



# KETE MĀTAURANGA

A SMALL BUSINESSES GUIDE TO  
GOVERNMENT PROCUREMENT

VOLUME ONE OF THREE  
COMMISSIONED BY TE MATARAU A MĀUI

# INTRODUCTION

The name Kete Mātauranga comes from an ancient Māori legend called Ngā kete e toru o te mātauranga – the three baskets of knowledge.

In one version of this legend, the Atua (god) Tāne went to the highest heaven to bring the baskets of knowledge back down to help people.

Just like that story, this e-book is part of a set of three kete.

- Volume One (this book) shares knowledge about what government procurement is.
- Volume Two explains how the government buys things.
- Volume Three is a space for you to collect and prepare your business information, so you're ready to bid for government mahi.

Together, these three kete are free and publicly available.

We also know that learning is needed for both the government and business, so we can truly honour Te Tiriti o Waitangi. That means making sure government systems work better for Māori, and that Māori businesses are supported to succeed. This guide is one small step in that bigger journey of transformation and partnership.

## Whakamihi

Kete Mātauranga was commissioned by Te Matarau a Māui and written by Melanie Ahnau. The series has been created with the hope that it will help the Māori economy grow and thrive, and to support more Māori businesses to be part of government mahi.





# CHAPTERS

(NGĀ WĀHANGA)



WĀHANGA TUATAHI:  
WHERE TO FIND WORK


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WĀHANGA TUARUA:  
GETTING STARTED

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WĀHANGA TUATORU:  
SUMMARY & NEXT STEPS

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# WĀHANGA TUATAHI: WHERE TO FIND WORK

# Who are government agencies?

The government has more than 100 agencies, departments and organisations. They provide a range of goods, services, and works, including building roads, supporting young people, fixing schools, and helping whānau find homes.

When these agencies need to buy something, hire people to do work or build something, they usually have to follow a set of rules called “the government procurement rules”. If what they need costs more than \$100,000, they must advertise it on a website called GETS (the Government Electronic Tenders Service), so businesses have a fair chance to apply. We’ll talk more about this later on.

You can find a full list of government agencies here:

[publicservice.govt.nz/system/central-government-organisations](https://publicservice.govt.nz/system/central-government-organisations)

# What is government procurement?

Government procurement is how the government buys things, finds people to do work, or builds things, such as houses, cleans schools, or runs support programmes.

Because they’re using public money (money that comes from taxes or rates), government agencies have to spend it wisely and give everyone a fair chance to do the work.

They must follow clear steps to make sure they’re choosing the best option and getting good value. These steps are called the “procurement processes” covered in volume two of the Kete Mātauranga series.

They also need to record what they did and why, so they can show they followed the rules if they’re audited later.

Many countries use similar rules for how their governments buy things, like Australia and the UK.





# How to find government contract opportunities

If your business wants to work with the government, the best place to start is a website called GETS (the Government Electronic Tenders Service). A link to this website is provided further on in this book.

GETS is where most government agencies advertise jobs they need help with.

You can look at the list of jobs on GETS without signing up. But to see all the details and get alerts about new jobs that match your business, you'll need to register as a supplier.

## **It's free to register on GETS, and once you've signed up, you can:**

- See what different government agencies are buying,
- You can get emails when new jobs come up that match your business.
- You can apply for those jobs online.

## **To sign up, you'll need:**

- Your business or trading name (even if you're a sole trader),
- Your business address,
- Your name, email, and phone number, and
- A RealMe login (this is covered in the next chapter).

The background is a dark red color with a complex, woven pattern of diagonal lines, creating a textured, basket-weave effect. The lines are slightly curved and overlap, giving it a three-dimensional appearance.

# WĀHANGA TUARUA: GETTING STARTED

# RealMe

What is a RealMe Account?

A RealMe account is a safe and easy way to prove who you are online when using New Zealand government services. It's like a digital ID card that helps you do important things, like applying for a passport, signing up for school, or checking your health records, without having to go into an office or fill out forms.

With a RealMe account, you can:

