

CONFIDENTIAL



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RESERVE BANK OF NEW ZEALAND

TE PŪTEA MATUA

## REQUEST FOR TENDER

Series Seven Banknote Upgrade

May 2013

For the selection of:

1. Conceptual Models
2. A Supplier to facilitate Origination services and print production

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**I REQUEST FOR TENDER**  
**ORIGINATION AND PRINT**

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## 1 INTRODUCTION

The development of a new series of banknotes is driven by the need to increase security. The Reserve Bank of New Zealand (RBNZ) also wishes to use this upgrade to modernise the look of the series. Therefore, the RBNZ tenders for the Conceptual Models, Origination, Print Trial, and print production of a new series of banknotes.

*For the purposes of this RBNZ tender, the following definitions apply:*

**Conceptual Models** are the artwork that show the design of the banknote, the integration of security features and print layers, including substrate.

**Origination** describes the process of converting the Conceptual Models into a print ready banknote. This includes the creation of digital images (also sometimes referred to as 'banknoteisation'), implementation of a design in a tool for the production of banknotes, and the proofing steps.

**Print Trial** describes the process that applies the origination outputs in a production environment so that issues may be detected prior to production.

The RBNZ is tendering for the designing of the Conceptual Models of the new series of banknotes **and** a provider for the Origination services, Print Trial, and print production of the initial and subsequent banknote requirements under an exclusive banknote print agreement. This includes the new series of banknotes (Series 7) and all its current denominations (\$5, \$10, \$20, \$50, and \$100).

This Request for Tender (RFT) calls for the separate submissions of proposals for:

- RFT1      The design of the Conceptual Models for **all denominations**, and
- RFT2      The Origination, Print Trial, and print production of **all denominations**.

RFT1: The Conceptual Models will be based on the current note theme but allow for creative redesigning of the banknote series. A family feel needs to be achieved. Further, the designs are required to make the illicit replication more difficult whilst being easy to verify. The RBNZ will acquire all the intellectual property rights in the design and in the original materials of the Conceptual Models.

RFT2: The Origination includes an industrial sized test print phase. The print production is split between five denominations

WITHHELD OIA s9(2)(b)(ii), OIA s6

Providers are required to submit proposal for RFT1 if submitting a proposal for RFT2. For example, a respondent may submit a proposal for the Conceptual Models (RFT1) and choose not to for the origination and print (RFT2), whereas a respondent may not submit a proposal for origination and print (RFT2) without submitting a proposal for the design (RFT1). The RBNZ reserves the right to award tenders independently or combined for (RFT1) and (RFT2).

It is important to note that only skilled banknote designers with an understanding of banknote printing are invited to submit proposals under RFT1.

This tender document describes:

- The products and services covered in this RFT (section 2, Appendix 1, and Appendix 2);
- The evaluation criteria (section 3);
- The information required from the respondents (section 4);
- The administrative arrangements (section 5); and
- The RFT rules (section 6).

## 2 PRODUCTS AND SERVICES

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### 2.1 CONCEPTUAL MODELS (RFT1)

The RBNZ seeks proposals for Conceptual Models for the entire series of banknotes: five denominations (\$5, \$10, \$20, \$50, \$100).

A **model contract** for the purchase of the Conceptual Models is contained in Appendix 1A. The **technical specifications** and artistic material are contained in Appendixes 1B, 1C, and 1D.

The RBNZ requires the submission of printed hard copies and digital copies as described in Appendixes 1A and 1B.

Upon receipt of the design proposals, the RBNZ will evaluate these as described in section 3.1 and may request adjustments to the submitted designs. The final approval of the design will be granted after thorough analysis by various experts and stakeholder groups.

The RBNZ requires the winning party to contribute further to the development of the final product throughout the origination and print production so that a high quality translation of the Conceptual Models is achieved. This is particularly relevant in the case of RFT1 being awarded to a company different from RFT2.

### 2.2 ORIGINATION SERVICES AND PRINT PRODUCTION (RFT2)

The Conceptual Models acquired through RFT1 are required to be originated, print trialled on an industrial scale, and printed.

#### 2.2.1 BANKNOTE VOLUMES AND RELEASE DATES

[REDACTED]

[REDACTED]

[REDACTED]

Withheld OIA  
s9(2)(b)(ii)

The respondent may only submit a proposal for **all denominations**.

The RBNZ's anticipated release order is shown in Table 2.

TABLE 2: ANTICIPATED RELEASE ORDER

Denomination	Anticipated release order
\$50	1st
\$5	2nd
\$10	3rd
\$20	4th
\$100	5th

The anticipated release date for the first denomination is between March 2015 and June 2015.

### 2.2.2 APPROVAL PROCESS

The steps and corresponding approval points shown in Table 3 are required to be completed to the RBNZ's satisfaction by the provider.

TABLE 3: APPROVAL PROCESS

#	Step	Approvals
1	Implement <b>changes to the Conceptual Models</b> acquired through RFT1, which the RBNZ deems necessary.	Final Conceptual Models
2	Develop the <b>digital and physical material</b> required for the print production of the banknotes.	Origination material and proofing output
3	Conduct a test print ( <b>Print Trial</b> ) for each denomination (100,000 sheets), which delivers the first set of detailed technical specifications for each denomination.	Print approvals along the production test process
4	<b>Print production</b> of the banknotes.	Acceptance of each production step as per Quality Assurance process Banknote inspection sign off
5	<b>Delivery</b> of banknotes	Acceptance of delivered banknotes

### 2.2.3 SPECIFICATIONS AND DELIVERABLES

The **specifications** for the Origination and Print Trial are contained in sections 2 and 3 of Appendix 2.

The **specifications** for the Print production are contained in section 4 of Appendix 2. [REDACTED]

[REDACTED]  
 Withheld OIA 6(c), OIA s9(2)(b)(ii)  
 [REDACTED]

### 2.2.4 GENERAL DEVELOPMENT AND PRODUCTION PROCESS

The RBNZ envisages issuing the denominations in a staggered manner as laid out in Table 2. The RBNZ requires that all submissions include a **programme plan** based on these timeframes. [REDACTED]

[REDACTED]  
 Withheld OIA 6(c)  
 [REDACTED]

The program plan must provide details of each step as set out in Table 3. The program plan will need to include the proposed **site location**, and the proposed **equipment** at each step of the process. The plan must show the proposed **printing sequence** and explain the reasoning.

Further, the proposed plan must contain a proposed **timeline** showing the completion of each process step along the timeline as milestones for each denomination.

The respondent is required to describe in detail the processes proposed to **inspect the finished banknotes**. This must include a list of tests, the areas on the banknotes intended to be inspected, and the method applied. The respondent must list the equipment and software required. For the RBNZ, a Single Note Inspection System with state of the art technology (e.g. G&D's BPS 2000 equipped with Obis 3 inspection system or equivalent) is preferred.

The RBNZ further requires the respondent to submit a detailed description of its **Quality Control system (including sampling methods)** as well as **reconciliation and destruction systems**.

**Summary:**

- Please submit a programme plan showing the proposed:
  - ✓ Development and production process;
  - ✓ Site location;
  - ✓ Equipment to be used;
  - ✓ Printing sequence;
  - ✓ Timeline for Origination, proofing and print trial processes;
  - ✓ Timeline for Print production, including the estimated completion date for all denominations;
  - ✓ Finished banknote inspection system;
  - ✓ Quality Assurance system;
  - ✓ Reconciliation system; and
  - ✓ Destruction system.

#### 2.2.5 ORIGINATION CAPABILITIES

The respondent is required to submit a detailed description of its **Origination capabilities**, including the **equipment** that will be used **Withheld OIA 6(c), OIA s9(2)(ba)**

**Withheld**. The respondent is required to submit a detailed description of its **proofing** process and equipment. Further, a list showing experiences with Origination processes in the last five years shall be submitted. The respondent is required to clearly state the use of proprietary technology. The specifications regarding the Origination are stated in section 2 of Appendix 2.

**Summary:**

- Please submit the following information regarding the proposed Origination process:
  - ✓ Origination equipment;

**Withheld, OIA 6(c), OIA s9(2)(ba)**



- ✓ Proofing process;
- ✓ Proofing equipment;
- ✓ Experiences; and
- ✓ Proprietary technology.

#### **2.2.6 PRINT TRIAL CAPABILITIES**

The respondent is required to submit the **year and model of all equipment** used in every step of the printing process as well as all the working tolerances. This includes the finishing stages of the production. The respondent is required to clearly state the use of proprietary technology.

The supplier is required to include information regarding their experiences with Print Trials and their customs and practices.

**Summary:**

- Please submit the following information regarding the proposed Print Trial process:
  - ✓ Equipment used;
  - ✓ Working tolerances of the equipment;
  - ✓ Finishing process;
  - ✓ Proprietary technology; and
  - ✓ Experiences and customs.

#### **2.2.7 PRINT PRODUCTION CAPABILITIES**

The respondent must submit its **print capacity** and actual print volumes in the last five years. Further, the respondent is required to submit its standard for machine through-put, material consumption, spoilage, lead times, and any other parameters regarded as normal for print production.

The respondent is required to submit the data requested for the production of paper banknotes, polymer banknotes, and in total.

**Summary:**

- Please submit the following information regarding the respondent's print capabilities:
  - ✓ Print capacity;
  - ✓ Actual print volumes during last five years;
  - ✓ Standard machine throughput;
  - ✓ Material consumption;
  - ✓ Spoilage;
  - ✓ Lead times for subsequent orders; and
  - ✓ Other parameters regarding print production.

**2.3 PRICING PROPOSALS**

The pricing proposals for RFT1 and RFT2 must be submitted in USD.

**2.3.1 CONCEPTUAL MODELS (RFT 1)**

The pricing proposal for the Conceptual Models (RFT1) is required to be a single value inclusive of all related products and services.

**2.3.2 ORIGINATION SERVICES AND PRINT PRODUCTION (RFT 2)**

The pricing proposal for the Origination services and print production (RFT2) can be submitted considering:

- (A) Conceptual Models submitted by the respondent under RFT1; and
- (B) Conceptual Models submitted by a third party.<sup>1</sup>

[Redacted]

Withheld OIA 6(c)

The proposal is required to be submitted in the format shown in Table 4 and Table 5.

TABLE 4: SUMMARY PRICE PROPOSAL

Denomination	(A) Origination and print of own Conceptual Model		(B) Origination and print of third party's Conceptual Model	
	Withheld OIA 6(c)			
\$5				
\$10				
\$20				
\$50				
\$100				

<sup>1</sup> When quoting for the Origination services and Print production of a third party's Conceptual Model, please list the basis for pricing.

TABLE 5: DETAILED PRICE PROPOSAL

	\$5				\$10, etc.			
	(A)(1)	(A)(2)	(B)(1)	(B)(2)	(A)(1)	(A)(2)	(B)(1)	(B)(2)
a. Cost of Origination								
b. Cost of Print Trial								
c. Cost of Substrate								
d. Cost of inks (standard)								
<b>Withheld OIA 6(c)</b>								
i. Other Costs of Printing								
j. Total cost of printing (a+b+c+d+e+f+g+h+i)								
k. Taxes ( % * j)								
<b>m. Total Cost (j+k)</b>								
<b>Price per 1,000 notes</b>								
Cost insurance & transport								

Using the price proposal submitted in Table 5, please give a detailed description of the impact on the prices under the following scenarios:

1. The order of the **Withheld OIA 6(c)** (\$20) was split into two production runs of **Withheld OIA 6(c)**, with the second print run being at least one year after the first print run.
2. Subsequent orders were of volumes **Withheld OIA 6(c)** pieces.

### **3 EVALUATION MODELS**

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Generally (applying to RFT1 and RFT2), the RBNZ gives more relevance to technically suitable proposals compared to other considerations.

#### **3.1 CONCEPTUAL MODELS (RFT1)**

The submission of Conceptual Models will be assessed according to the following criteria:

1. Adherence to technical specifications (as outlined in Appendix 1B)
2. Aesthetics
  - Family resemblance between the denominations;
  - Continuation of current theme;
3. Technical
  - Colour contrast between denominations;
  - Quality issues of \$5 denomination addressed;
  - Deployment of security features aiding counterfeit resilience and verification ease;
  - Numerals according to specifications;
  - Mandatory features used;
  - Serial numbering according to specifications;
  - Wording according to specifications;
  - Technical implications of the use of any patents or exclusive technologies associated with the submission;
  - Translation through the Origination and printing processes; and
4. Price.

The RBNZ will take advice from experts and stakeholder groups of its choosing during the assessment. After a shortlist of suitable submissions is established, shortlisted respondents may be required to adjust the originally submitted Conceptual Models according to the feedback gathered from the experts and stakeholders and the successful respondent may be required to make further adjustments.

### **3.2 ORIGINATION SERVICES AND PRINT PRODUCTION (RFT2)**

The respondent's capabilities to successfully originate and print the new New Zealand Banknotes will be assessed by the following criteria:

1. Technical

- Capacities during all stages of the Origination, Print Trial, and print production;
- Experience;
- Proposed process and sequence;
- Finishing process;
- Quality system;
- Reconciliation system;
- Use of proprietary technologies;
- Respondent's experience of originating, print trialling, and printing;

2. Proposed timeline

3. Price.

## 4 INFORMATION REQUIRED FROM RESPONDENTS

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The respondent is required to submit the following information regarding its corporate profile:

1. General corporate profile
  - Please provide the corporate structure, annual report, and financial statement for the last year.
2. Respondent's market share and international exposure
  - Please state the banknote printing market share and the number of international customers.
3. Future developments of the respondent
  - Please provide the strategic direction of the respondent and the current placement with respect to currency-related business.
4. Current and future commitments and timeframes
  - Please describe the current and upcoming commitments of the respondent's Origination and print production capacities.
5. Corporate policies regarding ethics, compliance and audit
  - Please provide a copy the respondent's corporate policies regarding ethics and moral standards, the corresponding audit procedures, and risk mitigations put in place.
6. Industry accreditations
  - Please provide accreditations of the quality management systems (ISO 9001), environmental management system (ISO 14001), and occupational health and safety management system (OHSAS 18001).
7. Security standards
  - Please provide a summary of the respondent's security standards, including site security as well as personnel security standards and screening processes.
  - Please provide a summary of the respondent's document security systems.
8. Business Continuity Plan
  - Please provide a summary of the respondent's Business Continuity Plan (BCP) and the testing regimes regarding the BCP arrangements.
9. Disputes
  - Please state whether the respondent is currently involved, or in the last five years has been involved, in any commercial disputes, in any court cases as the defending party, or is subject to a police investigation.
10. References and testimonies
  - Please provide recent references and customer testimonies.

