



Buyer's Guide & Non-Disclosure Agreement

Syndicated National Waste Removal and
Minimisation Services Panel

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Contact

WasteMinimisation@corrections.govt.nz



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Introduction

This Buyer's Guide is designed to support Participating Agencies with key information about the **Syndicated National Waste Removal and Minimisation Services Panel**.

Inside, you'll find helpful guidance including the structure to assist you in making a decision if you wish to join this Agreement. Whether you're new to the panel or looking for a refresher, this document will walk you through everything you need to know.

One of the benefits of this panel is its flexibility. Agencies can choose the services that best meets their needs.

Overview

The Department of Corrections ("Corrections") is the **lead agency** for the Syndicated National Waste Removal and Minimisation Services Panel.

As the lead agency, Corrections is responsible for managing and administering the panel, while also supporting participating agencies in their efforts to:

- Reduce the amount of waste sent to landfill.
- Lower the costs of waste removal and disposal.
- Support the choice of waste service, so items are disposed of correctly and responsibly.
- Maximising utilisation of existing or new waste equipment.

Who Can Join?

Agencies eligible to join the panel are listed by [New Zealand Government Procurement](#). These include (but are not limited to):

- Government Departments and Agencies
- Crown Entities, Crown Entity Subsidiaries, and Crown Research Institutes
- City and District Councils
- Schools, Polytechnics, and Universities

If you're unsure whether your organisation is eligible, you can refer to the official list or get in touch for clarification.

Key Dates

- **Start Date:** 16 February 2026
- **Initial Term:** 7 years
- **Renewal Options:** Two extensions (2 years + 1 year)
- **Maximum Term:** Up to 10 years, ending 15 February 2036

The panel will remain **open** during the initial term, potentially allowing new suppliers and eligible agencies to join at any time.

Please note: **Minimum Term** for a Participating Agency Agreement (PAA) is 12 months from the commencement date of the PAA.

Benefits for Participating Agencies

- ✓ **Flexible and Non-Exclusive Options**
Agencies have the freedom to choose the services (waste streams) that best suit their needs. The panel's non-exclusive structure supports flexibility and encourages tailored solutions.
- ✓ **Nationwide Access to a Trusted Supplier**
The panel features a pre-approved supplier from New Zealand, with expertise in specialist waste removal and minimisation services.
- ✓ **Simplified Procurement Process**
By using the panel, agencies can save time and effort. With the supplier already vetted, the secondary procurement process becomes more efficient and less resource intensive.
- ✓ **Reporting Requirements (including Sustainability)**
This Agreement has agreed reporting standards, these include Sustainability Reporting. This helps agencies meet the requirements of the Carbon Neutral Government Programme (CNGP) and align with broader government sustainability goals. Other reports include performance against Service Levels, monthly collection data, Health and Safety performance and outcomes of any Health and Safety audits. Additional reporting outside of the agreed services can also be requested by a Participating Agency however this may carry an additional fee¹.
- ✓ **Porohita Sustainability Engagement Programme**
This is a tiered approach relative to investment capacity and sustainability goals. By joining this Panel, a Participating Agency is entitled to benefit from the Porohita Sustainability Engagement Programme provided by the Supplier².
- ✓ **Guidance from the Lead Agency**
Corrections is here to help. As the lead agency, we provide support and advice throughout the onboarding process and beyond. Please email: WasteMinimisation@corrections.co.nz

¹ Please discuss this requirement with the Supplier for pricing

² Level 2 and Level 3 of the Porohita Sustainability Engagement Programme may incur a fee, for costings please discuss with the Supplier

The Structure of the Panel

The purpose of the panel is to provide services from a national waste removal and minimisation service provider.

The current services are categorised into:

- **Tier One:** National suppliers capable of providing removal services for all in-scope waste streams across all regions of New Zealand.

