

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

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