## **5 ADMINISTRATIVE ARRANGEMENTS FOR RFT1 AND RFT2 RESPONSES**

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### **5.1 REQUEST FOR TENDER**

Respondents must acknowledge in their proposals that they agree to all of the RFT Rules set forth in section 6. The RBNZ reserves the right to reject submissions that fail to contain such an acknowledgement.

All respondents must by **13 May 2013** submit to the RBNZ a declaration that they accept and are bound by the RFT rules. The declaration form (attached in section 5.10) must be accompanied by evidence that the signatories have the authority to bind the respondent. No response will be assessed if the declaration is not received. Images required for participation in RFT1 will be given to the respondent upon the receipt of the declaration.

### **5.2 SUBMISSION OF PROPOSALS**

Submissions in response to this RFT must be delivered as follows.

#### **Reserve Bank of New Zealand**

2 The Terrace  
PO Box 2498  
Wellington 6011  
NEW ZEALAND  
**Attn: Lily Elliott**

[lily.elliott@rbnz.govt.nz](mailto:lily.elliott@rbnz.govt.nz)

Proposals must be clearly labelled "Reserve Bank of New Zealand – Banknote Upgrade Project RFT"

Closing date and time for receipt of proposals is Monday, 9 September 2013, 5pm (local time, New Zealand, GMT+12).

### **5.3 CONTACT FOR INQUIRIES**

Any inquiries relating to this RFT must be made to Lily Elliott: [lily.elliott@rbnz.govt.nz](mailto:lily.elliott@rbnz.govt.nz).

Respondents have the responsibility to make the necessary inquiries to ensure that they understand the requirements and the intent of the RFT and seek any clarification of perceived errors, or inconsistencies, or omissions.

### **5.4 REPRESENTATIVE**

RFT responses must include the full name and full contact details of a nominated representative, who will be a single point of contact through which further discussion or information about the proposal can be co-ordinated. The representative must have authority on behalf of the respondent to provide the acknowledgements required in the RFT submission and to bind the respondent. The respondent is required to submit the details of its representative within ten working days of receipt of the RFT documents.

## 5.5 RFT CONTENT AND FORMAT

Responses to this RFT must contain an acknowledgement and acceptance of all the terms in section 6.

### Conceptual Models – RFT1

Submissions in response to RFT 1 must be presented in the form both hard-copy prints on paper and in electronic form. The hard-copy versions should be printed in full-colour and at an output resolution of 600dpi. The electronic files should be presented in “.TIFF” file format at a minimum of 4000 pixels, but ideally 6000 on the long edge of the design.

### Origination services and print production – RFT2

Submissions in response to RFT2 must be presented in the form of:

- One complete electronic copy in PDF format; and
- One hard-copy.

Where there are discrepancies found between the hard copy proposal and the electronic copy, the hard-copy of the proposal will be treated as the current and accepted version and the electronic copy will be treated as being for supporting information only.

Samples and other hard copy material may be couriered to the RBNZ at the address stated in section 5.2.

Attachments and other material in electronic format may be provided in DVD or USB key format.

Submissions must address all the content sought in this RFT in sections 2 and 4.

## 5.6 EVALUATION CRITERIA FOR THE RFT

The Evaluation Criteria include, but are not limited to:

- Full compliance with section 5.1 and 5.5; and
- Criteria outlined in sections 3.1 and 3.2.

These criteria are intended for guidance only so that respondents may assess the suitability of their submission. They are not ranked in any order or given any particular weighting.

## 5.7 EVALUATION PROCESS

The RBNZ retains control of the RFT process. Any responses to the RFT will be used solely for the purposes of meeting the requirements of the RBNZ.

The RBNZ will evaluate the information supplied by the respondent after all information has been gathered and the RFI is closed off on 9 September 2013, 5pm (local time; New Zealand – GMT +12).

The RBNZ may require the shortlisted parties to present their proposals to the RBNZ.



## 5.8 SCHEDULE OF EVENTS

The following indicative schedule of events is planned:

<b>Event</b>	<b>Date (latest anticipated)</b>
Issue of tender documents	01 May 2013
Confirm representative and RFT declaration Release of images to respondents	13 May 2013
Questions round 1	20 May 2013
Answers to round 1 questions	30 May 2013
Confirmation of tender participation	6 June 2013
Questions round 2	27 June 2013
Answers to round 2 questions	11 July 2013
Closure of tender	9 September 2013
Evaluation	8 November 2013
Communication of selection	15 Nov 2013
Signing of contract	29 Nov 2013

**5.9 DECLARATION OF ACCEPTANCE**

**Declaration of Acceptance of all RFT Rules**

**Reserve Bank of New Zealand  
Series Seven Banknote Upgrade  
Request for Tender  
May 2013**

In reference to the Reserve Bank of New Zealand Series Seven Banknote Upgrade Request for Tender dated May 2013, \_\_\_\_\_

*[Name of Company]*

confirms that it accepts and will be bound by the RFT Rules in section 6.

The representative of \_\_\_\_\_

*[Name of Company]*

for this RFT is:

\_\_\_\_\_

*[Name and position of representative]*

Contact details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name and position of signatory

\_\_\_\_\_  
Date

## **6 RFT RULES**

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### **6.1 VALIDITY OF INFORMATION**

The RBNZ has used all reasonable efforts in compiling the RFT. However, it will not be liable to respondents or any third party for any inaccuracy or omission in the RFT or in any additional information the RBNZ may provide as part of this procurement process.

### **6.2 ACCEPTANCE OF THE RFT RULES**

Submission of a proposal by the respondent to the RBNZ will be treated as acknowledgement and acceptance of these RFT Rules by the respondent. The respondent is required to submit an acceptance of rules declaration within ten working days of receipt of the RFT documents as outlined in 5.1.

### **6.3 NON-CONFORMING SUBMISSIONS MAY BE EXCLUDED OR CONSIDERED**

Any non-conforming proposal, including, without limit, any late proposal, may be excluded from or accepted for consideration by the RBNZ in its discretion.

### **6.4 VALIDITY PERIOD**

Once submitted each submission remains open for acceptance by the RBNZ, is irrevocable, and may not be withdrawn or changed, except with the prior written consent of the RBNZ. All prices and costs described in the submission will remain firm until conclusion of an agreement with the successful respondent (if any), subject to the RBNZ being entitled to the benefit of any reduction in price or cost announced after the date of the submission for items included in the submission.

### **6.5 AUTHORISED COMMUNICATIONS**

Only those communications that are in writing from the RBNZ may be considered as duly authorised expression on behalf of the RBNZ. Correspondingly, only those communications from respondents that are signed and in writing will be recognised by the RBNZ as authorised expressions on behalf of that respondent.

### **6.6 CORRESPONDENCE / CLARIFICATION SOUGHT BY RESPONDENT**

All correspondence is to be directed to the address described above [section 5.2]. The RBNZ will respond to any requests for clarification and may respond to any other questions it receives, unless, in the RBNZ's opinion there is good reason why it is inappropriate to do so. The RBNZ may, at its discretion, provide all respondents with copies of the questions and the responses without identification of the source of the question. If a respondent is unable to obtain clarification on any matter relating to the requirements of the RFT, the respondent should indicate where it believes the RFT to be ambiguous or unclear and should describe the interpretation it has adopted in preparing its proposal.

## **6.7 DEVIATIONS FROM FORM OF SUBMISSION**

Any deviation from the requirements of this RFT (whether in format, content or substance) must be clearly marked and a written explanation given for each deviation (including the effect of such deviation).

## **6.8 ADDENDA TO SUBMISSION**

Information not specifically required for the RFT but considered by the respondent to be of value to the evaluation should be included as an addendum to the submission.

## **6.9 CONFIDENTIALITY**

### **6.9.1 THE RBNZ'S OBLIGATIONS**

The RBNZ will use reasonable efforts to maintain the confidentiality of information supplied in the submission. However, the RBNZ is subject to various disclosure requirements, such as under the Official Information Act 1982, and is not liable for any disclosure it believes in good faith it is required to make. The respondent should clearly indicate those parts of its submission, which it regards as commercially sensitive and confidential. It is not acceptable to mark the entire proposal as such.

### **6.9.2 RESPONDENT'S OBLIGATIONS**

This document may not be used in any other context, nor may it be disclosed to any party not directly involved in the formulation of a submission. Where other parties are involved, those parties are deemed to be subject to the obligation of confidentiality.

Respondents must not make any public statement in relation to this RFT, or to the award of any subsequent tender processes, without the written permission of the RBNZ.

Respondents are advised that this RFT is subject to the Non Disclosure Agreements instated by the RBNZ with the respondents.

## **6.10 INTELLECTUAL PROPERTY**

The RBNZ will supply the Optional and Mandatory images to be used by the respondents in the preparation of Conceptual Models in response to the RFT. Respondents must not use the images for any other purpose.

Designs submitted for the RFT1 must not be reused for any purpose by respondents.

The RBNZ will acquire all the intellectual property rights in the successful design and in the original materials created in the tender process of the new \$5, \$10, \$20, \$50, and \$100 banknotes.

## **6.11 PROPOSAL PREPARATION COST**

The respondent must bear all its costs in preparing, submitting, and presenting any proposal and all other costs incurred by it throughout the evaluation process and any resulting contract negotiations, including without limit, the cost of undertaking further investigations to finalise details of pricing, services, or service levels.

## **6.12 NO CANVASSING / UNDISCLOSED BENEFITS**

Respondents' representatives must not directly or indirectly canvass or provide any form of inducement or reward to, any representative of the RBNZ in respect of this RFT. Also, any contact by the respondents' representatives with any representative of the RBNZ must be with the prior express authorisation of the RBNZ. Any "unauthorised" contact or any attempt to canvass, induce, or reward may be considered ground for rejection of the respondent's submission.

## **6.13 NOTICE OF THE OUTCOME**

The RBNZ will use all reasonable efforts to notify each respondent who submitted a complying submission of the success or otherwise of the submission within a reasonable time of the RBNZ making any final decision.

## **6.14 INFORMATION CORRECT**

The RBNZ will rely on any information provided by or on behalf of a respondent in respect of this RFT. The respondent must ensure that all information it provides is complete and accurate.

## **6.15 PRIVACY**

Each respondent authorises the RBNZ to collect any information from the respondent and relevant third parties (such as referees) and to use that information in respect of the respondent. Where that information is known to the respondent, it may require the RBNZ to update or correct that information.

## **6.16 RIGHTS RESERVED BY THE RBNZ**

Without limiting any other RFT Rules described in this RFT, the RBNZ reserves the unrestricted rights to at any time:

- Vary its requirements; provided this is notified to respondents, including how it intends to structure the contractual agreements with respondents.
- Change any date in this RFT process (e.g. to extend or shorten timeframes);
- Apply, or change, any policy or criteria relating to participation in this RFT process or evaluation of proposals;
- Exclude any person or organisation from this RFT process for any reason;
- Restrict or deny the supply of, or access to, any RBNZ site or other property or any of the RBNZ's personnel, information or property to any person or organisation;
- Suspend or cancel this RFT process by notice;
- Change any condition, procedure or rule of this RFT process by notice;
- Consider or not consider, accept or reject any non-compliant submission;
- Liaise or negotiate with any respondent or other person at any time without disclosing this to, or involving or doing the same with, any other respondent or person (whether before, during or after this RFT process);
- Reconsider any submission previously declined;
- Not give any reason for any rejection, failure or otherwise of any respondent or submission, or any suspension or cancellation of this RFT process;
- Request additional information from any respondent to test the understanding and underlying assumptions that have influenced the proposal; and
- Prioritise technical considerations over all other considerations.

### **6.17 INDEMNITY**

If a respondent breaches the RFT Rules and, as a result of that breach, the RBNZ incurs costs or damages (including without limit, the cost of any investigations, procedural impairment, repetition of all or part of the RFT process and enforcement of intellectual property rights or confidentiality obligations), then the respondent indemnifies the RBNZ against such costs or damages.

### **6.18 NO SUPPLY CONTRACT UNTIL FINAL CONTRACT SIGNED**

Respondent selection is provisional and no binding agreement for the supply of goods or services (as applicable) exists until the final contract is signed.

### **6.19 PUBLIC STATEMENT**

No respondent will at any time make any public statement in relation to this RFT, the evaluation process and the project without the prior written consent of the RBNZ.

### **6.20 NEW ZEALAND LAW**

This RFT process is governed by the laws of New Zealand.

## II APPENDIX 1A

### MODEL CONTRACT FOR THE PURCHASE OF THE CONCEPTUAL MODELS<sup>2</sup>

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<sup>2</sup> Subject to final legal review.

**RESERVE BANK OF NEW ZEALAND**

**AND**

***[NAME OF SUPPLIER]***

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**PURCHASE AGREEMENT**

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AGREEMENT dated

2013

**PARTIES**

**RESERVE BANK OF NEW ZEALAND**, of 2 The Terrace, Wellington (**RBNZ**)

*[LEGAL NAME OF SUPPLIER]* of *[insert address]* (**Supplier**)

**BACKGROUND**

- A The RBNZ is New Zealand's central bank and is the country's sole supplier of banknotes and coins.
- B The RBNZ is undertaking a project to upgrade New Zealand's current series of banknotes and has conducted a tender process to select suppliers of components for those banknotes.
- C The RBNZ has selected the Supplier to provide certain Conceptual Models and services for the upgrade banknotes and the Supplier has agreed to provide those Conceptual Models on the terms and conditions set out in this agreement.

