Seats – Diesel - Manual	Ford
Toyota Hiace ZX Factory Minibus - Over 10 Seats - Diesel - Manual – Toyota	Toyota
Toyota Hiace ZX Factory Minibus - Over 10 Seats - Diesel - Automatic - Toyota	Toyota

Further information

Frequently Asked Questions

There's more to cost savings than lower prices

Achieving cost savings is not just about buying the same products for lower prices.

Thinking about what we buy can also make a significant difference, for example: what we actually need to do our jobs, as opposed the preferred brands we habitually buy.

Where can I find the details of the available vehicles?

Full details are available to Participating Agencies (i.e. eligible agencies who have signed up to the contract on the NZ Government e-Marketplace (NZ Ge-M). Each agency needs to nominate an NZ Ge-M administration who will contact the CoE procurement manager for an agency ID and password to access the NZ Ge-M: email coe@med.govt.nz

Are there any restrictions on the vehicles my agency can purchase under the AoG contract?

The contract provides for the supply of passenger and light commercial vehicles across 12 classes of passenger vehicle as outlined above. Participating Agencies can choose from a range of vehicle makes and models in each of these classes. Our research suggests that these should meet most agencies' needs most of the time.

If your agency has a specific requirement which is not covered by the options available in the main catalogue, please contact the Coe for assistance with sourcing an off-catalogue vehicle.

Is my agency expected to buy the lowest total cost of ownership vehicle?

Participating Agencies are expected to buy the vehicle with the lowest total cost of ownership that meets their business needs.

In some cases this will not be the vehicle with the lowest purchase price. This may be an important consideration where available funding is constrained, but bear in mind that, if you do not choose the lowest total cost of ownership option, you will need to provide a rationale for your decision as Cabinet has instructed MED to report on 'lost savings'.

Does the AoG contract cover the purchase of salary-sacrifice and employment contract cars?

Yes, subject to the policy of the Participating Agency. This applies both to the vehicles in the catalogue (which have been identified as having lower total cost of ownership), and to off-catalogue vehicles, for which a request for pricing can be sent to the CoE procurement manager using the 'Special Vehicles' button on the Class screens of the e-Marketplace.

Can my agency purchase outside of the AoG contract if we can negotiate a better deal?

No.

We have been able to negotiate substantial discounts for agencies, and significant overall savings for government, through the combined buying power of the overall State sector. Chief Executive Officers of Participating Agencies have given a commitment to source vehicles using this AoG contract.

Suppliers have agreed that any additional short term discounts will be made available to all eligible agencies. They have also agreed not to offer vehicles included in the contract at better prices to any individual eligible agency.

It is possible that non-approved suppliers may contact individual agencies with apparently attractive offers. If this happens, please inform the CoE procurement manager.

Can my agency buy non-catalogue vehicles (e.g. Toyota Land Cruisers) under the AoG contract?

Yes. The CoE procurement manager has access to pre-agreed CoE discount structures for vehicles not on the e-marketplace catalogue. Participating Agencies can request pricing on non-catalogue vehicles by contacting the CoE procurement manager.

Can I still use my current supplier?

Participating Agencies may use their existing contracted suppliers until these contracts expire. However, because the new AoG contracts can deliver substantial savings on the total cost of ownership, we encourage all eligible agencies to transition to the new contracts as soon as they are able to. This may include exercising termination options in existing contracts.

Is my agency required to purchase a service plan with the vehicle?

Agencies have the option of purchasing a service plan when placing orders for vehicles. The service plans available differ between suppliers and vehicle models, and are included in the accessory and options section of each individual vehicle screen.

Will catalogue vehicles change as manufacturers bring new models out?

As suppliers update models and seek to introduce replacement models to the catalogue, the CoE procurement manager will analyse the total cost of ownership and on this basis negotiate with the supplier which of their vehicles is included on the catalogue and how they are ranked.

Who do I talk to if I am not happy with the performance of the supplier?

If you are experiencing supplier performance issues and/or a contractual dispute, contact the CoE procurement manager: coe@med.govt.nz

Related publications, documents & links

The following documents will be provided to Chief Executives of State sector agencies as they are ready to transition onto the Passenger Vehicle AoG contract:

- Letter including Benefits Statement
- Supply Agreement (contract) for Passenger Vehicles
- Supplier Attributes Model
- Memorandum of Understanding and Letter of Accession (for CEs to sign)

Buyers' Guides:

- Guide to All-of-Government Contracts
- Guide to the Government e-Marketplace
- Buyers' Guide, All-of-Government Contract for Office Consumables
- Buyers' Guide, All-of-Government Contract for Laptop & Desktop Computers
- Buyers' Guide, All-of-Government Contract for Single & Multi-function Print Devices

Important links:

- www.procurement.govt.nz – the place to go for information on:
 - Other government contracts (AoG and syndicated)
 - Government Model Contracts for low value, low risk common goods and services
 - Government procurement policy, mandatory rules and related guidance
 - Best practice guidance
 - Templates and tools for everyday use
 - Building a professional procurement career: core competencies, training needs analysis, subsidised training and education opportunities
 - The latest developments in the Government Procurement Reform
 - And a whole lot more
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