

Glossary of Procurement Terminology



Aggregation

Adding together the value of separate contracts for the same supply or service.

Appraisal

A detailed assessment of the general capacity of a contractor, supplier or service provider to meet certain general criteria or standards. See evaluation criteria.

Approved list

A list approved by the Council of potential contractors, suppliers or service providers, who have met pre-set criteria. See also 'preferred supplier list.' Under the Procurement Act 2023 and Procurement Regulations 2024, a contracting authority is not allowed to hold an approved list unless as a Dynamic Market.

Associated person

An associated person for these purposes is a person the supplier is relying on in order to satisfy the Conditions of Participation (other than a guarantor). Associated persons are likely to be within the first tier of sub-contractors, but may be further down the supply chain, for example in procurements of contracts with highly technical elements.

Assessment Summary

A summary issued to suppliers in a competitive tender process detailing the results of the evaluation/assessment stage including reasons for why a supplier has been awarded a score and why they were not scored higher, according to the evaluation criteria. Issuing the assessment summaries starts the standstill period if it is being used.

Assessment Methodology

See award criteria.

Audit trail

System or paper generated evidence showing how and by whom certain processes and functions were carried out.

Authorised officer

An officer of the Council who has been nominated by the Council to manage a contract or contracts with a contractor, supplier or service provider.

Award Criteria

The predefined criteria for awarding a contract to a supplier. This may be weighted criteria such as 30% price, 70% quality.

BME Business

Black and Minority Ethnic Business – A business where 51% or more is owned by members of ethnic minority groups OR if there are a few owners where at least 50% of the proprietors are from black or minority ethnic groups.

Benchmarking

Comparison of performance or price against other providers of similar services, particularly those recognised as adopting best practice.

Best and final offer (BAFO)

The detailed and fully priced offer submitted by the Supplier for the contract, following the issue of the Council's Invitation to Tender documentation. Where the Council accepts the offer and the contract is signed, it becomes legally binding on both parties.

Best practice

The most effective and desirable method of carrying out a function or process derived from experience rather than theory.

Best value

Arrangements to secure continuous improvement in the exercise of an Authority's functions, having regard to a combination of economy, efficiency and effectiveness as required by the Local Government Act 1999; the relationship between worth and cost.

Bills of quantity

Lists of quantities, provided by the Council, against which tenderers insert their rates. The lump sum for each contract is then calculated by multiplying the quantities by the rates.

Brokerage

The use of an intermediary to obtain goods, services or works. Brokers can provide impartial procurement/purchasing expertise and should obtain the best deal for a client.

Cartels

A group of suppliers acting illegally in concert to artificially influence the price and quantity of supply.

Call-off contract

A contract made following a formal tendering process with one or more contractors, suppliers or service providers for a defined range of works, goods or services covering terms and conditions (including price) which users 'call-off' to meet their requirements. See also 'framework agreement.'

Central Digital Platform (CDP)

A platform where all UK contracting authorities publish information (notices) relating to procurement and both buyers and suppliers can register for, which supports public sector procurement. Suppliers should add their core supplier information to the CDP. It is an updated version of the pre-existing Find a Tender Service. It is also the source of UK public sector contracts performance data and the Debarment List.

Clarification period

A period for the formal exchange of more information between buyer and supplier during the tendering process where suppliers can ask questions about the tender and buyers can respond and "clarify" the points raised.

Collaboration

An arrangement under which Council service areas operate together internally or with other Councils externally to procure goods, services or works. Combined buying- power can improve services and prices and share the administrative overhead.

Collusion

A fraudulent arrangement between two or more parties whereby prices or service requirements are manipulated to get round competitive tendering.

Commissioning

The process of acquiring services to meet the needs of the local population. Commissioning is done through the Local Authority, the Primary Care Trust, other public agencies, or by the private or voluntary sectors.

Common Procurement Vocabulary (CPV)

The numerical system of identifying goods and services in the tendering process. Also used as part of the eProcurement process to identify services offered by the tendering organisation.

Competitive dialogue

A procurement process under the Public Contract Regulations 2015 which permits discussion of different options before choosing a particular solution. It can be used in complex contracts where technical solutions are difficult to define or where development of the best solution is wanted.

Competitive Flexible Procedure (CFP)

A new procedure under the Procurement Act 2023 which allows the contracting authority to design a procurement process tailored to what they are trying to procure and the market they are trying to procure it from. This can include multiple stages and processes such as tender, negotiation, presentations, clarifications and demonstrations.