**AGREEMENT**

**1 DEFINITIONS AND INTERPRETATION**

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- 1.1 **Definitions:** In this Agreement, the following terms have the following meanings unless the context requires otherwise:

**Agreement** means this agreement, including the Schedule to this agreement;

**Banknotes** means the New Zealand currency banknotes to be designed and produced following the procurement process commenced by the RBNZ in June 2012;

**Confidential Information** means, in relation to a party, all information of any kind, whether in tangible or documentary form, and whether marked or identified as being confidential, relating to that party or its business operations and, in relation to the RBNZ, includes all information relating to the Security;

**Crown** means Her Majesty the Queen in right of New Zealand, including all:

- (a) **ministers of the Crown;**
- (b) **government departments;**
- (c) **offices of Parliament;**
- (d) **Crown entities as defined in the Crown Entities Act 2004; and**
- (e) **state enterprises as defined in the State-owned Enterprises Act 1986;**

**Disclosing Party** means the party disclosing the relevant Confidential Information under this Agreement;

**Conceptual Models** means the designs and associated services submitted by the Supplier and accepted by the RBNZ in response to the Request for Tender dated *[insert date]* that consists of the deliverables listed in Schedule 1;

**Intellectual Property Rights** means all industrial and intellectual property rights whether conferred by statute, at common law or in equity, including all copyright, rights in relation to inventions (including all patents and patent applications), trade secrets and know-how, rights in relation to designs, rights in relation to trade marks, business names and domain names;

**IP Claim** has the meaning given to that term in clause 6.2(a);

**Printer Contract** means the agreement or agreements between the Supplier and the RBNZ Printer for the supply of Conceptual Models to the RBNZ Printer;

**RBNZ Printer** means the printer appointed by RBNZ to produce the Banknotes from time to time, as notified to the Supplier in writing;

**Receiving Party** means the party receiving the relevant Confidential Information under this Agreement;

**Related Parties** means:

- (a) the Crown; and
- (b) all contractors and service providers of the RBNZ;

**Security Feature** means any aspect or feature of the Conceptual Models requested or required by the RBNZ in order to contribute to the security features of the relevant banknote; and

1.2 Interpretation: In this Agreement, unless the context requires otherwise:

- (a) headings are for convenience only and have no legal effect unless otherwise specified;
- (b) references to the singular include the plural and vice versa;
- (c) references to a party include that party's successors, executors, administrators and permitted assignees (as the case may be);
- (d) references to clauses and Schedules are to the clauses and Schedules in this Agreement;
- (e) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (f) references to a person include:
  - (i) an individual, firm, company, corporation or unincorporated body of persons;

- (ii) any public, territorial or regional authority;
- (iii) any government; and
- (iv) any agency of any government or authority;
- (g) an obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;
- (h) references to any statute include any amendment to, or replacement of, that statute and any subordinate legislation made under it;
- (i) wherever the words “includes” or “including” (or similar words) are used, they are deemed to be followed by the words “without limitation”;
- (j) except as otherwise expressly stated, monetary references are references to New Zealand currency;
- (k) except as otherwise expressly stated, references to time and dates are to New Zealand time and dates; and
- (l) if there is any conflict between the terms of this Agreement, or between the terms of this Agreement and any purchase orders, forms or related documentation provided by the Supplier, the following order of precedence will apply:
  - (i) the terms of the body of this Agreement will prevail over the Schedules to this Agreement; and
  - (ii) the terms of this Agreement will prevail over any purchase orders, forms or related documentation provided by the Supplier.

## **2 SUPPLIER’S GENERAL OBLIGATIONS**

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- 2.1 Performance: In supplying the Conceptual Models and complying with its other obligations under this Agreement, the Supplier must:
- (a) comply with all reasonable directions given by the RBNZ from time to time;
  - (b) comply with all RBNZ policies and procedures notified to the Supplier from time to time;
  - (c) ensure that all Personnel comply with the terms of this Agreement and all of the RBNZ’s policies, procedures and directions that the RBNZ may notify from time to time;
  - (d) co-operate with the RBNZ, the RBNZ Printer and all other contractors and service providers to the RBNZ, to ensure the Banknotes are delivered efficiently and seamlessly to the RBNZ; and
  - (e) promptly notify the RBNZ in writing of:
    - (i) any breach of the Supplier’s obligations under this Agreement or the Printer Contract; and

- (ii) any matter that may impact on the Supplier's ability to perform its obligations in accordance with this Agreement or the Printer Contract.
- 2.2 Maintain reputation: The Supplier must not engage in any activity or conduct that might, in the RBNZ's opinion, damage the reputation or image of the RBNZ or the Crown.
- 2.3 Conflict of interest: The Supplier must not enter into any agreement or arrangement that will, or is likely to:
  - (a) prejudice the Supplier's ability to meet its obligations under this Agreement; or
  - (b) create a conflict of interest for the Supplier.
- 2.4 Resolve conflict: Notwithstanding clause 2.3, the Supplier must:
  - (a) immediately notify the RBNZ in writing if the Supplier is, or is likely to be, conflicted in the performance of its obligations under this Agreement; and
  - (b) take all actions reasonably required by the RBNZ to resolve any such conflict.
- 2.5 Subcontractors: The Supplier must not subcontract any of its obligations under this Agreement to any other person without first obtaining the RBNZ's written consent.

### **3 PRICE AND PAYMENT**

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- 3.1 Price: The RBNZ will purchase the Conceptual Model for the Price of [\$\$\$].
- 3.2 The Supplier agrees that the Price of the Conceptual Models will be the total Price charged by the Supplier.
- 3.3 No other amounts payable: The Supplier acknowledges that, except as expressly specified in this Agreement, no other payments or benefits will be payable by the RBNZ or the RBNZ Printer to the Supplier.
- 3.4 Rights: All Intellectual Property Rights to the Conceptual Models will pass to the RBNZ on the date the RBNZ has paid the Price for those Conceptual Models.
- 3.5 Other obligations upon supplier: The Supplier will be available to assist with the translation of the Conceptual Models to Banknote design through the development of the origination and print production.

### **4 REPORTING AND RECORDS**

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- 4.1 Records: Without limiting its other obligations under this Agreement or at law, the Supplier must create and maintain, and must ensure that each subcontractor creates and maintains, full, accurate and accessible Records relating to the provision of the Conceptual Models and the Price charged under this Agreement.

## 5 LIABILITY

- 5.1 Indemnity: Subject to clause 5.2, the Supplier will at all times indemnify the RBNZ and the RBNZ's officers, employees and agents from and against any and all liability, losses, damages, costs and expenses of any nature whatsoever awarded against, incurred or suffered by them, arising out of or resulting from:
- (a) the non-performance or breach by the Supplier of any of its obligations under this Agreement;
  - (b) the negligence of the Supplier or its Personnel or subcontractors; or
  - (c) any claims or threatened claims concerning the Conceptual Models.
- 5.2 Supplier's liability: Subject to clause 5.4, the Supplier's total aggregate liability under or in connection with this Agreement, whether in contract or tort (including negligence) or otherwise, is limited to an amount equal to the greater of:
- (a) three times the Price paid and the Price payable under this Agreement at the date the relevant cause of action arose; and
  - (b) *[insert amount]*.
- 5.3 RBNZ's liability: Subject to clause 5.4, the RBNZ's total aggregate liability under or in connection with this Agreement, whether in contract or tort (including negligence) or otherwise, is limited to an amount equal to the Price paid and the Price payable under this Agreement at the date the relevant cause of action arose.
- 5.4 Exclusions: Nothing in clauses 5.2 or 5.3 limits or excludes the Supplier's liability:
- (a) under clause 6 in relation to IP Claims;
  - (b) for breach of clause 7; or
  - (c) in relation to fraud, dishonesty or wilful misconduct.
- 5.5 Insurance: From the date of this Agreement and for three years afterwards, the Supplier will:
- (a) obtain and maintain, at the Supplier's own expense, comprehensive general liability insurance from one or more reputable insurance companies in the following types and amounts:

Insurance type	Amount
Professional indemnity	<i>[\$[insert amount]]</i> ;
Public liability	<i>[\$[insert amount]]</i> ;
  - (b) provide the RBNZ with an accurate and up to date certificate of such insurance at any time requested by the RBNZ, evidencing:
    - (i) that each such policy has not been altered in any materially adverse way nor permitted to lapse for any reason; and

- (ii) the payment of premium of each such policy.

## **6 INTELLECTUAL PROPERTY RIGHTS**

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### **6.1 Ownership:**

- (a) Despite any other provision of this clause 6.1, all Intellectual Property Rights existing before the date of this Agreement that are owned by, or licensed to, either party, remain the property of that party or its licensors.
- (b) If any of the Conceptual Models are created or developed to designs or specifications provided or required by the RBNZ, then the following provisions will apply:
  - (i) the RBNZ will own all Intellectual Property Rights in or to the relevant designs and specifications;
  - (ii) if any such Intellectual Property Rights do not on their creation vest in the RBNZ, the Supplier will hold such Intellectual Property Rights on trust for the RBNZ and will, if called upon to do so by the RBNZ, assign to the RBNZ absolutely all of the Supplier's rights, title and interest in or to such Intellectual Property Rights;
  - (iii) neither the Supplier nor its Personnel will have any right to use or exploit any such Intellectual Property Rights other than to perform the Supplier's obligations under this Agreement; and
  - (iv) if requested by the RBNZ, the Supplier will itself, and will ensure that its Personnel, execute all documents, give such assistance and do all other acts and things as may be necessary or desirable to give effect to this clause 6.1(b).

### **6.2 Intellectual Property Rights indemnity:**

- (a) The Supplier will fully indemnify the RBNZ and each Related Party against all liability, losses, damages, costs and expenses suffered or incurred by the RBNZ or a Related Party as a result of any claim or threatened claim alleging that any of the Conceptual Models, or any person's use or possession of them, or their use as part of the Banknotes, infringes the Intellectual Property Rights of any person (IP Claim).
- (b) Each party will promptly notify the other party in writing upon becoming aware of any such IP Claim.
- (c) If the Conceptual Models, or any person's use or possession of them, or their use as part of the Banknotes infringes the Intellectual Property Rights of any person, the Supplier will, at its expense and without limiting the RBNZ's other rights and remedies:
  - (i) modify the Conceptual Models so they no longer infringe but still comply with this Agreement; or
  - (ii) obtain a licence to enable the RBNZ to use the relevant Conceptual Models on terms acceptable to the RBNZ, and pay all fees for that licence.

## 7 CONFIDENTIALITY

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### 7.1 Confidentiality obligations: The Receiving Party must:

- (a) use the Disclosing Party's Confidential Information solely for the purpose of, and solely to the extent necessary for, exercising the Receiving Party's rights and complying with the Receiving Party's obligations under this Agreement;
- (b) only disclose the Disclosing Party's Confidential Information to those of the Receiving Party's employees, agents and contractors to whom, and to the extent that, such disclosure is reasonably necessary for the purpose of exercising the Receiving Party's rights and complying with the Receiving Party's obligations under this Agreement; and
- (c) maintain effective and adequate security measures to:
  - (i) safeguard the Disclosing Party's Confidential Information from access or use by unauthorised persons; and
  - (ii) keep the Disclosing Party's Confidential Information under the Receiving Party's control,

such measures being to a high standard of care, and in any event being at least to the same standard of care used by the Receiving Party for its own Confidential Information.

### 7.2 Exceptions to obligations: The provisions of clause 7.1 will not apply to Confidential Information, to the extent that the Confidential Information:

- (a) was, before the Receiving Party received such Confidential Information from the Disclosing Party, in the Receiving Party's possession without any obligations of confidence;
- (b) is independently acquired or developed by the Receiving Party without breaching any of the Receiving Party's obligations under this Agreement and without use of any other Confidential Information of the Disclosing Party;
- (c) is subsequently disclosed to the Receiving Party, without any obligations of confidence, by a third party who has not derived it, directly or indirectly, from the Disclosing Party;
- (d) is or becomes generally available to the public through no act or default of the Receiving Party or any of the Receiving Party's employees, agents or subcontractors; or
- (e) is required to be disclosed by law, or to the courts of any competent jurisdiction, or to any government regulatory or financial authority.

### 7.3 Disclosure: The Supplier will ensure that any person to whom the Supplier discloses Confidential Information in accordance with clause 7.1(b):

- (a) is made aware of and subject to the Supplier's obligations under clause 7.1; and
- (b) has entered into a written undertaking of confidentiality in favour of the Supplier or, if requested by the RBNZ, in favour of the RBNZ, that is at least as restrictive as the



undertakings set out in clause 7.1 and that applies to the RBNZ's Confidential Information,

and the Supplier will be responsible to the RBNZ for any unauthorised use or disclosure of Confidential Information by such persons as if the use or disclosure was made by the Supplier under this clause 7.

- 7.4 Misuse or breach: The Supplier will notify the RBNZ in writing immediately upon becoming aware of any:
- (a) potential, threatened or actual misuse or unauthorised disclosure of the Confidential Information by any person to whom the Supplier discloses Confidential Information in accordance with clause 7.1(b); or
  - (b) breach of the Supplier's obligations under this clause 7,
- and will co-operate with the RBNZ in preventing or limiting such misuse, unauthorised disclosure or breach, at the cost of the Supplier.
- 7.5 Equitable relief: Each party acknowledges that any breach of this clause 7 by it may cause the other party irreparable harm for which damages would not be an adequate remedy. In addition to any other remedy available to it, each party may seek equitable relief (including injunctive relief or specific performance) against any breach or threatened breach of this clause 7 by the other party.
- 7.6 No limitation: Nothing in this clause 7 limits or restricts any rights granted to the RBNZ under clause 6.
- 7.7 Announcements: Without limiting the rest of this clause 7 and except as required by law, the Supplier must not at any time publish or disclose the existence or contents of this Agreement unless the RBNZ has given its prior written approval to the form and content of the publication or disclosure.

## **8 GENERAL**

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- 8.1 Variations: No amendment to this Agreement will be effective unless it is in writing and signed by the parties.
- 8.2 No waiver:
- (a) A delay, neglect or forbearance by a party in enforcing any provision of this Agreement against the other will not waive or limit any right of that party.
  - (b) No provision of this Agreement will be considered waived by a party unless that party waives the provision in writing.
  - (c) The parties will not treat a waiver by a party of any breach as a waiver of any continuing or re-occurring breach, unless the parties have expressly agreed to do so in writing.