The future structure of the panel may also consist of:

- **Tier Two:** Regional suppliers offering removal services for some or all in-scope waste streams within one or more regions.
- **Tier Three:** Suppliers specialising in waste minimisation services for specific waste materials, such as recycling textiles into new products.

In Scope Waste Streams

The following waste streams are **In Scope** for this Panel:

Waste Stream	Definition
Waste	Means any non-Hazardous solid waste excluding Recyclable Materials, liquid waste, and Hazardous Waste.
Recyclable Materials	Means all or any office paper, newspaper, shredded paper, plastic wrap and other materials that are capable of being recycled as advised to the Supplier from time to time and excludes any General Waste and Excluded Material.;
Organics	Means food scraps and kitchen waste Including but not limited to meal leftovers, vegetables, fruit, bread, disposable paper towels, compostable plates and cups, used coffee grinds and teabags.
WMTS Waste	Means liquid waste such as paint, solvents, cleaning chemicals, grease trap and interceptor waste, Hazardous Waste, Excluded Material accepted by the Supplier as the WMTS Waste, battery recycling, medical waste (most commonly for the Lead Agency and each Participating Agency including but not limited to, sharps waste, outbreak waste) and cytotoxic waste, grease trap liquid) packaged chemicals disposal or such waste as is identified by the Supplier and notified to the Lead Agency and each Participating Agency as the WMTS Waste from time to time.

<p>Hazardous Waste</p>	<p>Means any substances that is damaging to property or the environment or dangerous to the health and safety of any person as described in the Hazardous Substances and New Organisms Act 1996 as a Hazardous Substances and means any substance with one or more of the following intrinsic properties:</p> <ul style="list-style-type: none"> • explosiveness • flammability (excluding Recyclable Materials) • radioactive • a capacity to oxidise • corrosiveness • toxicity (including chronic toxicity) • suffocating • ecotoxicity, with or without bioaccumulation; or <p>which on contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any one or more of the properties listed. At the Lead Agency and each Participating Agency's Sites it is expected that Hazardous Waste is likely to include: Liquid hazardous waste and packaged chemicals such as paint, solvents and cleaning and agri chemicals, accelerants, grease trap and interceptor waste if it may include infectious material (such as during and outbreak).</p>
<p>Electronic waste (including whiteware and large appliance)</p>	<p>Electronic waste or e-waste describes discarded electrical or electronic devices. It is also commonly known as waste electrical and electronic equipment or end-of-life electronics.</p>

Provider(s) to the Panel

Tier One Provider (as of February 2026)



Tier Two Provider(s)

Anticipated RFP release date late 2026

Tier Three Provider(s)

Anticipated RFP release date early 2027

How to sign up to the contract



Appendix 1: Non-Disclosure Agreement Letter

[CONTACT NAME]
[AGENCY NAME]
[INSERT DATE]

Dear [INSERT CONTACT NAME]

[AGENCY NAME] – Non-Disclosure Agreement for Access to Contract Documentation

[AGENCY NAME] (referred to as "the Organisation") is an eligible agency that may consider joining the Syndicated National Waste Removal and Minimisation Services Panel ("the Panel"), which has been established by the Department of Corrections.

Before we can provide access to the relevant contract documentation for your review, we kindly ask that the Organisation complete this Non-Disclosure Agreement (NDA).

The documents you are requesting contain commercially sensitive information. To protect the interests of the suppliers involved, it is essential that this information remains confidential and is only shared in accordance with the terms outlined below.

By signing this NDA, [AGENCY NAME] agrees to:

Maintain confidentiality of all information provided under or in connection with this letter (referred to as "Confidential Information") for the purpose of reviewing the contract.

Limit disclosure of Confidential Information to employees, agents, or contractors ("Personnel") who need access to perform their duties and take reasonable steps to ensure that both digital and physical copies are not accessible to others without a legitimate need

Not share Confidential Information with any other party, except:

With professional advisors (e.g., legal, accounting, or technical) for the purpose of evaluating the benefits of joining the Panel or comparing it with other contracts; or

Where disclosure is required by law, parliamentary procedure (including Parliamentary Questions or Select Committees), or to a Minister of the Crown.

