Procurement & Commercial

RFI Attachment 1

Glossary of Terms

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| **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 withSupplier(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. |