- 8.3 Invalid clauses: If any part of this Agreement is held to be invalid, unenforceable or illegal for any reason, this Agreement will be deemed to be amended by the addition or deletion of wording necessary to remove the invalid, unenforceable or illegal part, but otherwise to retain the provisions of this Agreement to the maximum extent permissible under applicable law.
- 8.4 Costs: Each party will bear its own legal costs and expenses incurred in connection with the preparation, negotiation and execution of this Agreement.
- 8.5 Relationship:
- (a) The parties will perform their obligations under this Agreement as independent contractors to each other.
  - (b) This Agreement will not create, constitute or evidence any partnership, joint venture, agency, trust or employer/employee relationship between the parties, unless it expressly states otherwise. Neither party may represent or allow anyone to represent that any such relationship exists between the parties.
  - (c) Neither party will have the authority to act for, or incur any obligation on behalf of, the other party, except as expressly provided for in this Agreement.
- 8.6 Entire agreement: This Agreement contains the whole of the contract and understanding between the parties in respect of the matters covered by it and supersedes all prior representations, agreements, statements and understandings between the parties in respect of those matters, whether verbal or in writing.
- 8.7 Remedies cumulative: The rights of the parties under this Agreement are cumulative. The parties do not exclude any rights provided by law, unless otherwise expressly stated in this Agreement.
- 8.8 Notices:
- (a) Each notice or other communication to be given under this Agreement (Notice) must be in writing and must be sent by post, email (confirmed by post) or personal delivery to the addressee at the postal address, email address or physical address, and marked for the attention of the person or office holder (if any), specified in clause 8.8(b).
  - (b) The initial email address, address, and relevant person or office holder of each party are, unless otherwise notified by the relevant party in writing to the other party, as set out below:
 

<b>RBNZ:</b>	2 The Terrace Wellington 6011 PO Box 2498 Wellington 6140 Email: <i>[insert facsimile number]</i> Attention: <i>[insert name]</i>
<b>Supplier:</b>	<i>[insert address]</i> <i>[insert address]</i> <i>[insert address]</i> <i>[insert postal address]</i>

*[insert postal address]*

*[insert postal address]*

Email: *[insert facsimile number]*

Attention: *[insert name]*

- (c) No Notice will be effective until received. A Notice is, however, deemed to be received:
- (i) in the case of posting, on the fifth Business Day following the date of posting;
  - (ii) in the case of personal delivery, when received; and
  - (iii) in the case of an email, following delivery report confirming that the email was successfully transmitted,

provided that any Notice personally delivered or sent by email either after 5pm on a Business Day or on any day that is not a Business Day will be deemed to have been received on the next Business Day.

- 8.9 Governing law: This Agreement is governed by New Zealand law. The parties submit to the non-exclusive jurisdiction of the New Zealand courts in respect of all matters relating to this Agreement.
- 8.10 Counterparts: This Agreement may be signed in any number of counterparts (including facsimile copies) all of which, when taken together, will constitute one and the same agreement. A party may enter into this Agreement by signing any counterpart.
- 8.11 Further assurances: Each party will do all things and execute all documents reasonably necessary to give effect to the terms of this Agreement.
- 8.12 Non merger: The undertakings and indemnities given under this Agreement will not merge on any completion or settlement under this Agreement or any other agreement between the parties, but will remain enforceable to the fullest extent permissible, despite any rule of law to the contrary.

#### SIGNED

For <b>RESERVE BANK OF NEW ZEALAND:</b>
Name:
Position:
Date:
Witnessed by:
Name:
Date:

For <b>[LEGAL NAME OF SUPPLIER]:</b>
Name:
Position:
Date:
Witnessed by:
Name:
Date:

## Schedule 1

### Conceptual Models – Deliverables

As described in the Request For Tender (RFT) for the Conceptual Models of the New Zealand banknote Series 7 (RFT1) issued by the RBNZ in May 2013, the Conceptual Models need to include all five New Zealand denominations: \$5, \$10, \$20, \$50, and \$100.

Illustrations must show:

1. Front and back of all denominations



Withheld OIA 6(c)



5. Tolerances float showing the likely maximum movement between processes in vertical and horizontal float for all denominations
6. The final colours and configurations
7. Presented in the actual size of each banknote
8. Supporting documentation explaining design reasoning
9. Other relevant documentation that may be considered relevant by the RBNZ and the Supplier.

Files include:

1. Electronic files of Conceptual Models
  - In Photoshop, Illustrator or equivalent software
  - In “.TIFF” file format
  - At a minimum of 4000 pixels
2. Hard-copy prints on paper
  - In full colour
  - At an output resolution of 600dpi

### III APPENDIX 1B

## DESIGN SPECIFICATIONS

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## 1 GENERAL

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New Zealand banknote Series 7 will be made up of five denominations: \$5, \$10, \$20, \$50, and \$100. All responses to this design tender must include Conceptual Models for all five denominations.

The Reserve Bank of New Zealand (RBNZ) is seeking a family of banknotes with commonality across the security feature placement and design feature placement. The same font should be used across all denominations and common positioning of numerals and text must be adopted.

The Conceptual Models must illustrate the front and back of each banknote. They must include illustrations of all of the mandatory design items and security features. They also may include illustrations of the optional design items. The classification of mandatory and optional design items can be found in Appendix 1C and section 2 of this Appendix 1B.

The Conceptual Models should be represented in their final colours and configurations and be presented in the actual size of each banknote. Further, it may be helpful to present enlarged images of the Conceptual Model if this is useful to communicate the details of the proposed design. In this case, enlargements of the whole note should be no greater than 200 percent. However, an enlargement of small sections or individual details is left to the discretion of the participants.

The Conceptual Models should be created using digital graphics applications (e.g. Photoshop / Illustrator etc.) and the finished Conceptual Model presented as both hard-copy prints on paper and in electronic form. The hard-copy versions should be printed in full-colour and at an output resolution of 600dpi. The electronic files should be presented in ".TIFF" file format at a minimum of 4000 pixels, but ideally 6000 on the long edge of the design.

The RBNZ will select the preferred designs based on the Conceptual Models that are submitted. The RBNZ could require modifications and / or alterations to the design elements within the shortlisted design. These modifications must be implemented by the winning design company and re-submitted to the RBNZ within a timeframe agreed before final approval is given, and before payment is made by the RBNZ to the winning design company.

Separate illustrations should show the following features for the front and back of all denominations: IR features, magnetic features, fluorescing and phosphorescing features.

The impact of process float should also be illustrated for each denomination to show the designers treatment to minimise any visual variation. The illustrations should show the likely maximum movement between processes in vertical and horizontal float. Ideally, the tolerance float is illustrated using computer simulation.

## 1.1 ORIENTATION

The orientation of the NZ banknotes should be landscape (horizontal), NOT vertical (portrait). The rotation should be from left to right as with the present banknote series.

## 1.2 MAIN COLOURS

The dominant colours on the New Zealand Series 7 banknotes are as shown in Table 6.

TABLE 6: DOMINANT COLOURS

Denomination	Main colour
\$5	orange / brown
\$10	blue
\$20	green
\$50	purple
\$100	pink / red

The dominant colour must be covering the majority of the front and back of the banknotes to make the denominations easily distinguishable. The colours must be recognisably close to the colours of the current series. If possible, the contrast between the denominations is to be increased from the specific colours currently used. For example, the colours of the current \$50 and \$100 denomination do not show sufficient contrast between them.

## 1.3 SUBSTRATE

The substrate for all five denominations is Securrency's Guardian polymer. The colour of the substrate is white.

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## 1.4 SIZE

The sizes are ascending in both directions as listed in Table 7.

TABLE 7: BANKNOTE SIZES

Denomination	Size
\$5	135 × 66mm
\$10	140 × 68mm
\$20	145 × 70mm
\$50	150 × 72mm
\$100	155 × 74mm

## 1.5 WORDING

The following wording is mandatory and applies to all denominations:

### 1.5.1 FRONT

- Name of Organisation** in both English and Māori (both official languages of New Zealand)  
i.e.: RBNZ; Te Pūtea Matua

- The position and size can be determined by the designer.
2. **Face value** of the denomination in words including the name of the currency combined with the description of the note being **legal tender**  
An example for the \$5: This note is legal tender for five dollars,  
Size and position of the text can be determined by the designer.
  3. **Governor's signature and title**  
The Governor's signature is underlined by the word "Governor".  
Size and position can be determined by the designer.
  4. **Name of portrayed person** (as in Table 8) to be shown under the portrait apart from the name of the depicted monarch on the \$20 banknote, which is to be omitted.  
Size and exact position can be determined by the designer.

TABLE 8: PORTRAYED PERSONS

Denomination	Name of portrayed person
\$5	Sir Edmund Hillary
\$10	Kate Sheppard
\$20	n/a
\$50	Sir Apirana Ngata
\$100	Lord Rutherford of Nelson

### 1.5.2 BACK

1. The native **birds' names** (as in Table 9) are to be shown in Māori language only, positioned under the image.

TABLE 9: NAME OF BIRDS

Denomination	Name of bird
\$5	Hoiho
\$10	Whio
\$20	Kārearea
\$50	Kōkako
\$100	Mohua

2. **Country's name** is to be shown on the back of the note in English and Māori in equal font sizes.  
i.e.: New Zealand; Aotearoa



## 1.6 NUMERALS

The denomination must be **shown twice** on the front and twice on the back.

The **font size** has to be sufficiently large. The minimum height has to be 15mm. The maximum height can be determined by the designer.

The **contrast** of the numerals against their background must be strong in order to aid banknote recognition by the visually impaired. Therefore, one of the two numerals on the front as well as on the back will have “positive” characters (dark numbers on light background) while the other numeral will have “negative” characters (light numbers on dark background).

The **position and orientation** of the numerals can be determined by the designer.

## 1.7 NUMBERING (OCR-B)

The banknotes will have the serial number twice on the front. The characters of each serial number must be of uniform height (not decreasing or increasing). Both the numbers must be machine recognisable (e.g. in OCR-B font). **Withheld OIA s9(2)(ba)**

**Withheld OIA s9(2)(ba)** The serial number must be alphanumeric with ten characters, in line with that used on the current banknote series. Two letters should precede eight numerals. The first two numerals state the last two numbers of the year in which the banknote was printed (e.g. AA 14 123 123 means that the note was printed in 2014).

## 2 IMAGES

### 2.1 MAIN THEME

While the current theme is retained, the Conceptual Models should present a refreshed and contemporary look of the banknotes. Compared to the current designs the RBNZ's expectation is to achieve a cleaner and tidier look.

All images are based on the current design and are supplied by the RBNZ. Submitters must not source other images or use any images not supplied by the RBNZ. Stylised items such as the map of New Zealand and fern images may be used as they are currently shaped on the Series 6 banknotes.

#### 2.1.1 FRONT

The main design items for the front of the banknotes are as shown in Table 10.

TABLE 10: DESIGN ITEMS - FRONT

Denomination	Front design items
\$5	Portrait of Sir Edmund Hillary and Mount Cook, NZ
\$10	Portrait of Kate Sheppard and white camellias
\$20	Portrait of Queen Elizabeth II and Parliament & Beehive buildings
\$50	Portrait of Sir Apirana Ngata and Porourangi Meeting House
\$100	Portrait of Lord Rutherford of Nelson and Nobel Prize medal

#### 2.1.2 BACK

The main design items for the back of the banknotes are as shown in Table 11.

TABLE 11: DESIGN ITEMS - FRONT

Denomination	Back design items
\$5	Offshore Islands: Yellow eyed penguin (Hoiho) and Campbell Island
\$10	River: Blue duck (Whio) and habitat
\$20	Alpine: New Zealand Falcon (Kārearea) and Mount Tapuaenuku, NZ
\$50	Conifer-broadleaf forest: Kōkako and Pureora forest
\$100	Beech Forest: Yellowhead (Mohua) and Eglinton Valley

The source or reference images of the portraits and all other images are provided by the RBNZ as individual images.

A detailed description of the themes can be found in Appendix 1D.

## **2.2 MANDATORY AND OPTIONAL IMAGES**

The RBNZ requires that all mandatory images are illustrated on the banknotes. There are two mandatory images to be used on the front and two mandatory images to be used on the back (apart from the \$10 note which has two mandatory images for the front but only one mandatory image of the Whio for the back).

There are further images that the designer may choose from to illustrate on the notes if deemed aesthetically and functionally worthwhile.

The designs must not incorporate any specific imagery that is not listed as either mandatory or optional.

A list of mandatory and optional images is provided in Appendix 1C.

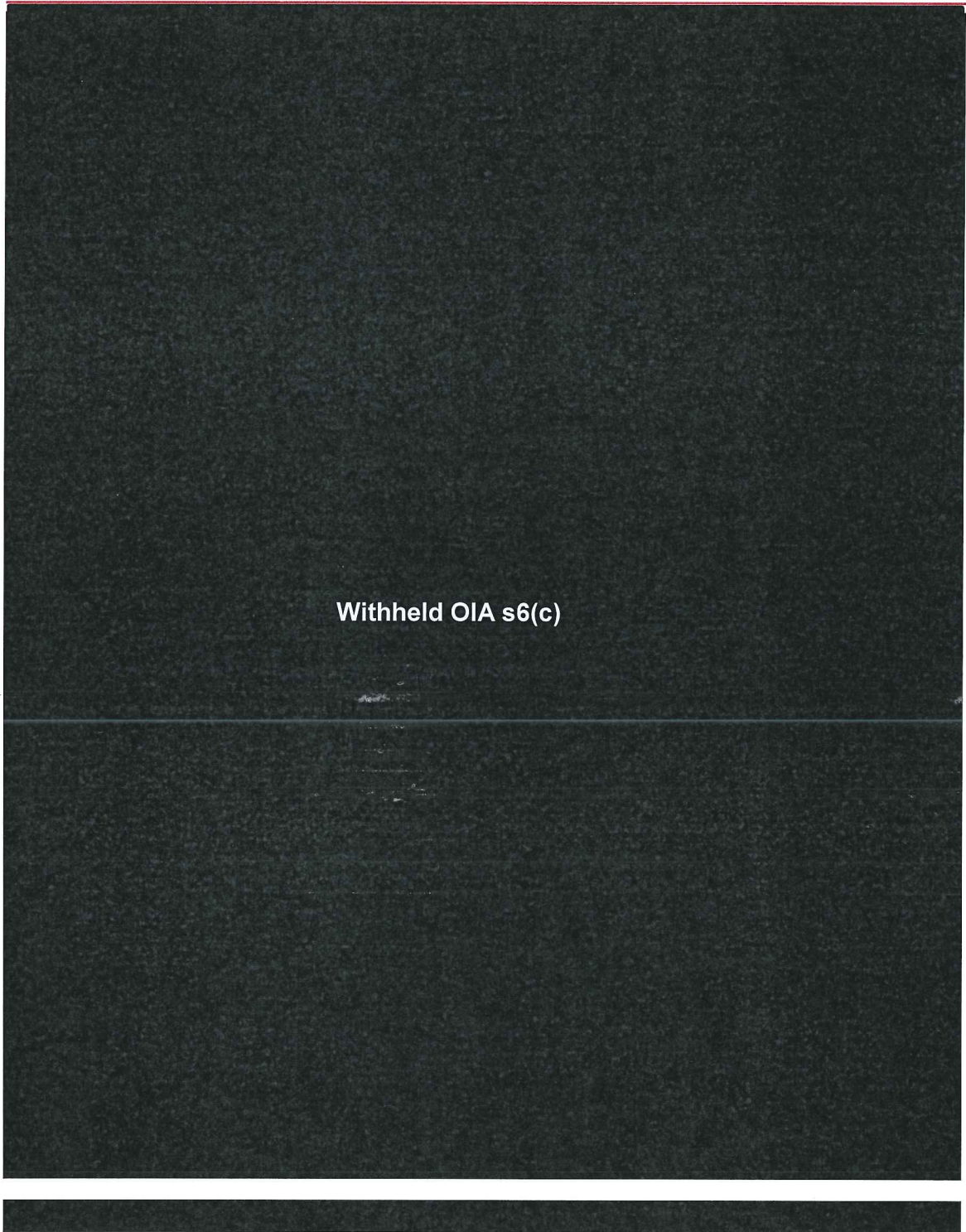
## **2.3 TUKUTUKU PATTERNS**

Tukutuku patterns are a distinctive art form of the Māori people of New Zealand and hold important cultural and symbolic value. These woven panels are found in traditional Māori meeting houses and convey culturally specific information to Māori. Originally tukutuku panels are made from fern stalks and kakaho shafts with muka, the fibre of the flax leaf, woven through.

