

# Key terms

<b>Addendum</b>	An additional information about tender or any change or clarification to the tender document. This is provided to all respondents (potential suppliers) who have registered with the buyer during the time between issuing the tender and the closing date.	<b>Certification (Supply Nation)</b>	51% or more Aboriginal and/or Torres Strait Islander owned, managed and controlled.
<b>Approach to Market</b>	Any notice inviting potential suppliers to participate in a procurement which may include a request for tender, request for quote, request for expression of interest, request for information or request for proposal.	<b>Commonwealth Procurement Rules</b>	The basic rule set for all Commonwealth procurements and govern the way in which Australian Government entities undertake their own processes.
<b>Authorised person</b>	See Business Owner	<b>Compliance</b>	Requires that all material conditions of the invitation to tender must be complied with.
<b>Best and final offer</b>	The detailed and fully-priced offer submitted by a respondent for a contract, which represents their lowest price.	<b>Confidential information</b>	All trade secrets, know-how, business and financial information, and other proprietary information or data disclosed to one party by the other, or incorporated in material and marked or indicated to be confidential.
<b>Bid</b>	An offer in response to an Invitation to Bid or an offer in response to an electronic auction.	<b>Consortium</b>	A group made up of two or more individuals, companies, or governments that work together to achieving a common objective.
<b>Business owner</b>	The person in a company who is responsible for authorising the purchase of certain goods and / or services.	<b>Contract manager</b>	Contract managers can draft, evaluate and execute any type of contract that is negotiated between the business and client, such as short term, formal or annual contracts. They often work with the legal and/or finance department to monitor adherence and potential risks to the business or client.
<b>Buyer</b>	The organisation purchasing goods and / or services from an Indigenous supplier.	<b>De-briefing</b>	The act of informing suppliers, contractors or service providers that were not selected during a particular procurement process, of the reasons why they were not selected. Debriefing can be done orally or in writing. It may be mandatory or at the request of the bidder.
<b>Category</b>	Groupings of similar goods or services with common supply and demand drivers and suppliers.		

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<b>Evaluation criteria</b>	Standards or system to analyse or to rank importance. These are used to assess offers and compare alternatives put forward by respondents to a request. The evaluation criteria is an important part of a response to tender as the buyer will make a shortlist based on this.	<b>Open tender</b>	Involves publishing an open approach to market and inviting submissions. This includes multi-stage procurements, provided the first stage is an open approach to market.
<b>Indigenous Business Direct</b>	Supply Nation's one-stop-shop for anyone looking to buy from an Indigenous business and is mandated by the Federal Government as the first reference point for government buyers when fulfilling their targets under the new Indigenous Procurement Policy. Indigenous Business Direct is equally valuable as a resource for any procurement professional or buyer.	<b>Panel</b>	See Standing offer
<b>Joint venture</b>	From 1 January 2019, incorporated Indigenous joint ventures must register with Supply Nation and be at least 50% Indigenous owned and demonstrate 50% Indigenous involvement in the management and control of the joint venture. In addition to the new requirements, the Joint Venture must also have in place (1) a strategy to build the capability and skills of the Indigenous business partner and; (2) an Indigenous workforce strategy.	<b>Potential Tenderer</b>	An entity or person who may respond to an approach to market.
<b>Limited tender</b>	Involves a relevant entity approaching one or more potential suppliers to make submissions, when the process does not meet the rules for open tender.	<b>Pre-qualification schemes</b>	Such schemes help agencies find suppliers prequalified to work with government.
		<b>Probity</b>	Evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honesty in a particular process.
		<b>Procurement</b>	The acquisition through purchase or lease of real property, goods or other products (including intellectual property), works or services.
		<b>Progress claim</b>	Are used to assess and maintain the contractor's claims for work which has been completed to date.
		<b>Registration (Supply Nation)</b>	Businesses that 50% or more Aboriginal and/or Torres Strait Islander ownership (caters for equal partnerships with non-Indigenous owners).
		<b>Request for Expression of Interest</b>	An advertisement to identify suppliers that wish to participate in a forthcoming solicitation.