

Reference	Title	Issued	Revision
FO-PRS-EMP-111	RFI Attachment 001 – Glossary of Terms	August 2017	1.00

Procurement & Commercial

RFI Attachment 1 Glossary of Terms

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FO-PRS-EMP-111	RFI Attachment 001 – Glossary of Terms	August 2017	1.00

Authority	The legal entity or entities for whom the Procurement is carried out. The party to the Contract detailed in the draft Contract
Tender	Proposal, Quotation or Tender for the goods, works or services required by the Authority
RFx	Request for Proposal, Quotation or Information (as appropriate)
RFQ	Request for Quotation
RFP	Request for Proposal
RFI	Request for Information
Potential Provider	Party selected to submit a response to the RFx
Supplier	A Potential Provider whose Tender is successfully evaluated and has a contract executed with the Authority
Potential Applicant	Party invited to respond to an RFI
Pre- Qualification Questionnaire (PQQ)	A set of questions issued to Potential Applicants. The responses to which, will be evaluated by the Authority to determine a list of Potential Providers
Invitation to Tender (ITT)	Invite to Potential Providers to submit a Tender
Contract	The contract for the goods, works or services required by the Authority between the Supplier and the Authority
Draft Contract	A draft of the contract which the Authority expects to enter into with Supplier(s), subject to amendment by the Authority
Award Criteria	The criteria by which the Authority determines which Potential Provider(s) will be offered a contract.
Item	An individual item of goods, works or services with specified quantities
Price Weighting	Importance attributed to Price, represented by a number between 0 and 1 (e.g. 0.6)
Quality Weighting	Importance attributed to the Quality Score, represented by a number between 0 and 1 (e.g. 0.4)
Section Weight	Importance (weight out of 100%) attributed to question sections – for example Health and Safety (i.e 40%)
Question Weight	Importance (weight out of 100%) attributed to a question – for example “Please provide last years (i.e 40%)
Quality Score	Score given to a Potential Provider based on responses to questions in RFI or RFP, based on the score given for each question and the Question and Section Weights.