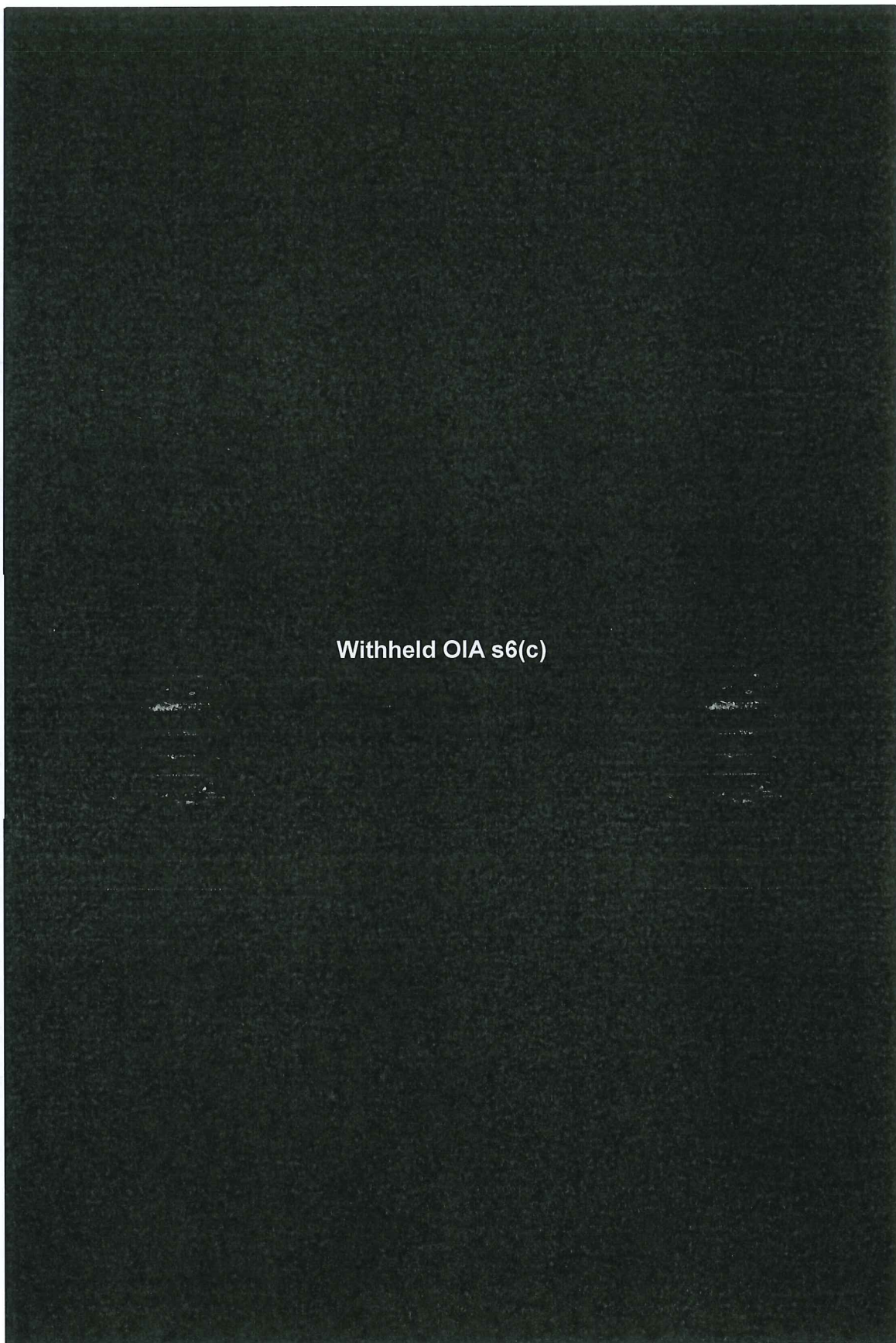
The RBNZ requires the Conceptual Models to use a defined tukutuku pattern for the front of each denomination in the format of a background pattern. The colour of the tukutuku pattern on the \$100 note should be retained in its present form (including its colour) if possible.

The specific patterns are also listed in Appendix 1D.

### 3 SECURITY FEATURES



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## **4 INTELLECTUAL PROPERTY**

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The RBNZ will acquire all the intellectual property rights in the design and in the original materials created in the tender process of the new \$5, \$10, \$20, \$50, and \$100 banknotes.

The supplier must provide a list of the existing patents associated with the components and printing techniques proposed in the new banknotes, to avoid conflicts in the future supply. The supplier will include complete information and full details on the patents. The RBNZ will conclude license agreements with the suppliers to ensure the possibility of applying the feature in different printing works / substrate manufacturers, depending on the nature of the feature.

The supplier must provide a list of images used including mandatory images (for completeness) and optional images.

## **5 PRINTABILITY**

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The RBNZ requires the Conceptual Models to be printable by a majority of commercial print works. Therefore, preference will be given to the Conceptual Models that are capable to be printed on equipment that is considered standard technology for modern and developed printers.

The RBNZ requires the respondent to list the equipment with which the Conceptual Model can best be realised.

## **6 POST PURCHASE SUPPORT**

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The RBNZ requires the designer to contribute further to the development of the final product throughout the Origination and print production so that a high quality translation of the Conceptual Models is achieved. This is particularly relevant in the case of the Conceptual Models being created by a company different from the originating and printing company.

# IV APPENDIX 1C



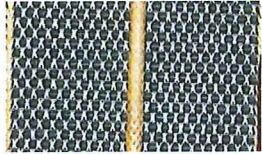



## MANDATORY AND OPTIONAL IMAGES



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Note, all images will be supplied by the RBNZ. A choice of photo is available with some, but not all, of the particular images.

Note	Design item	Mandatory / optional	Quick reference thumbnails
\$5 - Front	Sir Edmund Hillary portrait	Mandatory	
\$5 - Front	Mt Cook (Aoraki)	Mandatory	
\$5 - Front	Tukutuku "kaokao"	Mandatory background pattern	
\$5 - Front	Massey Ferguson Tractor	Optional	
\$5 - Back	Yellow-eyed penguin (Hoiho)	Mandatory	
\$5 - Back	Campbell Island scene	Mandatory	
\$5 - Back	Bull kelp <i>(Durvillaea antarctica)</i>	Optional	
\$5 - Back	Ross lily <i>(Bulbinella rossii)</i>	Optional	
\$5 - Back	Campbell Island daisy <i>(Pleurophyllum speciosum)</i>	Optional	



Appendix 1C  
Mandatory and optional Images

Note	Design item	Mandatory / optional	Quick reference thumbnails
\$10 - Front	Kate Sheppard portrait	Mandatory	
\$10 - Front	White camellia <i>(Camellia japonica alba plena)</i>	Mandatory	
\$10 - Front	Tukutuku "purapura whetu"	Mandatory background pattern	
\$10 - Back	Blue duck (Whio) with background	Mandatory	
\$10 - Back	Kiokio <i>(Blechnum novae zelandiae)</i>	Optional	
\$10 - Back	Dracophyllum menziesii	Optional	

Note	Design item	Mandatory / optional	Quick reference thumbnails
\$20 – Front	Queen Elizabeth II portrait	Mandatory	
\$20 – Front	Parliament & Beehive buildings	Mandatory	
\$20 – Front	Tukutuku “poutama”	Mandatory background pattern	
\$20 - Back	New Zealand falcon (Kārearea)	Mandatory	
\$20 - Back	Mount Tapuaenuku	Mandatory	
\$20 - Back	Marlborough rock daisy ( <i>Pachystegia insignis</i> )	Optional	
\$20 - Back	Red tussock ( <i>Chionchloa rubra</i> )	Optional	
\$20 - Back	New Zealand falcon/Kārearea in flight	Optional	

Appendix 1C  
Mandatory and optional Images

Note	Design item	Mandatory / optional	Quick reference thumbnails
\$50 - Front	Sir Apirana Ngata portrait	Mandatory	
\$50 - Front	Porourangi meeting house	Mandatory	
\$50 - Front	Tukutuku "poutama porourangi"	Mandatory background pattern	
\$50 - Back	Kōkako <i>(Callaeas cinerea)</i>	Mandatory	
\$50 - Back	Pureora forest margin	Mandatory	
\$50 - Back	Supplejack or Kareao <i>(Ripogonum scandens)</i>	Optional	
\$50 - Back	Sky-Blue mushroom <i>(Entoloma hochstetteri)</i>	Optional	

Note	Design item	Mandatory / optional	Quick reference thumbnails
\$100 - Front	Lord Rutherford of Nelson portrait	Mandatory	
\$100 - Front	Nobel Prize medal	Mandatory	
\$100 - Front	Tukutuku "whakaaro kotahi"	Mandatory background pattern	
\$100 - Front	Radioactivity Diagram	Optional	
\$100 - Back	Yellowhead (Mohua)	Mandatory	
\$100 - Back	Eglinton Valley	Mandatory	
\$100 - Back	Red Beech ( <i>Nothofagus fusca</i> )	Optional	
\$100 - Back	South Island lichen moth ( <i>Declana egregia</i> )	Optional	



**V APPENDIX 1D**  
**NEW ZEALAND BANKNOTE THEME**

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## **\$5 NOTE FRONT**

### **SIR EDMUND HILLARY (1919 - 2008)**

Sir Edmund Hillary was New Zealand's best known explorer. In 1953 he was the first to climb Mount Everest, and in 1958 the first to drive overland to the South Pole.

### **MOUNT COOK/AORAKI**

Mount Cook/Aoraki, in New Zealand's South Island, is New Zealand's highest mountain. It was the scene of Sir Edmund Hillary's earliest climbing successes, and is regarded by Hillary as one of his favourite mountains.

### **MASSEY FERGUSON TRACTOR**

Sir Edmund Hillary drove to the South Pole on these tractors, which required only relatively minor modifications to work in the harsh Antarctic conditions.

## **\$5 SCENE BACK**

### **OFFSHORE ISLANDS**

#### **CAMPBELL ISLAND SCENE**

Campbell Island is the southernmost of New Zealand's outlying islands, about 600 kilometres southeast of Stewart Island. The Department of Conservation has eradicated all rats from the island as part of the largest island restoration project in the world.

#### **YELLOW-EYED PENGUIN OR HOIHO (MEGADYPTES ANTIPODES)**

The hoiho is unique to New Zealand and is one of the world's rarest penguins. They are found along the south-eastern coastline of the South Island, and on Campbell, Stewart, and the Auckland Islands. The hoiho has a distinctive yellow iris and yellow band of feathers across the back of its head. Adults are grey-blue in colour, with a snow-white belly and pink feet. Uniquely for penguins, they are solitary nesters and will travel quite far inland to do so. The species is threatened by habitat destruction by humans and predation of chicks by stoats, dogs, ferrets, and cats.

#### **ROSS LILY (BULBINELLA ROSSII)**

This subantarctic lily produces spectacular yellow flower heads in early summer and grows to a height of about one metre. It is unique to the subantarctic.

#### **CAMPBELL ISLAND DAISY (PLEUROPHYLLUM SPECIOSUM)**

This plant has colourful white and violet flowers and is a giant member of the daisy family, found on Campbell Island. Here the plants grow close to the ground to avoid wind chill, and have corrugated leaves to help trap the sun's heat and energy.

**BULL KELP (*DURVILLAEA ANTARCTICA*)**

Bull kelp can grow up to several metres long and is found on New Zealand coasts as well as subantarctic islands. It has very tough skin and the strands are honeycombed inside for buoyancy.

**\$10 NOTE FRONT**

**KATE SHEPPARD (1848 - 1934)**

Kate Sheppard was a prominent leader of the campaign to give women the vote in New Zealand. She worked tirelessly to organise and promote this cause. A long campaign culminated in 1893 when New Zealand became the first country in the world to give all people the vote.

**WHITE CAMELLIA (*CAMELLIA JAPONICA ALBA PLENA*)**

In 1893, white camellias were given to Members of Parliament who had supported the bill to give New Zealand universal suffrage. The flower has become a symbol of the fight for the vote by New Zealand women. The flowers on the \$10 banknote are *Camellia japonica alba plena*.

**\$10 NOTE BACK**

**RIVER**

**BLUE DUCK OR WHIO (*HYMENOLAIMUS MALACORHYNCHOS*)**

The blue duck is an endangered species, which is found mainly in mountainous areas of New Zealand. This species is almost always seen in pairs or family groups which tend to live on the same riverine for most of their lives.

