

19 August 2025

[REDACTED]  
[REDACTED]

Dear [REDACTED]

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987: REQUEST FOR INFORMATION

Thank you for your email requesting official information under the Local Government Official Information and Meetings Act 1987 (LGOIMA). A decision has now been made on your request pursuant to section 13 of the LGOIMA, and to provide most of the information requested. Any commercially sensitive information has been withheld pursuant to sections 7(2)(b)(i) and 7(2)(b)(ii) where withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret, and would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

In your request, you asked for information about the Whakatāne District Council's solar panel project, specifically:

1. A copy of the original RFQ (Request for Quotations) document issued to potential suppliers.

A folder containing all the RFQ documents is here: [Solar Panel Project](#)

2. The scope of works submitted by the successful bidders (Coastal Solar Ltd and MicroPico Systems Ltd), including:
  - Solar panel and inverter specifications (brand, model, capacity).
  - Any battery storage included.
  - Proposed layouts or system diagrams for each of the three council-owned sites.
  - Forecasted solar energy generation (monthly and annual).
  - Warranty and maintenance schedules.

The document with this information can be found here [Solar Panel Project](#)

3. A summary of evaluation criteria used to assess quotations and the rationale for selecting the awarded suppliers.

The table below shows the evaluation criteria ratings used to assess quotations received. We have withheld the ratings individual to each quote and the rationale for selecting the suppliers awarded, pursuant to section 7(2)(b)(ii) of the LGOIMA.

Rating	Definition	Score
EXCELLENT	Respondent demonstrates exceptional ability, understanding, experience and skills. Quote identifies factors that will offer potential added value, with supporting evidence.	9-10
GOOD	Respondent demonstrates above average ability, understanding, experience and skills. Quote identifies minor additional benefits, with supporting evidence.	7-8
ACCEPTABLE	Respondent demonstrates the ability to meet the criteria, with supporting evidence.	5-6
RESERVATIONS	Satisfies a minimum of the criteria but not all. Reservations about the Respondent to adequately meet the criteria. Little supporting evidence.	3-4
SERIOUS RESERVATIONS	Extremely limited or no supporting evidence to meet the criteria. Minimum effort made to meet the criteria.	1-2
UNACCEPTABLE	Does not comply or meet the criteria at all. Insufficient information to demonstrate the criteria.	0

4. Non-commercially sensitive cost breakdowns or indicative budget estimates associated with the installations (especially where funded through public money or rates).

The project was largely funded via the Trust Horizon Loan (\$300k), with an estimated portion funded from operational budgets (around \$10k). For more detail, please go to:

[WHAKATĀNE DISTRICT COUNCIL Thursday, 20 March 2025 Ordinary Council - AGENDA 10.4 Solar Panel Business Case Report.](#)

5. Expected installation timelines for each site:

- Whakatāne District Council Building (14 Commerce Street)

The installation is expected to be completed by 14 August 2025.

- Resource Recovery Centre (60 Te Tahi Street)

The installation was completed on 24 July 2025

- Dog Pound (52 Te Tahi Street)

The installation was completed on 7 July 2025.

**6. Any plans or Council reports referencing future solar expansion in the 2026 financial year.**

Please refer to the links below to our six-monthly climate change updates to the EER Committee Meetings held on 13 February and 7 August 2025) and the Climate Pathway page on our website, for an outline on the future planning for solar.

[Environment, Energy and Resilience Committee Meeting 13 February 2025 agenda](#)

[Environment, Energy and Resilience Committee Meeting 7 August 2025 agenda](#)

[Our Climate Pathway](#)

If you are not satisfied with my response, you are entitled to request a review by the Ombudsman. Further information can be obtained from the following website [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

Please note that this response may be published on our website. All personal information will be removed.

Nāku noa, nā



Steven Perdia  
CHIEF EXECUTIVE