Competitive tendering

Awarding contracts by the process of seeking competing tenders from more than one organisation.

Competitive tendering procedures

There are two competitive tendering procedures set out in section 20 of the Procurement Act 2023; the open procedure and the competitive flexible procedure, and both are commenced via publication of a tender notice.

Concessions contract

Defined under the Procurement Act 2023 as a contract for pecuniary interest where at least part of the consideration for that supply is a right for the supplier to exploit the works or services, and under the contract the supplier is exposed to a real operating risk.

Conditions of Participation (CoP)

Minimum criteria that suppliers must pass to participate in a procurement procedure above the Public Procurement Threshold subject to the Procurement Act 2023. Can be evaluated in a separate initial stage, or at the tender evaluation stage by responding to a "Procurement Specific Questionnaire."

Connected persons

A connected person covers:

- a person with 'significant control' over the supplier (within the meaning given by section 790C(2) of the Companies Act 2006 (CA 2006))
- a director or shadow director of the supplier

- a parent undertaking or a subsidiary undertaking of the supplier
- a predecessor company
- any other person who it can reasonably be considered stands in an equivalent position in relation to the supplier
- any person with the right to exercise, or who actually exercises, significant influence or control over the supplier
- any person over which the supplier has the right to exercise, or actually exercises, significant influence or control.

Consortium

An unincorporated group of firms or individuals, often formed to tender for a contract with a view to forming a company or working in some other way in the event of winning.

Construction Industry Scheme (CIS)

HMRC's Construction Industry Scheme requires those operating within the scheme to make deductions from payment of invoicing involving 'construction operations' to pay over to HMRC. The deductions made under CIS will be credited by HMRC against the suppliers PAYE Liabilities.

Consultant

An organisation or individual employed by the Council for specific tasks, usually where specialist knowledge or objective review is required.

Contract

A binding agreement made between two or more parties, which is intended to be enforceable by law.

Contract award notice

Notice of an award of a contract published in accordance with the Public Contracts Regulations 2015 and/or Procurement Act 2023.

Contract change notice

Notice under the Procurement Act 2023, which must be published prior to a qualifying modification or variation taking place.

Contract details notice

Notice under the Procurement Act 2023, which details the awarded contract. For contracts over £5 million, a copy of the redacted contract may be required to be published with this notice.

Contract documents

Documents incorporating the enforceable legal agreement between the Council and the supplier, including contract conditions, specification, pricing document, form of tender, the successful tenderer's responses (including method statements), and all other relevant documents expressed to be contract documents (such as relevant correspondence, etc.).

Contracts Finder

The UK-wide electronic notification system for publication of all below threshold tenders prior to 24th February 2025. Replaced by Find a Tender Service from 24th February 2025 for publication of new procurement opportunities. Also see the Central Digital Platform.

Contract notice

Notice published in accordance with the Public Contracts Regulations 2015 by contracting authorities, seeking expressions of interest or inviting companies to tender.

Contract payment notice

Notice under the Procurement Act 2023, which details payments over £30,000 made under a public contract quarterly.

Contract performance notice

Notice under the Procurement Act 2023, which publishes KPI scores for public contracts with a value of £5 million and above (at least annually). This must be published within 30 days of supplier poor performance or breach of contract.

Contract Procedure Rules

The Council's rules that govern its procurement of goods, works and services. These form part of the Council's constitution.

Contract Procedure Rules Supplementary Notes

The Council's detailed procedures which govern its procurement of goods, works and services. Expands on the principles in the Contract Procedure Rules.

Contract Register

A list of the contracts the Council holds. Published quarterly online.

Contract termination notice

Notice under the Procurement Act 2023, which must be published when a public contract is terminated or comes to an end.

Contract value

The total monetary value of a contract over its full duration (not annual value) including any optional extensions.

Contractor

An organisation or individual who has made a contract to undertake works, supply goods or provide services.

Corporate contract

Contract for a range of goods and services where a cross-team need exists.

Cost plus

The method of payment for contracts for which tenderers quote a lump sum or % addition to their costs (which would be reimbursed).

Core supplier information

Core supplier information is defined in the regulation 6(9) of the Procurement Regulations 2024 and divided into four key categories (in summary): basic information, economic and financial standing information, connected person information, exclusion grounds information. This information is required to be on the Central Digital Platform (Find a Tender Service).