Now totally protected, their nationwide population is estimated at 2,500 and declining. Habitat degradation and introduced predators (notably stoats) are recognised as the primary threats to the whio's survival.

**DRACOPHYLLUM MENZIESII**

This is a medium sized, much-branched, spreading or upright growing shrub, which can reach 7 feet (2 metres). It has slender, leathery leaves which are 3 – 8 inches (7.5 – 20 centimetres) long and has small creamy white trumpet-shaped flowers.

It is found in high rainfall areas, upper mountain to subalpine scrubland, herbfield and rocky places in South Island, western Otago, Fiordland, and Stewart Island, New Zealand.

**KIOKIO (*BLECHNUM NOVAE-ZELANDIAE*)**

This is a very common fern throughout New Zealand, which grows best in damp and shady places. In young plants, the fronds are tinged pink. It is also referred to as the *Blechnum* fern.

## **\$20 NOTE FRONT**

### **HER MAJESTY QUEEN ELIZABETH II (1926 - )**

To mark the Queen's Diamond Jubilee, new official portraits of Her Majesty Queen Elizabeth II were released.

The photograph was taken by London-based photographer, Julian Calder, in the Blue Room of Buckingham Palace. They picture The Queen wearing the Sovereign's insignia of the Order of New Zealand, the New Zealand Order of Merit, Star, Sash and Badge and The Queen's Service Order. The Queen wears the Diamond Fern brooch presented by the women of Auckland in 1953 on her right shoulder.

### **PARLIAMENT BUILDINGS, WELLINGTON**

The buildings of New Zealand Parliament are situated in Wellington. The older building, clad in Takaka marble, houses the Legislative Chamber and was completed in 1922. The Beehive Executive Wing, designed by Sir Basil Spence, was begun in 1969 and completed in 1977.

## **\$20 NOTE BACK**

### **ALPINE**

#### **NEW ZEALAND FALCON OR KĀREAREA (FALCO NOVASEELANDIAE)**

Sometimes called the bush hawk, the New Zealand falcon is an adaptable hunter and solitary predator. There are three types of Falcon: Bush, Eastern, and Southern. Males are smaller than females and weigh between 240 grams and 350 grams while females weigh between 410 grams and 640 grams.

Falcons are found on both the North and South Islands and several offshore islands, including Stewart Island and the subantarctic Auckland Islands.

#### **MARLBOROUGH ROCK DAISY (PACHYSTEGLIA INSIGNIS)**

This small spreading shrub is unique to Marlborough and North Canterbury. It grows in places such as cliff sides and the edges of scree slopes, and can flourish in areas from sea level to 1,200 metres.

#### **FLOWERING RED TUSSOCK (CHIONCHLOA RUBRA)**

There are 23 species of tussock grass in New Zealand, and red tussock, which has a distinct red tinge to its leaves, is found in both the North and South Islands.

#### **MOUNT TAPUAENUKU, INLAND KAIKOURAS**

The highest peak in the South Island's Inland Kaikoura range, Mt Tapuaenuku is 2,885 metres high.

## **\$50 NOTE FRONT**

### **SIR APIRANA NGATA (1874 - 1950)**

Sir Apirana Ngata played a significant role in the revival of Māori people and culture during the early years of the twentieth century. He was the first Māori to graduate from a New Zealand university, was an accomplished leader of the Young Māori Party, and an elected Member of Parliament for 38 years.

### **POROURANGI MEETING HOUSE**

Designed by Sir Apirana Ngata, the Porourangi meeting house stands at Waiomatatini Marae, near Ruatoria on the North Island's east coast.

## **\$50 NOTE BACK**

### **CONIFER-BROADLEAF FOREST**

#### **KŌKAKO (CALLAEAS CINEREA)**

The kōkako is a large native bird with a distinctive steel-grey body, bright blue wattles and a black face 'mask'. Males and females are similar in colour and size (weighing about 230 grams). While not skilled at flying, the kōkako prefers to use its powerful legs to leap through the forest.

There are fewer than 400 pairs that occur in several isolated populations in the central and northern North Island.

#### **PUREORA FOREST PARK**

Pureora Forest Park, established in 1978, covers 72,335 hectares close to Taupo in the central North Island. It is one of the most ecologically significant forests in New Zealand, home to a large population of kokako.

#### **SUPPLEJACK OR KAREAO (RIPOGONUM SCANDENS)**

Supplejack leaves are eaten by kokako, and the plant forms impenetrable thickets used by the birds for nesting.

#### **SKY-BLUE MUSHROOM (ENTOLOMA HOCHSTETTERI)**

This mushroom is notable for its bright blue colour that fades with age.

## **\$100 NOTE FRONT**

### **ERNEST, LORD RUTHERFORD OF NELSON (1871 - 1937)**

Internationally recognised as the 'father of the atom', Ernest Rutherford changed the basic understanding of atomic science on three occasions: he explained the perplexing problem of naturally occurring radioactivity, determined the structure of the atom, and changed one element into another.

### **NOBEL PRIZE MEDAL AND DIAGRAM**

The Nobel Prize in Chemistry, which Rutherford received in 1908, is represented on the current note. Overlaying the medallion is a graph plotting the results from Rutherford's investigations into naturally occurring radioactivity.

## **\$100 NOTE BACK**

### **BEECH FOREST**

#### **YELLOWHEAD OR MOHUA (MOHOUA OCHROCEPHALA)**

The yellowhead, sometimes known as the bush canary, is a diminutive and colourful bird only found in beech forests of New Zealand's South Island and Stewart Island. A splash of bright yellow covers its head and breast while the rest of the body is brown with varying tinges of yellow and olive. The female is slightly less brightly coloured than the male.

Flocking together in small groups during winter they separate in spring to nest in small holes in tree trunks. It is not uncommon for several other birds to help the breeding pair incubate and raise the young.

Once one of the most abundant New Zealand forest birds in the 1800s, yellowheads are in a serious state of decline as a result of hunting by rats and stoats.

#### **RED BEECH OR TAWHAIRAUNUI (NOTHOFAGUS FUSCA)**

Beech forests are one of the two main types of forest in New Zealand, found in both the North and South Islands, and is the favoured habitat of the yellowheads in the Eglinton Valley.

#### **EGLINTON VALLEY**

Located within the Fiordland National Park on the Te Anau-Milford Sound highway, the Eglinton Valley is home to a fine stand of red beech and a declining population of yellowheads.

#### **SOUTH ISLAND LICHEN MOTH (DECLANA EGREGIA)**

Found in Fiordland beech forests, this distinctively patterned moth blends with the lichens that cling to the trunks of the trees. The caterpillar form feeds on Pseudopanax.

## TUKUTUKU PATTERNS

Tukutuku patterns are a distinctive art form of the Māori people of New Zealand and hold important cultural and symbolic value. These woven panels are found in traditional Māori meeting houses and convey culturally specific information to Māori. Originally, tukutuku panels are made from fern stalks and kakaho shafts with muka, the fibre of the flax leaf, woven through.

### \$5

#### SIR EDMUND HILLARY

The pattern used as a background for Sir Edmund Hillary is called kaokao and is from the Tane-Nui-A-Rangi meeting house on the University of Auckland marae.

The pattern represents strength and vigour and the responsibility warriors have to protect and nurture their people. The peaks of the kaokao pattern also stand for mountains.

### \$10

#### KATE SHEPPARD

The pattern used as a background for Kate Sheppard is mangaroa (also known as purapura whetu) and is taken from Te Hau ki Turanga meeting house in the Museum of New Zealand Te Papa Tongarewa, Wellington.

This pattern represents the stars. In one tradition, these are the stars used to navigate to Aotearoa and symbolise the finding of a new direction. In another tradition, the multitude of stars in the heavens reflect the multitude of people in Aotearoa: Māori and Pakeha, men and women.

### \$20

#### HER MAJESTY THE QUEEN

The tukutuku pattern used as a background for Her Majesty is poutama and is also from Te Hau ki Turanga meeting house in the Museum of New Zealand Te Papa Tongarewa, Wellington.

It appears on the ribbon of the Queen's Service Order where it symbolises the work of individuals whose knowledge and achievements have been of benefit to the community.

### \$50

#### SIR APIRANA NGATA

The tukutuku pattern was designed by Sir Apirana Ngata and is known as 'poutama porourangi'. 'Poutama' is the style of tukutuku pattern meaning 'stairway to heaven' and 'Porourangi' is the name of the Ngati Porou meeting house, which features the pattern.

### \$100

#### LORD RUTHERFORD OF NELSON

The pattern used as a background for Lord Rutherford is called whakaaro kotahi and is a modern design from Whakatu marae in Nelson.

It stands for the unity and consensus of the six iwi of the Nelson area who are brought together in the Whakatu marae. Rutherford identified strongly with the Nelson area and

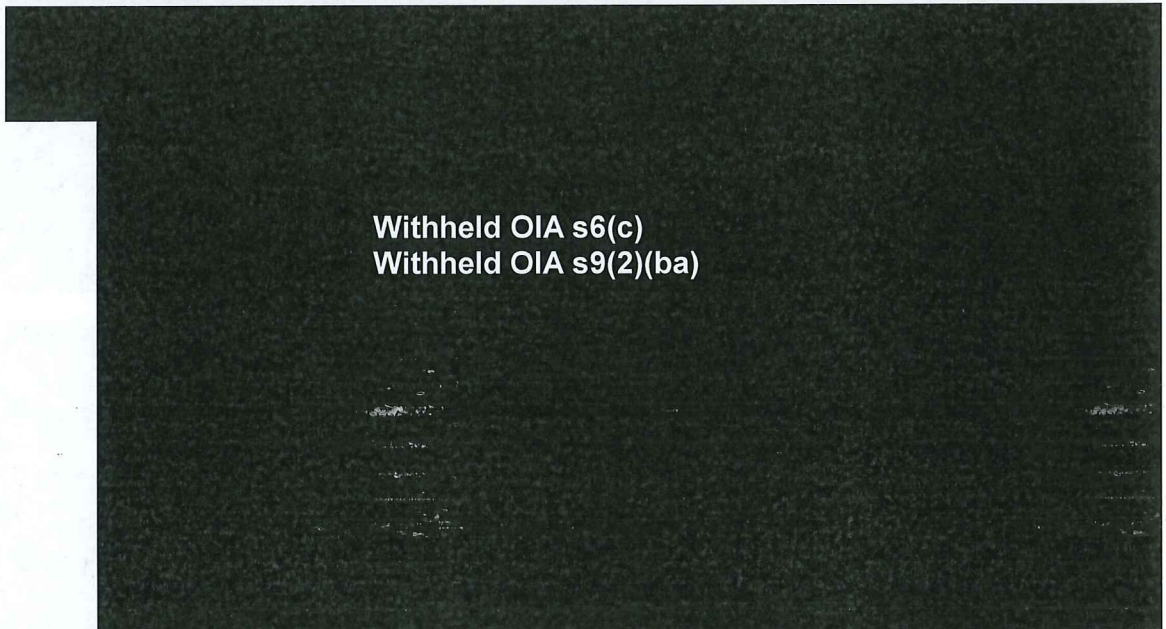
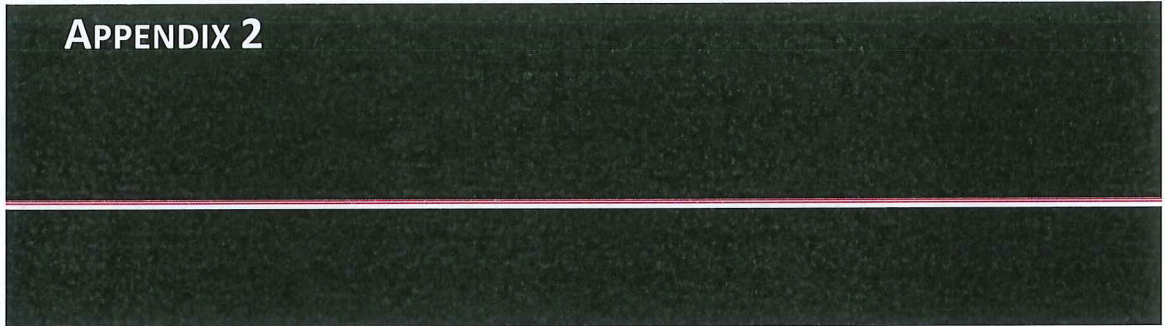
when he accepted his peerage, he took the title Lord Rutherford of Nelson. He always considered this part of New Zealand home.

