**Estimation and Tendering – Abbreviations and definitions**

**EOI - Expression of interest** is similar to a registration of interest (ROI) in that it is used to identify suppliers interested in, and capable of, delivering the required goods or services. Potential suppliers are asked to provide information on their capability to do the work. It is usually the first stage of a multi-stage tender process.

**ITB - Invitation to bid** is another name for an Invitation to tender (ITT)

**ITT - Invitation to tender** (or sometimes 'invitation to treat') is a formal invitation to make an offer for the supply of goods or services. An ITT will include information describing the goods or services required in sufficient detail to enable the tenderer to prepare an accurate tender that is in a prescribed format so that it is easy to compare with other tenders.

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**RFI - Request for information** is a formal request for information to gain a more detailed understanding of the supplier market and the range of solutions and technologies that may be available.

**RFP - Request for proposal** is a formal means of seeking proposals from the market for goods or services where the public entity is open to supplier innovation – that is, where the outputs and outcomes are important, rather than the process the supplier follows to deliver them.

**RFT - Request for tender** is a formal means of seeking tenders from the market to provide goods or services where the public entity's specification or requirements are clearly defined and there is little room for flexibility or innovation.

**RFQ - Request for quotation** is a formal means of seeking quotations from the market for goods or services where price is the main selection criterion, the requirement is for “stock standard” or “off the shelf” goods or services, and the procurement is low risk.

Definitions from:

The Office of the Auditor-General - <https://oag.parliament.nz/2008/procurement-guide/glossary>

Designing Buldings: The Construction Wiki - <https://www.designingbuildings.co.uk/wiki/Construction_industry_acronyms>