Day rates

The method of payment for contracts for which tenderers quote rates per chargeable day.

Dayworks

The method of payment for contracts for which tenderers quote rates per attendance hour.

DBFM (design, build, finance and manage)

A contract (as used for the PFI) in which the service provider is responsible for all four aspects of the provision and management of a service.

DBFO (design, build, finance and operate)

A contract (as used for the PFI) in which the service provider is responsible for all four aspects of the provision and operation of an asset.

Debarment (List)

Debarment is a mechanism under which a Minister of the Crown can put a supplier on the centrally-published debarment list. This must be following an investigation, whereby the minister is satisfied that a supplier is an excluded supplier or an excludable supplier and should be added to the debarment list. Depending on why a supplier is on the debarment list, contracting authorities either must exclude them or may exclude them from procurements. The list will be managed by the Procurement Review Unit (PRU) and published on GOV.UK.

Debriefing

Giving positive, constructive feedback to competing suppliers on their performance at certain stages of the procurement process. It gives suppliers the opportunity to improve performance in the future. It can also help the buyer, as it highlights problems that may have arisen during the procurement process. This gives them the opportunity to improve their procedures.

Default

A breach of a contract condition, e.g. a delay in the promised delivery.

Deliverables

A collective name for the tangible goods and/or services that the supplier or contractor is required to supply under an agreement.

Dynamic Market

An electronic process under the Procurement Act 2023 for making commonly used purchases of which meet the requirements of the contracting authority over the Public Procurement Threshold, and which is limited in duration, open throughout its validity to any economic operator that satisfies the Conditions of Participation and has submitted a tender that complies with the specification.

Dynamic Market notices

Specific notices under the Procurement Act 2023, which must be published and updated when advertising, establishing, changing or terminating a Dynamic Market.

Dynamic Purchasing Systems

An electronic process under the Public Contract Regulations 2015 for making commonly used purchases of which meet the requirements of the contracting authority, and which is limited in duration, open throughout its validity to any economic operator that satisfies the selection criteria and has submitted an indicative tender that complies with the

specification. Dynamic Purchasing Systems will be replaced by Dynamic Markets under the Procurement Act 2023.

Employers Liability Insurance

Insurance Policy to cover the organisation arising from personal injury/ disease claims made by employees. All organisations with employees are required under statute to have Employers Liability cover in place.

eProcurement

The use of electronic methods in every stage of the purchasing process from identification of requirement through to payment, and potentially to contract management.

Equalities Impacts Needs Assessment (EINA)

A tool for ensuring that equality issues can be considered when drawing up policies, procedures or delivering services by assessing what the implications are on a wide range of people with different and varied needs.

Estimate

A genuine and realistic price calculated by an Officer that represents an estimate for defined works, goods or services, as required by the Public Contracts Regulations 2015, Procurement Act 2023 or the Council's Contract Procedure Rules for the purposes of determining the procurement process and ensuring adequate budget provision. This should not be confused with an estimate from a contractor, supplier or service provider for a defined piece of work.

Evaluation criteria

See award criteria.

Evaluation period

Time in which a detailed assessment and evaluation of the suppliers' bid or tenders against a range of financial, quality and other award criteria as specified in the tender documents is undertaken. May also be called the assessment period.

Excluded supplier

A supplier is an 'excluded supplier' where the contracting authority considers, firstly, that a mandatory exclusion ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excluded supplier where a Minister of the Crown has already determined this – i.e. where the supplier or an associated person is on the debarment list because of a mandatory exclusion ground.

Excludable supplier

A supplier is an 'excludable supplier' where the contracting authority considers, firstly, that a discretionary exclusion ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excludable supplier where a Minister of the Crown has already determined this – i.e. where the supplier or an associated person is on the debarment list because of a discretionary exclusion ground.

Exclusions

The Procurement Act 2023 sets out a list of mandatory (schedule 6) and discretionary

(schedule 7) exclusion grounds and places a duty on contracting authorities to consider both whether any of these apply to suppliers (including by virtue of a connected person), as well as whether the circumstances are continuing or likely to occur again. Contracting authorities must exclude an excluded supplier and may exclude an excludable supplier from procurements.

Exemption

An authorised departure from the Council's Contract Procedure Rules. This may only be applied with limited justifications.