**SOURCES:**

- *Explaining Currency, RBNZ website*  
[http://www.rbnz.govt.nz/currency/money/explaining\\_currency.pdf](http://www.rbnz.govt.nz/currency/money/explaining_currency.pdf)
- *Department of Conservation website <http://www.doc.govt.nz> - (Yellow-eyed penguin/Hoiho, Blue duck/Whio, New Zealand falcon/Kārearea, Kōkako and Yellowhead/Mohua)*
- *New Zealand Hebe Society website <http://www.hebesoc.org> - (Dracophyllum menziesii)*
- *The Governor-General of New Zealand website <http://gg.govt.nz> - (Official portrait of Her Majesty Queen Elizabeth II)*



**APPENDIX 2**



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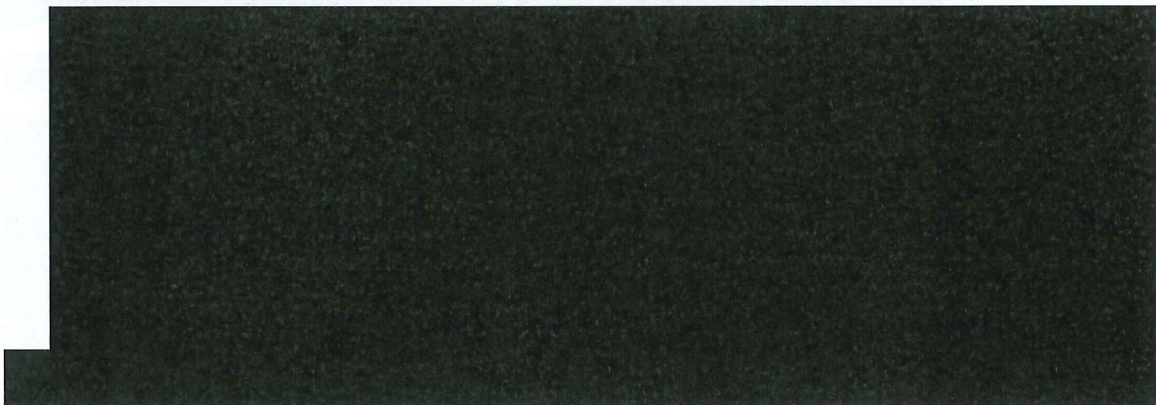
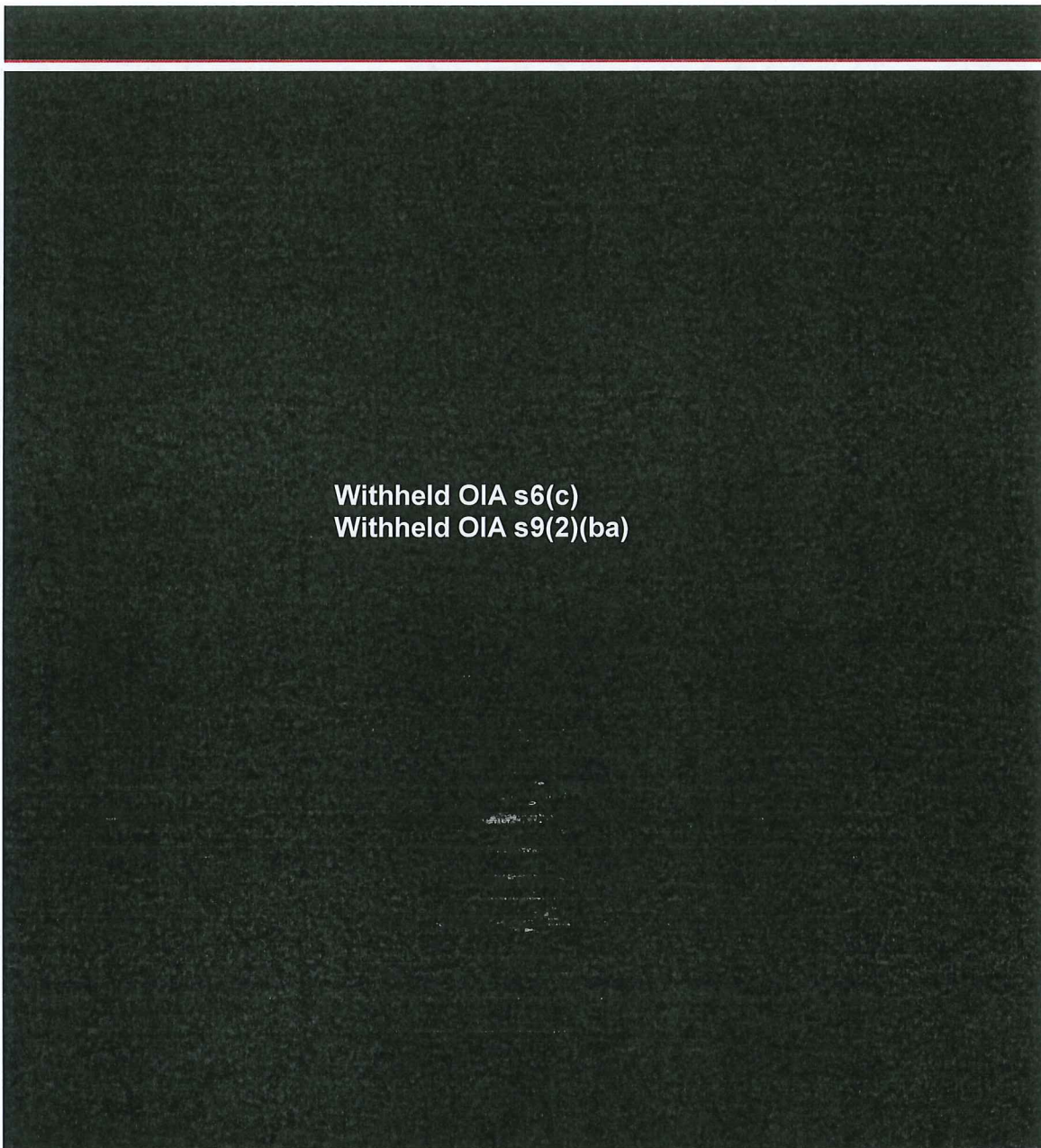
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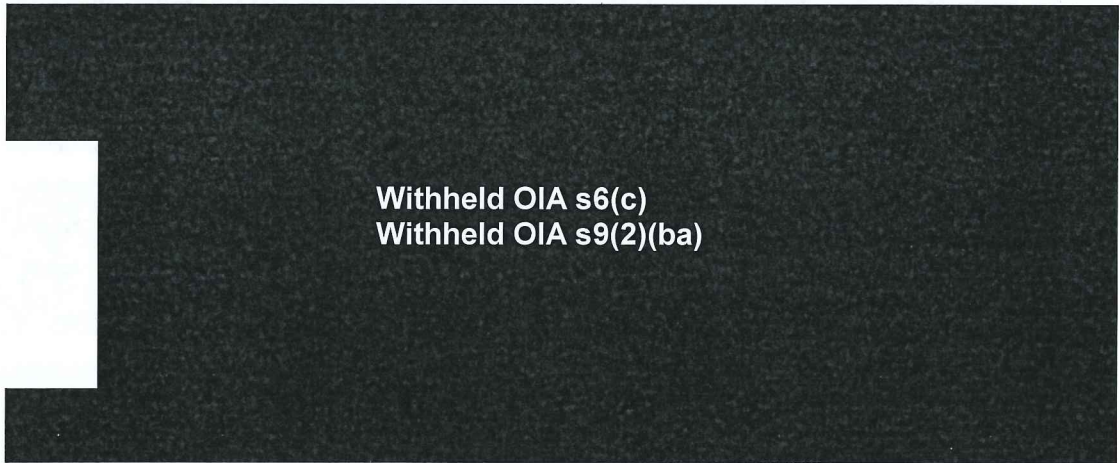
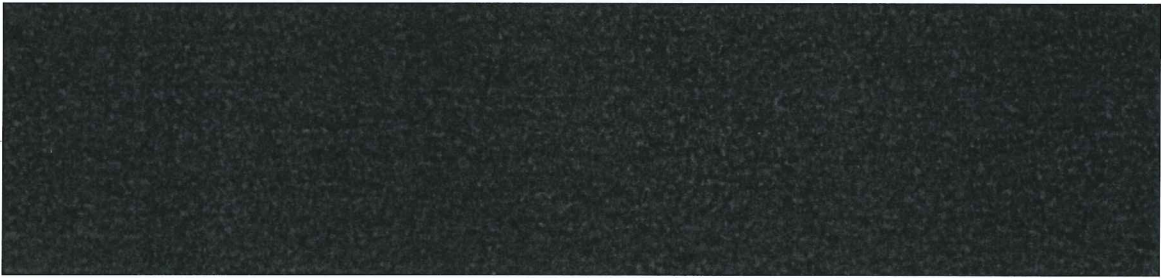
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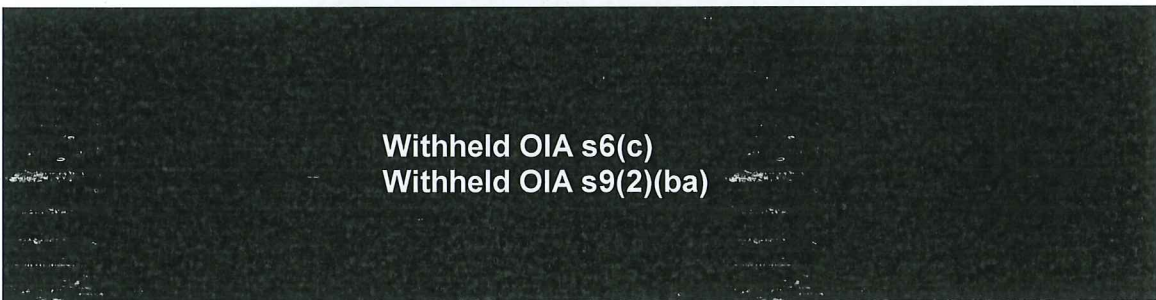


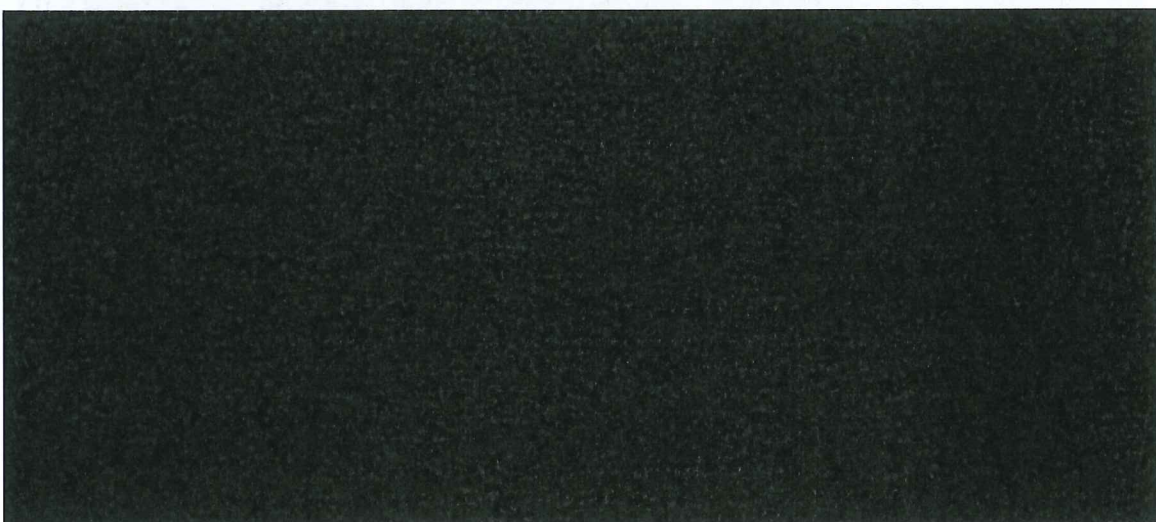


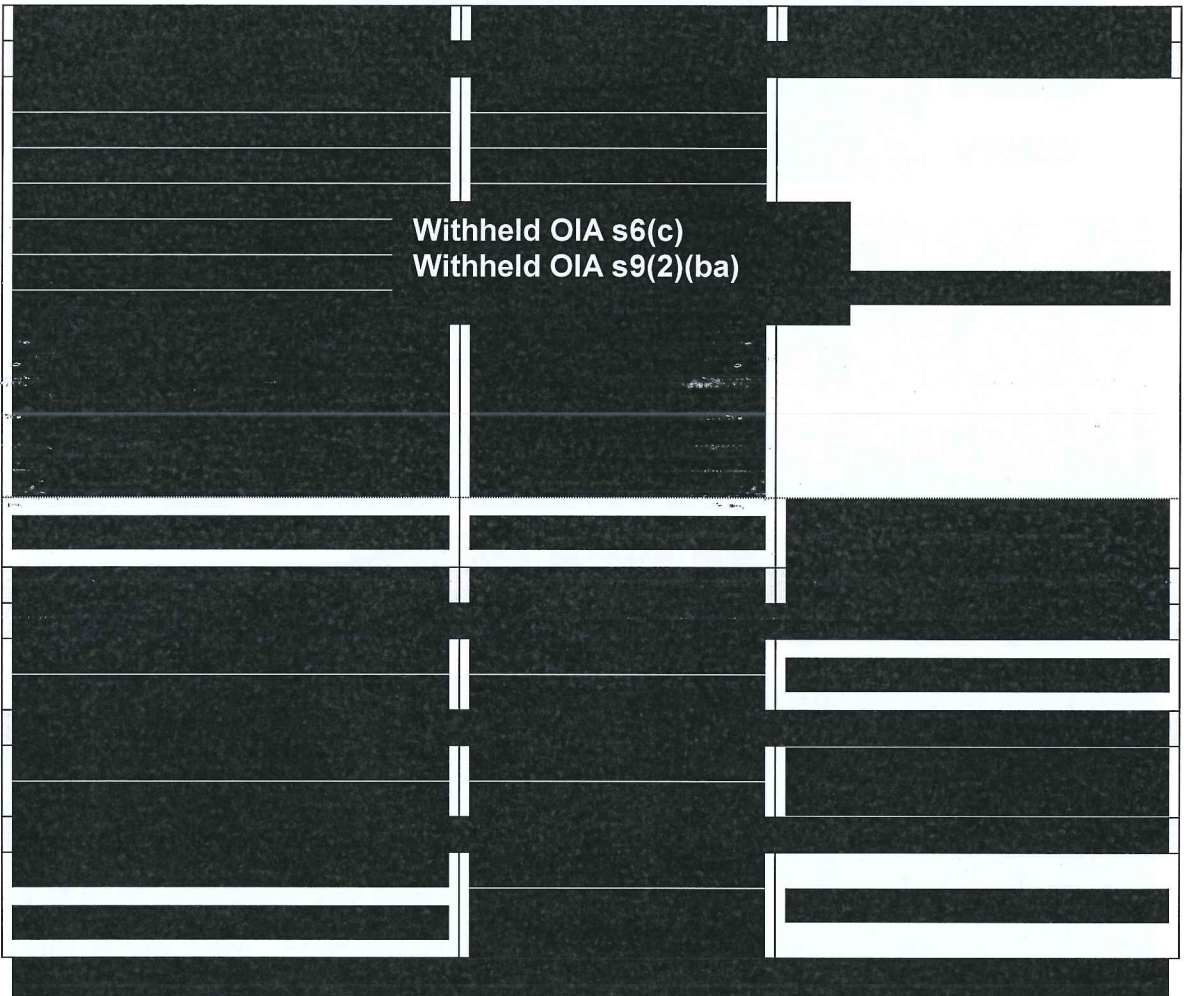
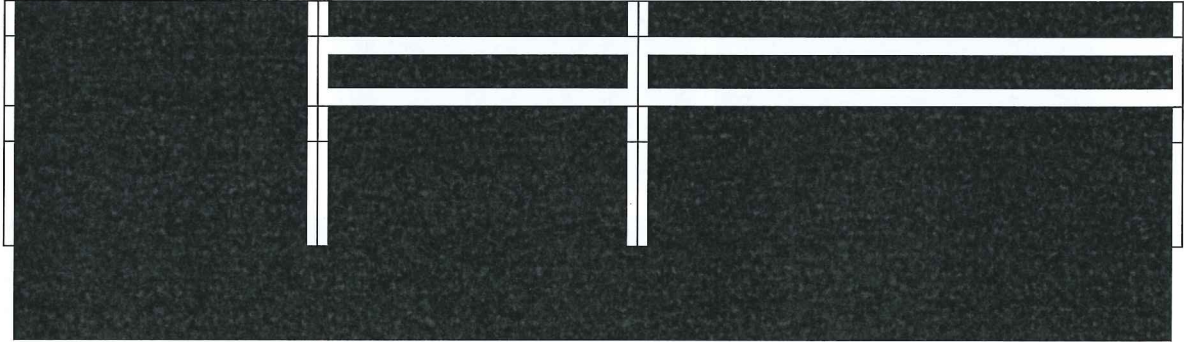