This NDA is intended solely to protect sensitive information. Signing it does not commit the Organisation to joining the Panel or entering into any contractual agreement.

If the Organisation shares this information with staff or external parties who require access to perform their roles, it accepts responsibility for notifying the Department of Corrections as soon as any of those individuals no longer require access. Once notified, Corrections will promptly remove their access.

Upon receipt of the completed NDA, Corrections will provide the requested documentation. Should the Organisation choose to proceed with participation in the Panel, it will need to contact the Provider to discuss any specific requirements to be included in the Participating Agency Agreement (PAA). The PAA is part of the contract documentation and must be signed by the Organisation, the Department of Corrections, and the Provider before participation can begin.



Yours sincerely

Bernie Morgan

Bernie Morgan

Manager Contracts and Relationships

Department of Corrections

CONFIRMATION OF CONFIDENTIALTY OF UNDERTAKING BY THE ORGANISATION

NAME: _____

TITLE: _____

SIGNED: _____

DATE: _____

Appendix 2: Joining Form

JOINING FORM

To participate in the Syndicated Waste Management Services Panel Agreement (the **Agreement**) your agency needs to submit this joining form.

COLLECTIVE PROCUREMENT

The Joining form governs the relationship between the Department of Corrections (the **Lead Agency**) and your agency for the Agreement and is non-negotiable.

Once the Lead Agency receives the completed joining form, we will confirm whether your request has been accepted and you are able to participate in the Agreement.

Please keep a copy of the confirmation email, the submitted joining form for your records.

AGENCY DETAILS

Agency name: [insert]

Agency physical address: [insert]

REPRESENTATIVE DETAILS

This is your agency's point of contact for information related to the Agreement. We may pass these details on to the Supplier.

Name: [insert]

Job title: [insert]

Physical address: [insert]

Phone number: [insert]

Email address: [insert]

ACCEPTANCE OF THE SYNDICATED NATIONAL WASTE REMOVAL AND SERVICES AGREEMENT

By submitting this joining form, you confirm that you have the authority to accept the terms and conditions of the Syndicated National Waste Removal and Minimisation Services Agreement for and on behalf of the agency you represent and that your agency agrees to comply with the terms and conditions of the Syndicated National Waste Removal and Minimisation Services Agreement.



SIGNED for and on behalf of

**[INSERT NAME OF PARTICIPATING
AGENCY]** by

Signature

[Print Name]

Position

Yours sincerely,

Bernie Morgan

Bernie Morgan
Manager Contracts and Relationships
Department of Corrections



Appendix 3: Non-Participation Letter

[CONTACT NAME]

[AGENCY NAME]

[INSERT DATE]

Dear [INSERT CONTACT NAME]

Syndicated National Waste Removal and Minimisation Services Panel – Confirmation of Non-Participation

Thank you for taking the time to review the National Waste Removal and Minimisation Services Agreement provided by the Department of Corrections. We appreciate your consideration and understand that you have chosen not to proceed with joining the contract at this time.

In line with the terms outlined in the Non-Disclosure Agreement (NDA), we kindly ask that you securely delete or dispose of any confidential materials you may have received during the review process. This includes, but is not limited to, documents, electronic files, or any other materials containing sensitive or proprietary information related to the Department of Corrections and the Waste Removal and Minimisation Services Agreement.

To confirm that this request has been actioned, please acknowledge by signing below.

Yours sincerely,

Bernie Morgan

Bernie Morgan
Manager Contracts and Relationships
Department of Corrections

CONFIRMATION OF CONFIDENTIALTY OF UNDERTAKING BY THE ORGANISATION

NAME: _____

TITLE: _____

SIGNED: _____

DATE: _____