



## Request for Proposal (RFP) Biosecurity Services – Full Season Delivery

**Issued by:** Citrus New Zealand (CNZ)

**RFP reference:** CNZRFP-BS-12026

**RFP release date:** 30 April 2026

**Deadline for questions:** 7 May 2026

**Deadline for proposals:** 11 May 2026

**Proposed contract start:** 18 May 2026

### 1. The Opportunity

#### 1.1 What we need

Citrus New Zealand (CNZ) is seeking proposals from suitably qualified providers to deliver biosecurity advisory and support services for the full citrus season.

The services will support CNZ's role in:

- biosecurity risk management
- market access assurance
- regulatory engagement, and
- sector confidence for New Zealand citrus growers.

Biosecurity work is inherently variable and risk-driven. CNZ is therefore seeking a provider with the capability, availability, and experience to support the programme on an as-needed basis across the full season, rather than delivery against a fixed schedule of activities.

This procurement is being run in accordance with CNZ's Procurement Policy and fit-for-purpose procurement approach. [CNZ Procurement Framework 2026](#)

#### 1.2 What we don't want

CNZ is not seeking:

- proposals based on a fixed number of meetings or hours, or
- purely transactional or ad-hoc services without continuity of representation.

#### 1.3 What's important to us



In selecting a provider, CNZ places importance on:

- strong biosecurity expertise relevant to horticulture and citrus
- continuity of representation and institutional knowledge
- the ability to respond flexibly to emerging issues
- sound judgement and governance awareness, and
- value for money over the life of the engagement.

#### **1.4 Why you should bid**

This is an opportunity to work closely with CNZ and its stakeholders to support the integrity and confidence of New Zealand's citrus biosecurity and market access (in the context of biosecurity) arrangements across the season.

#### **1.5 A bit about us**

Citrus New Zealand represents citrus growers across New Zealand. CNZ delivers programmes, services, and research that support grower profitability, sustainability, and market confidence, including biosecurity and market access activities.

## **2. Our Requirements**

### **2.1 Background**

CNZ requires access to experienced biosecurity advice and representation to support its seasonal programmes and engagement with regulators and industry stakeholders.

Historically, the level of biosecurity activity has varied by season and is influenced by external factors such as regulatory developments, market access requirements, and emerging risks.

### **2.2 Key outcomes**

The key outcomes sought through this RFP are:

- timely and informed biosecurity advice,
- effective support for CNZ's regulatory and market access engagement,
- continuity and confidence in biosecurity representation across the season, and
- strengthened sector assurance.



### **2.3 Scope of services**

The successful provider will deliver biosecurity services that may include, but are not limited to:

- Provision of expert biosecurity advice relevant to the New Zealand citrus sector
- Support for market access and regulatory engagement
- Attendance at biosecurity-related meetings as required (including DGG)
- Advice on emerging biosecurity risks and mitigation options
- Support during biosecurity incidents or heightened risk periods
- Ad-hoc advisory support to CNZ management and programme leads
- Liaison with government agencies and sector stakeholders where appropriate

The volume and timing of services will vary across the season.

### **2.4 Season-long delivery and continuity**

Given the importance of continuity and accumulated programme knowledge, CNZ intends to appoint a provider to support biosecurity services for the full season, subject to satisfactory performance and ongoing programme need.

### **2.5 Service levels**

Respondents should demonstrate:

- capacity to support CNZ throughout the season,
- flexibility and responsiveness, including short-notice availability, and
- understanding of the regulatory and operational biosecurity environment.

### **2.6 Pricing**

Respondents must complete the Pricing Schedule provided with this RFP.

CNZ recognises that service volumes cannot be guaranteed and encourages pricing approaches that reflect:

- availability and continuity, and
- variable, as-needed service delivery.

CNZ does not guarantee a minimum or maximum volume of work.



### 3. Our Evaluation Approach

#### 3.1 Evaluation criteria

Proposals will be evaluated against the following criteria:

Criteria	Weighting
Relevant biosecurity experience and track record	30%
Capability and understanding of CNZ's biosecurity context	25%
Capacity, availability, and continuity of service	20%
Value for money	25%
<b>Total</b>	<b>100%</b>

#### 3.2 Evaluation process

CNZ may:

- seek clarification of proposals,
- conduct reference checks, and/or
- interview shortlisted respondents.

Final decisions will be made in accordance with CNZ's governance and approval requirements.

### 4. Pricing Information

Respondents must:

- submit pricing in NZD, exclusive of GST,
- complete the Pricing Schedule in full, and
- clearly state any assumptions or dependencies.

### 5. Contract Term



The anticipated contract term is for the 1 April 2026 – 31 March 2027 citrus season, with a proposed start date of 18 May 2026. Any extension or renewal will be subject to CNZ's governance approval.

## 6. How to Respond

To respond to this RFP, please:

1. Review this RFP and supporting documents
2. Complete the CNZ RFP Response Form and Pricing Schedule
3. Submit your response as a single PDF to: [info@citrus.co.nz](mailto:info@citrus.co.nz)
4. Include the RFP reference in the email subject line

CNZ will acknowledge receipt of all proposals and notify respondents of the outcome once evaluation is complete.

## 7. Conditions

This RFP is conducted in accordance with [CNZ's Procurement Policy](#) and principles of fairness, transparency, proportionality, and value for money.