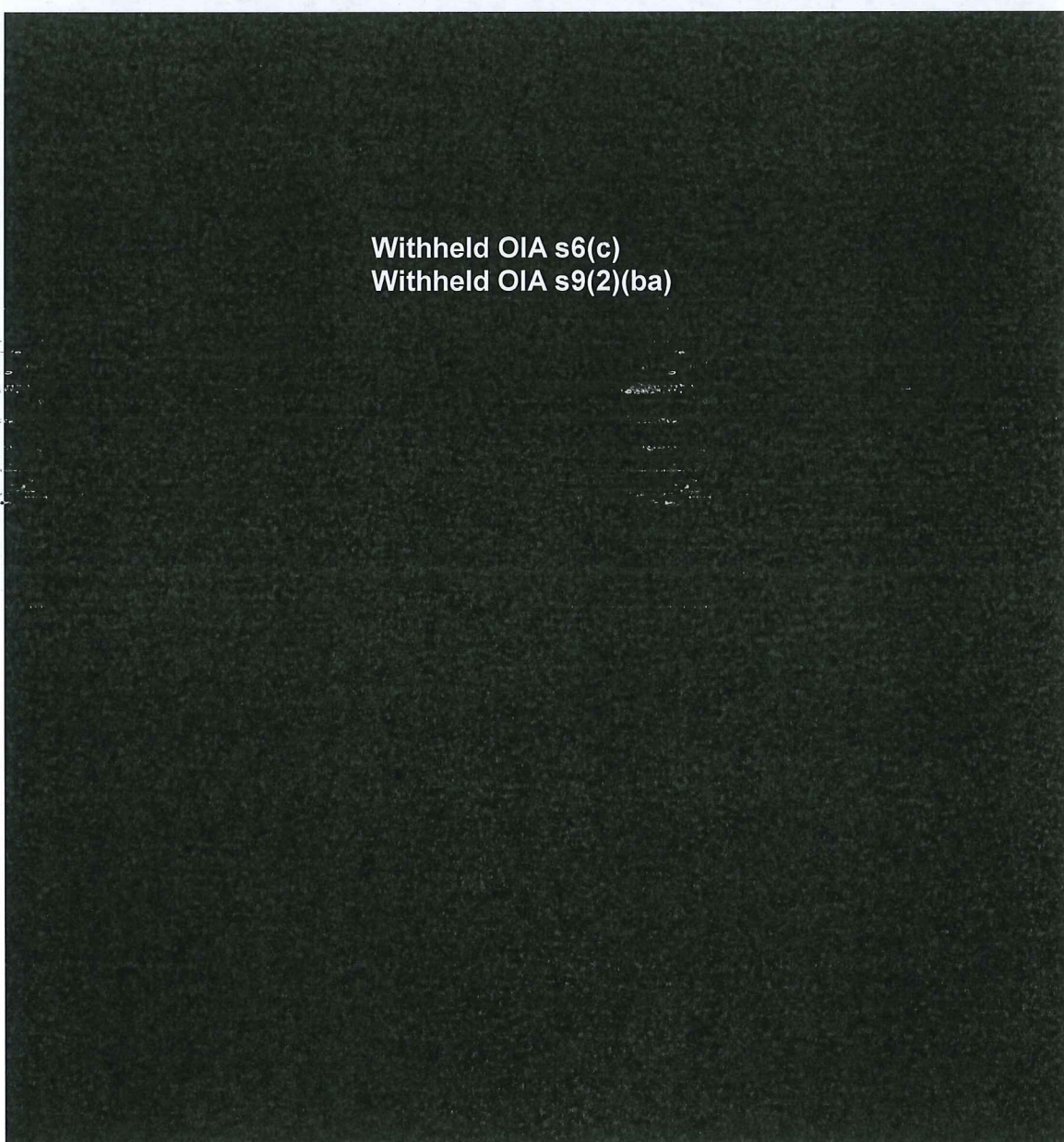
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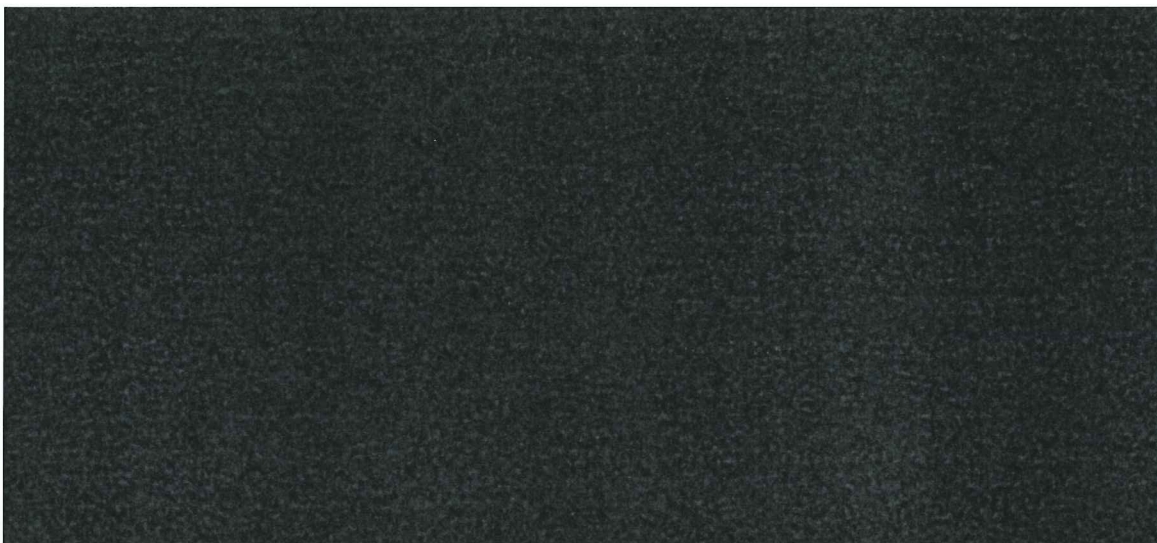


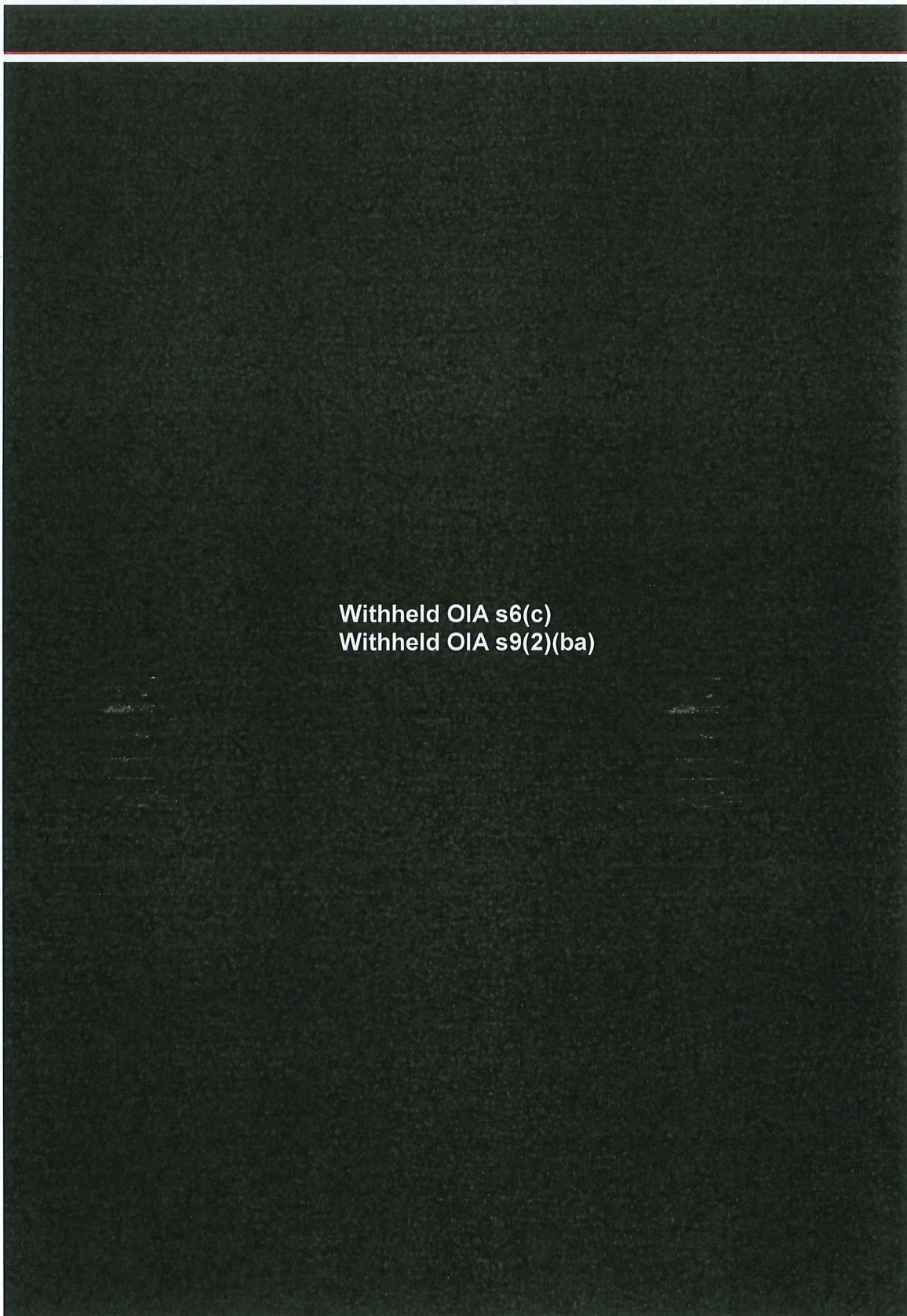






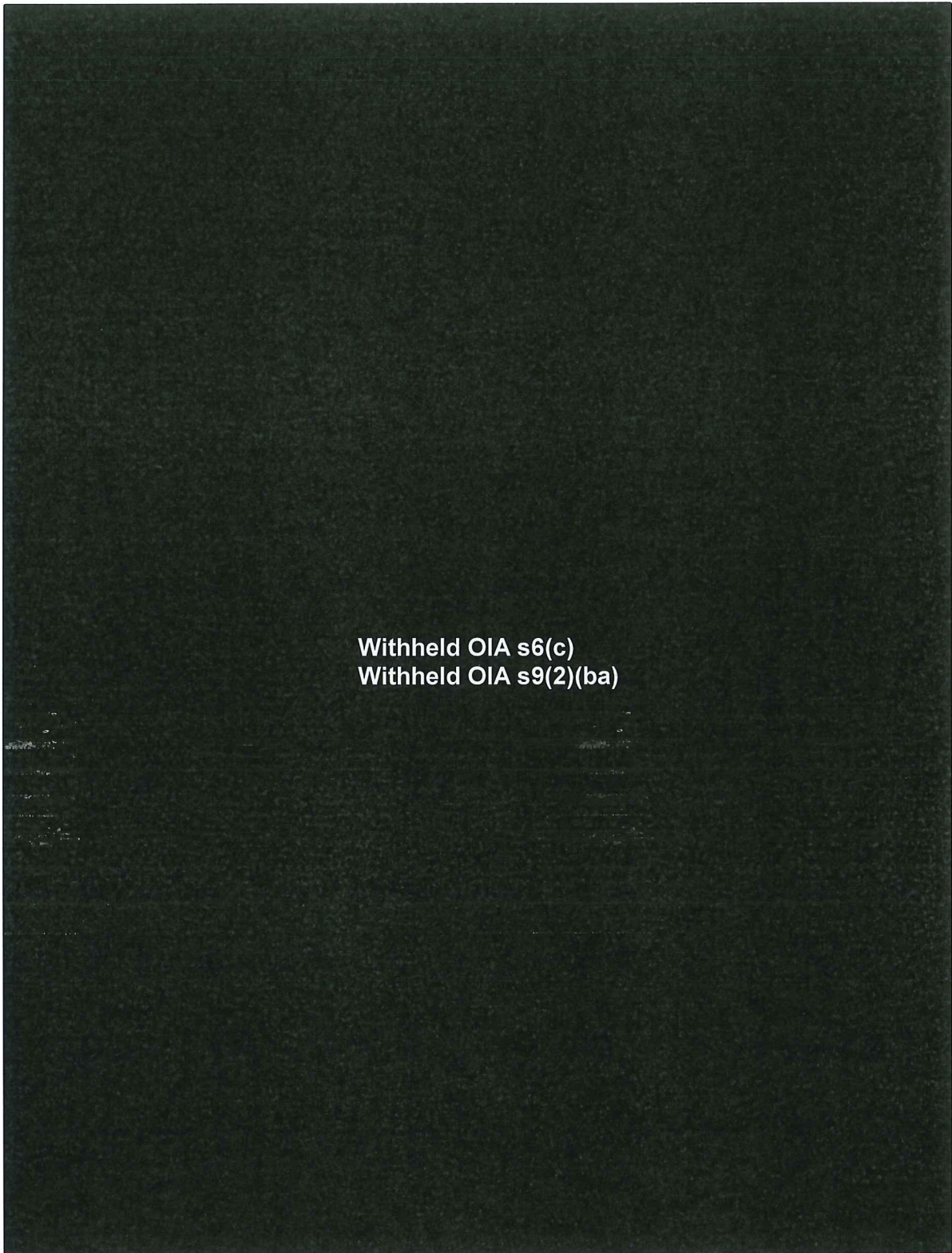
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