



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council



# SUPPLIER APPLICATION FORM

## Home Energy Scheme

### This opportunity in a nutshell

Ngā Whare Ora Taiao o Ngāmotu is a voluntary targeted rate scheme which provides support to households to undertake a wide range of sustainability improvements to their house and property. Funding shall not be granted to owners unless the dwelling is sufficiently insulated, or funding is also being sought for the insulation. The funding is provided directly to the supplier, upon acceptance, and not the owner.

New Plymouth District Council (NPDC) requires suitably qualified suppliers who are capable of installing any, or a combination of any of the following household sustainability improvement options; home energy efficiency, water conservation, efficient inbuilt heating and hot water systems, ventilation systems, energy conservation and generation systems, lighting efficiency improvements, self-sustainability and food resilience measures, and electric vehicle charging infrastructure, transitioning the household to electric or clean energy systems, and structural repairs to address weather-tightness issues.

### What we need and our requirements

NPDC requires approved installers, who are registered businesses, capable of carrying out the works in accordance with the relevant standards. In particular, any insulation products provided by the approved installers must be listed as an accepted insulation product by the EECA, and be installed in accordance with EECA standards. We require approved installers who are willing to assess homes, free of charge and provide options to the owner of appropriate products, and costs, and on the understanding that owners may wish to gain more than one quote.

Approved suppliers must enter into an agreement with the Council, and must meet the agreement's terms and conditions. This includes following good business practices, and a breach, by the supplier, of this will result in the cancellation of the agreement.

### What is important to us

It is important to NPDC that best practices are maintained and followed by approved installers, and at all times, the Council's reputation is upheld.

### Where to obtain an application form

This application form will be available for download on the NPDC website in the Home Energy Scheme Section [www.newplymouthnz.com/Residents/Your-Property/Home-Energy-Scheme](http://www.newplymouthnz.com/Residents/Your-Property/Home-Energy-Scheme).

### Submitting your application

Applications must be delivered as an electronic copy via email to [procurementadmin@npdc.govt.nz](mailto:procurementadmin@npdc.govt.nz)

### 1. Supplier details

1a. This is an application by  
(insert the name of your organisation)

alone to supply the requirements.

1b. Trading name  
(insert the name that you do business under)

1c. Full legal name  
(if different - if applicable)

1d. Physical address  
(if more than one office – put the address of your head office)

1e. Postal address  
(e.g. P.O. Box address)

1f. Registered office  
(if you have a registered office insert the address here)

1g. Business website  
(url address)

## 1. Supplier details (continued)

1h. Type of entity  
(legal status):

Sole trader

Partnership

Limited liability company

Other please specify

1i. Registration number  
(insert registration number e.g.  
for a company)

1j. Country of residence  
(insert country where you (if you are  
a sole trader) or your organisation is  
resident for tax purposes)

1k. GST registration number  
(NZ GST number / if overseas  
please state)

## 2. Supplier point of contact

2a. Contact person  
(name of the person responsible  
for communicating with the Buyer)

2b. Position  
(job title or position)

2c. Contact details

Work

Home

Mobile

## 3. Category capabilities

Indicate by ticking the relevant box or boxes below, which categories you are applying to be a registered installer for:

Home Energy Efficiency

Applying for registered installer status

Yes No

Insulation

Double glazing

Draught sealing

Insulation of hot water cylinders and piping

If applicable, please list any other energy saving options you would suggest for this category:

Efficient Inbuilt Heating & Hot Water Systems

Yes No

Solar hot water system

Heat pump water heating

Wetback system

Efficient electric hot water system

EECA approved heat pump

EECA approved wood burner

EECA approved pellet burner

If applicable, please list any other energy saving options you would suggest for this category:

Ventilation Systems

Yes No

Extractor fan

Full-house ventilation systems

Ground vapour barriers

If applicable, please list any other energy saving options you would suggest for this category:

### 3. Category capabilities (continued)

Lighting Efficiency Improvements

Yes No

LED lighting

Solar tube lighting

Insulated sky lights

If applicable, please list any other energy saving options you would suggest for this category:

Energy Conservation & Generation Systems

Yes No

Solar photovoltaic panels

Micro-hydro systems

Associated battery systems

If applicable, please list any other energy saving options you would suggest for this category:

Self-Sustainability & Food Resilience Measures

Yes No

Green houses

Edible garden and landscaping

Raised bed systems

Rainwater/greywater tanks

Irrigation

Home orchards

If applicable, please list any other energy saving options you would suggest for this category:

