

Tendering Terminology

The following is a list of common tendering terminology.

Acronym	Full Name	What is it?	An example of who uses this method
ATM	Approach to Market	This is an instrument that allows organisations to consider potential suppliers and ultimately form contracts. Similar to an RFP.	The Australian Federal Government
EOI	Expression of Interest	This gives the organisation a chance to evaluate potential offerings. Typically used the tendering organisation does not yet have a clear understanding of what the market can deliver. Following conclusion of the EOI process, a tender may be issued.	The United Nations Procurement Division
PIN	Prior Information Notice	These are issued by some buyers to indicate that a tender will soon follow.	DANTE (Delivery of Advanced Network Technology to Europe)
RFI	Request for Information	The similar to the EOI, purpose of this instrument is to gain an understanding of the capabilities of the market.	International Accounting Standards Board
RFP	Request for Proposal	The purpose of this instrument is to solicit bids from the market. The RFP consists of the tender documents that provide deadlines and other details of tendering procedures. Similar to other RFX instruments.	Department of Defence, widespread use
RFT	Request for Tender	Similar to an RFP, however the value of these contracts tends to be lower and the duration of the procurement shorter.	New Zealand Trade and Enterprise, widespread use
RFX	Request for x	This is shorthand for either an RFP, RFI, RFQ or RFT.	General use

This list is by no means complete. Better Tenders provides an expanded list of tendering terminology and goes beyond this to give you a better understanding of tendering to help you respond more effectively to tenders.

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