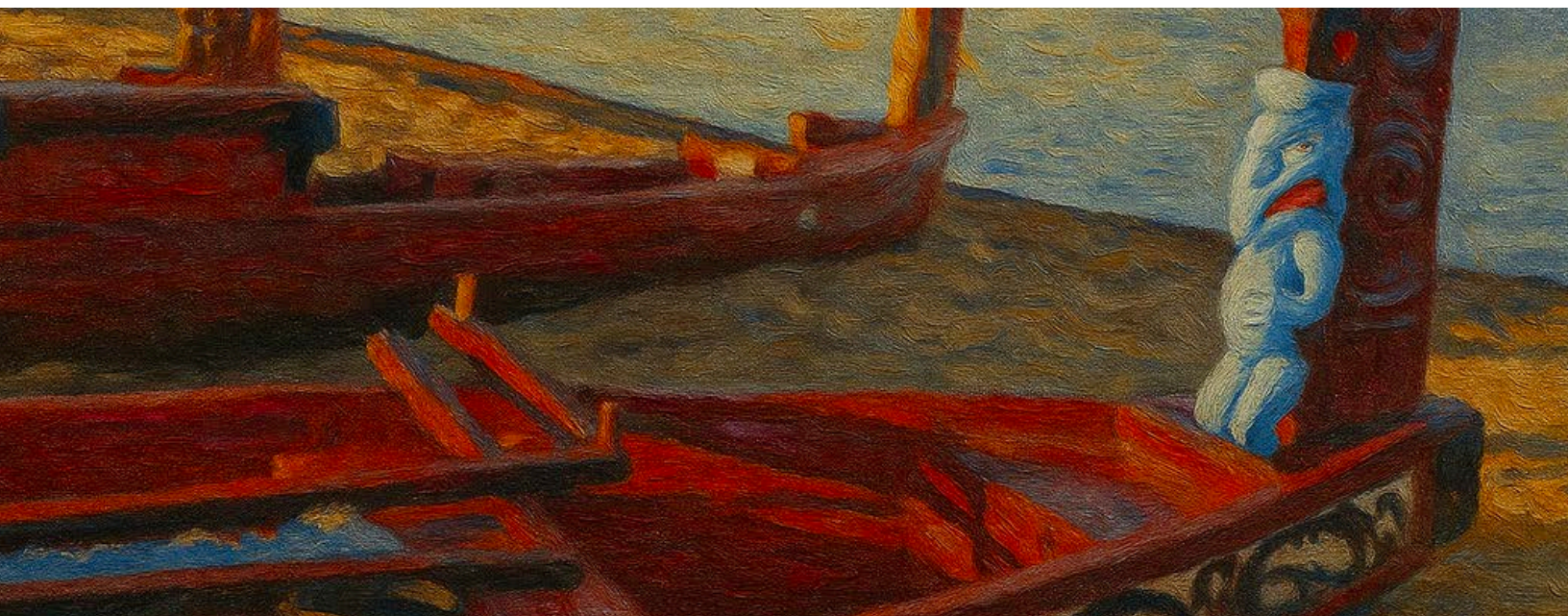
- Log in to different websites with just one username and password
- Keep your personal information safe and secure
- Save time by not having to remember lots of passwords for different services

RealMe is run by the New Zealand government and is trusted by many organisations across the country. It's made to keep your details private and to help you stay in control of your information.

To apply for government contracts, you will need a RealMe account, and then to register on GETS.

The instructions to set up a RealMe account can be found by following this link to the website: <https://login.realme.govt.nz/>, where you will be asked to create a username and password.

If you have any trouble creating an account, the RealMe Helpdesk phone number is: 0800 664 774.



# What is GETS?

GETS stands for Government Electronic Tenders Service. It's a website where New Zealand's government shares jobs and contract opportunities like building schools, fixing roads, or buying supplies, so businesses can learn about them and apply for those jobs or contracts. In short, GETS is like a digital job board for government work in New Zealand. It's fair for everyone, and free to join.

## Key points

- It's free - anyone can use it without paying.
- It makes everything fair and open, so all businesses, large or small, have the same chance to work with the government.

## How does it work?

1. Government agencies post details about jobs or contracts on GETS.
2. Businesses (like builders, designers, and shop owners) sign up with a RealMe account and can ask questions, view and apply for jobs or contracts.
3. People can browse and get alerts for jobs that match their skills.

## Who uses GETS?

- Government departments and councils issue jobs and contracts.
- Sole traders, big and small businesses, both in New Zealand and overseas, can apply for jobs and contracts.

The link to the GETS website can be found [here](http://www.gets.govt.nz): [www.gets.govt.nz](http://www.gets.govt.nz)

To register as a supplier, click "Register now" and follow the instructions on the website.

If you get stuck, the service desk details are below:

