

Glossary of terms

In the State Supply Commission Policies, unless a contrary intention appears:

Accountable Authority has the same meaning as defined in section 3 of the *Financial Management Act 2006*.

Act means the *State Supply Commission Act 1991*.

Bidder means the party offering to enter into a legally binding contract with another party.

Bona fide sole source of supply means a situation where it has been clearly established that only one supplier can supply the requirement. This can be established either through a periodic test of the market or consultation with appropriate industry bodies, manufacturers and other sources of expertise.

means the document outlining the rules of access and buying in relation to common use arrangements or agency specific panel contracts.

Community Services Procurement Review Panel of the

a department of the Public Service of the State established or deemed to have been established under the *Public Sector Management Act 1994*; and

an agency, authority or instrumentality of the Crown in right of the State.

Open tender means the process of publicly inviting offers to supply goods or provide services involving specifications and detailed documentation.

State Tender Review Committee means the administrative, advisory committee established to review high value, high-risk procurement processes.

Sufficient quotations means an adequate number of bids from bona fide sources of supply so as to ensure open and effective competition. To demonstrate competition, the number of suppliers requested should range from two to five.

Supplier means a party that supplies goods and/or services.

Supply Policy or **Supply Policies** means supply policies issued under and in accordance with section 28 of the *State Supply Commission Act 1991*.

Tenders WA means the Government's electronic medium providing direct access to Government contracting information, including early tender advice to suppliers, advertising of tenders, electronic tender lodgement and award of Government contracts valued at \$50,000 and above.

Request means the documentation utilised for Requests for Tenders, Requests for Proposals or Expressions of Interest.

Verbal quotation means a verbal process of inviting offers to supply goods and/or services involving a limited number of potential suppliers.

Written quotation means a written process of inviting bids to supply goods and/or services involving simple documentation and a limited number of potential suppliers.

All values mentioned in these Supply Policies are GST inclusive.