Water Conservation

Yes No

Water collection systems

Significant leak repairs

Water efficient toilets (4+ stars in the Water Efficiency Labelling Scheme)

Low pressure systems

Low flow shower heads and flow restrictions

Grey water systems for gardens

Compositing toilets (outside of wastewater reticulated areas only)

If applicable, please list any other energy saving options you would suggest for this category:

Electric Vehicle Charging Infrastructure

Yes No

High voltage fast charger outlets in garages

If applicable, please list any other energy saving options you would suggest for this category:

Transitioning the Household to Electric or Clean Energy Systems

Yes No

Replacement of gas appliances with electric appliances

If applicable, please list any other energy saving options you would suggest for this category:

### 3. Category capabilities (continued)

Structural Repairs to Address Weather-tightness Issues

Yes No

Re-roofing

Re-cladding

Re-application of external plaster cladding systems

If applicable, please list any other energy saving options you would suggest for this category:

Approved Installer of ALL Categories

Yes No

Provide and install all of the products/categories

If applicable, please list any other energy saving options you would suggest for this category:

Expert Advice Provider

Yes No

Homefit assessor

Builder

Designer

If applicable, please list any other energy saving options you would suggest for this category:

Overall Scheme Suggestions

If applicable, please list any alternative options or recommendations that are available for energy saving, in and around the home that would relate to this scheme:

  
  
  
  
  
  
  
  
  

### 4. Pre-conditions

Each application must meet all of the following pre-conditions. Applications which fail to meet one or more will be eliminated from further consideration. Those unable to meet all pre-conditions should conclude that they will not benefit from submitting an application.

Pre-conditions

Yes No

1. Are you a registered business and qualified in the specific trade you are submitting this application for? Eg. Master Builder, Plumber, Electrician, Homefit Assessor, Designer, Home Star Accredited Designer. (Enclose with this application any relevant evidence to support this).
2. Do you agree to NPDC carrying out due diligence/background checks on your organisation, as noted throughout this application pack?
3. Do you agree to the below Supplier Code of Conduct, Council Terms & Conditions, and all other relevant information enclosed with this application pack?

#### 4. Pre-conditions (continued)

##### Product Detail

4. What are the standard/s of the brands and products you will be supplying for this agreement?  
(Complete the table below, or enclose a list of the standards, brands and products).

BRAND	PRODUCT	STANDARD

##### Use of a subcontractor/s

Yes No

5. Do you intend to utilise a subcontractor/s to install approved products on your behalf?  
Please note: if you do not intend to use subcontractor/s you are not required to complete the following pre-conditions.

##### Subcontractor/s: pre-conditions

6. Is the organisation who will be installing on your behalf, a registered business and qualified in the specific trade you are submitting this application for?
7. Do you agree to NPDC carrying out due diligence/background checks on your identified subcontractor/s as and when required?
8. Do you agree to taking on full responsibility for your identified subcontractor/s with regards to them following the Supplier Code of Conduct, NPDC Terms & Conditions, and all other relevant information enclosed with this application pack?

#### 5. Subcontractor/s details (complete only if applicable)

5a. Trading name  
(insert the name that you do business under)

5b. Full legal name  
(if different - if applicable)

5c. Physical address  
(if more than one office – put the address of your head office)

5d. Postal address  
(e.g. P.O. Box address)

5e. Registered office  
(if you have a registered office insert the address here)

5f. Business website  
(url address)

5g. Type of entity  
(legal status):

Sole trader      Partnership      Limited liability company

Other please specify

5h. Registration number  
(insert registration number e.g. for a company)

5i. Country of residence  
(insert country where you (if you are a sole trader) or your organisation is resident for tax purposes)

5j. GST registration number  
(NZ GST number / if overseas please state)

## 6. Due diligence

As part of the approval process, we may undertake the following due diligence. Should we decide to undertake any of these we will give applicants reasonable notice.

- a. Reference check the organisation and named personnel.
- b. Inspect audited accounts for the last three financial years.
- c. Undertake a credit check.
- d. Undertake a Police check for all named personnel.

## 7. Agreement term

Description	Years
Initial term of the Contract	12 Months
Options to extend the Contract	Up to five year extension, upon continual meeting of the Terms & Conditions required
Maximum term of the Contract	6 years

## 8. Proposed agreement

Once approval is obtained, NPDC will supply an agreement for your viewing that outlines the Terms and Conditions associated with this contract.