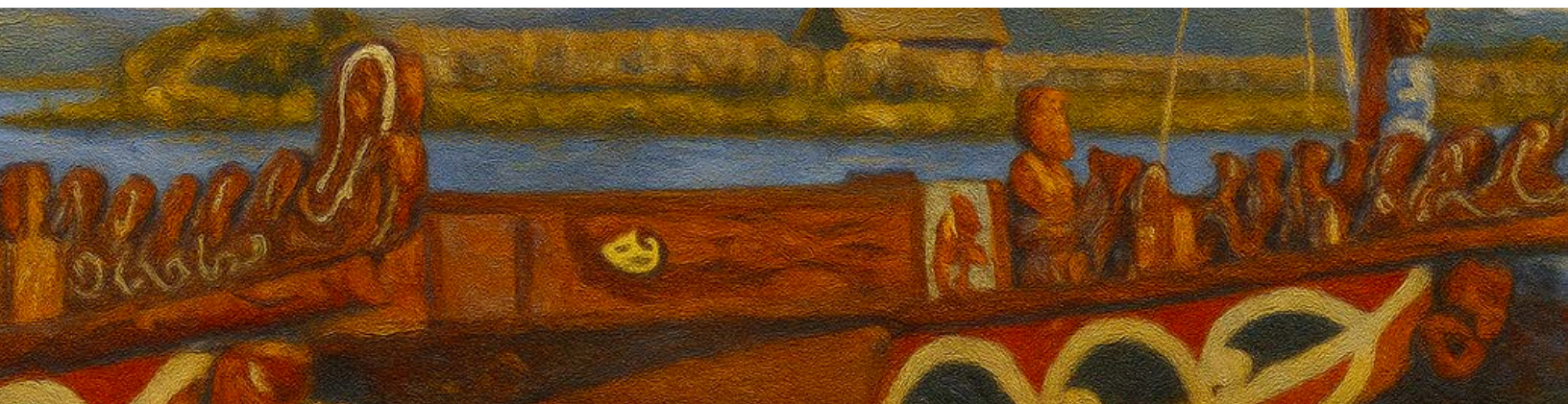
## GETS Helpdesk

The GETS Helpdesk is open 8:30am–5:00pm, Monday to Thursday, 9:00am–5:00pm Friday. The GETS Helpdesk is closed on public holidays.

Free Phone: 0508 GETS HELP (0508 438 743)

International: +64 4 901 3188

Email: [info@gets.govt.nz](mailto:info@gets.govt.nz)



The background is a dark red color with a complex, woven or braided pattern. The pattern consists of multiple overlapping, slightly curved lines that create a sense of depth and texture, resembling a traditional weaving technique. The lines are arranged in a way that they interlock, forming a series of small, irregular shapes that repeat across the entire surface.

# WĀHANGA TUATORU: SUMMARY & NEXT STEPS



# Government procurement can help businesses go global

When a business learns how to work with the New Zealand government, by following the steps, filling out the forms, and understanding the rules, it can help them grow and win work in other countries too.

Lots of other governments, like Australia, the United Kingdom, Canada, and even places like Singapore and parts of the European Union, use very similar processes when they buy goods or services.

When a business in Aotearoa feels comfortable navigating government procurement here, they're building the skills and confidence to take on opportunities overseas, too.

## Why do they use procurement processes?

Because the government are spending public money from taxes or rates, the government must plan carefully, spend money wisely, and give everyone a fair chance to do the work.

The way they work is governed by laws, like the Public Finance Act, which says the government must be careful and honest with how it spends public money. There are also free trade agreements between New Zealand and other countries. These agreements say we need to give fair opportunities not just to New Zealand businesses, but sometimes to overseas ones too.

The process helps make sure everything is transparent (nothing is hidden), fair (there are no favourites), and responsible (they get the best value for everyone).

All these steps help protect taxpayers and keep New Zealand trusted by other countries we trade with.



# Next Steps: Get Set Up to Explore

Now that you've read Volume One, you have a great foundation, you understand what government procurement is and where to find work. That's a great first step!

Before you dive into Volume Two, we encourage you to take a few minutes to set yourself up so you can explore the GETS website properly.

Here's what to do:

1. Create a RealMe account
2. This is a secure online ID that lets you log in to many government websites, including GETS. It's free, quick to set up, and keeps your information safe.
3. Get started here: [realme.govt.nz](http://realme.govt.nz)
4. Register on GETS
5. Once you've got a RealMe login, register as a supplier on the GETS website.

That way, you can:

- Get alerts for jobs that match what your business does
- See more details on government work opportunities
- Start to get familiar with the layout, language, and categories used

Go to [www.gets.govt.nz/RegisterUser.htm](http://www.gets.govt.nz/RegisterUser.htm) to sign up. It's free.

You don't need to apply for anything just yet. This is just about looking around, exploring, and getting comfortable with the website.

Why now?

Volume Two will walk you through how to read and understand tender documents and what to expect from the process. Having a RealMe account and a GETS profile will make Volume Two much more helpful because you'll be able to follow along using real-life examples.

If you need help along the way with creating a RealMe account or a GETS account, support is available:

RealMe Helpdesk: 0800 664 774

GETS Service Desk: [info@gets.govt.nz](mailto:info@gets.govt.nz)



*Nga Mihi*

We hope this kete has helped you understand government procurement a little more. Please visit our website to find volume two of this series and for more tools and information at <https://tematarau.co.nz/>