Upon acceptance, both parties will sign, confirming the approval of your organisation as an approved installer for the relevant categories.

## 9. Supplier account details

Once approval is obtained and the contract is signed by both NPDC and the supplier, we will be required to add your company to our finance system. Please provide the following details to allow for this in advance of approval being obtained.

Please complete the following account details (our Payment Terms Are: 20th Following Month):

9a. Bank/Branch	<input type="text"/>
9b. Account Name	<input type="text"/>
9c. Account Number	<input type="text"/>
9d. Remittance Advice Email Address	<input type="text"/>

(Attach a bank account confirmation via a bank deposit slip or other form of electronic identification)

## 10. Supplier declaration

Topic	Declaration	Respondent's declaration	
		Agree	Disagree
Process, Terms and Conditions	I/we have read and fully understand this process, including the Approval Process, and NPDC Terms and Conditions. I/we confirm that the Respondent/s agree to be bound by them.		
Collection of further information	The Respondent/s authorises the Buyer to: a. Collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client. b. Use such information in the evaluation of this Application. The Respondent/s agrees that all such information will be confidential to the Buyer.		
Requirements	I/we have read and fully understand the nature and extent of the Buyer's Requirements. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.		
Ethics	In submitting this Application the Respondent/s warrants that it: a. Has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor. b. Has not directly or indirectly approached any representative of the Buyer, to lobby or solicit information in relation to the process. c. Has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.		
Code of Conduct	I/we have read and fully understand the supplied Code of Conduct. I/we confirm that the Respondent/s agree to be bound by them. (Refer to page 8 for code of conduct)		

## 10. Supplier declaration (continued)

Conflict of Interest declaration      The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Application, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the process the Respondent/s will report it immediately to the Buyer's Point of Contact.

Details of conflict of interest (if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write 'not applicable'):

## Applicant's declaration

I/we declare that in submitting the Application and this declaration:

- a. The information provided is true, accurate and complete and not misleading in any material respect
- b. The Application does not contain intellectual property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this Application, to make the statements and to provide the information in the Application and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Application may result in the Application being eliminated from further participation in the process and may be grounds for termination of any Contract awarded as a result of the Application.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

First name(s)

Surname

Title/position

Name of organisation

Signature of applicant

Date



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New Plymouth District Council



SUPPLIER CODE OF CONDUCT

Statement of NPDC Expectations

NPDC (NPDC) is committed to sustainable and inclusive procurement that delivers for New Plymouth and all residents. Our Supplier Code of Conduct outlines the expectations we have of all our suppliers. Suppliers must make any subcontractors they employ aware of this code.

### Labour and human rights

NPDC expects our suppliers to embrace national and international standards relating to human rights. Suppliers must respect the labour rights of their employees in the workplace, and should monitor human rights within their supply chain.

### Health, safety and security

NPDC expects suppliers to:

- comply with regulatory and statutory requirements in relation to health and safety at work and maintain work environments and systems of work, for workers and others that ensure their health and safety;
- comply with any security obligations notified to them by the agency; and
- adequately protect any information, assets, tools or materials provided for use by NPDC and return these promptly on demand when requested.

### Prompt payment

NPDC is expected to pay its suppliers promptly. In turn NPDC expects our suppliers to continue this standard when paying their subcontractors and advising subcontractors promptly if there is any reason why an invoice will not be paid promptly.

### Environmental sustainability

NPDC is committed to transitioning the region to a low emission economy. We encourage suppliers to establish environmentally responsible business practices and proactively improve their environmental performance. We expect suppliers to:

- Conduct their business in accordance with all applicable laws and regulations regarding the mitigation of impacts and protection of the environment; and
- Endeavour to improve their environmental sustainability and reduce operational environmental impacts.

### Ethical behaviour

We expect our suppliers to:

- Manage their activities and affairs, and conduct themselves with integrity in accordance with all applicable laws, regulations and ethical standards;
- Not engage in any form of corruption;
- Be transparent about their practices and actively engage sustainable policies and processes; and
- Clearly identify that acts are not under the pretension of NPDC.

### Corporate social responsibility

We encourage suppliers to be good corporate citizens and contribute positively to their communities. Some positive things suppliers could do are:

- Eliminate discrimination in respect of gender, ethnicity and occupation. Eradicating prejudices in the workplace will support a progressive and diverse work force.
- Promote economic development. This could include engaging with Māori businesses or businesses in provincial regions in order to engage with our local economy.