Find a Tender Service

The UK-wide electronic notification system for publication of all tenders above thresholds set out in the Public Contract Regulations 2015 and Procurement Act 2023. Also see the Central Digital Platform.

Firm price

A price which is not subject to variation.

Fixed price

See "firm price"

Framework agreement

An arrangement under which a contracting authority establishes with a supplier of goods, works or services, the terms under which contracts subsequently can be entered into, or 'called-off' (within the limits of the agreement) when particular needs arise. See also 'call-off contract.'

Goods

See "supplies."

Inputs

The resources that contribute to a programme or activity including income, staff, volunteers and equipment.

Intended sub-contractors

All sub-contractors a supplier intends to sub-contract the performance of all or part of the contract to. A contracting authority must check whether any of the intended sub-contractors are on the debarment list (as required by section 28(1)(b) of the Act).

Instructions to tenderers

Instructions in the tender document designed to ensure that all Tenderers are given all the relevant information relevant to the tender to assist with their submission.

Invitation to negotiate/dialogue

An invitation to a shortlist of typically 3-4 suppliers to submit a response to a tender document prepared by the public sector authority. This document comprises detailed descriptions of the project facilities and services required, expressed in the form of outputs to be delivered or achieved, as opposed to inputs.

Invitation to tender

An invitation to contractors, suppliers or service providers to bid for the provision of works, goods or services. Also known as an 'ITT'.

Invoice

A request to pay submitted by a supplier of works, goods and/or services.

Invoice item

A line item on an invoice.

Invoice payment terms

Specified terms of payment agreed between the supplier and purchaser.

Joint venture

Any contract or other arrangement between the Council and another body under which both bind themselves to contribute separate services, work or funding for a shared overall purpose.

Light Touch Regime

Includes services identified in Schedule 3 of the Public Contracts Regulations 2015 to which “lighter touch” procurement rules apply. Similar rules apply under the Procurement Act 2023. The services include health, education and social care.

Liquidated and ascertained damages

A fixed or determined sum set out in a contract as payable or deductible on breach by one of the parties. This may form the basis of deductions from payments, which will be calculated according to the specific circumstance relating to each type of contract.

Market Research

See “market testing.”

Market testing

The process of comparing the efficiency of in-house services against tenders from outside firms.

Member

Elected member of the Council.

Method statements

Proposals submitted by tenderers for dealing with aspects of the work for which clients have set no specifications, or where more detailed operational information is required.

Most Advantageous Tender (MAT)

The tender that will bring the greatest benefit to the Council having taken a number of factors into consideration, including quality and cost.

Needs assessment

A process by which health and social care professionals assess and then make conclusions on risks and needs. The assessment sets out what is necessary for an individual to maintain their life at a certain standard.

Offer

A supplier’s offer to provide goods, services or works for a consideration in response to a buyer’s enquiry.

Official order

See also ‘purchase order.’

Open procedure

One of the procedures for procurement under the Public Contracts Regulations 2015 and the Procurement Act 2023, under which all eligible applicants are invited to tender in a one-stage procurement process.

Outcomes

The benefits or changes that have come about as a result of the work or activity of a project or the organisation. These include short term, long term, intended, unintended, positive and negative effects.

Outputs

Units or direct products of a project or organisation's activities. For example, they could be classes taught, training courses delivered or people attending workshops.

Parent company guarantee

A parent company guarantee binds the guarantor (the 'parent company') to fulfil and complete a subsidiary company's obligations and liabilities in the event of failure by that subsidiary to fulfil and complete its obligations and liabilities under a contract.

Payment's compliance notice

Notice under the Procurement Act 2023 which publishes details of performance against 30-day payment terms (to be published twice annually).

PIN

Pre- Information Notice. A short notice indicating that a call for tenders is planned during the coming three months. The publication of a PIN means that the deadline for submitting the tender from the publication of the call may be shortened. Applies to procurements under the Public Contract Regulations 2015 only. See "Planned Procurement Notice."

Pipeline notice

Notice under the Procurement Act 2023 which details an 18-month forward-look at planned procurements the Council may be going out to procurement with a value of a £2 million or more.

Performance bonds

Bonds or guarantees given to clients by specialist insurers, on behalf of contractors and at their expense, binding the insurers to compensate clients (up to the amount of the bond obtained) in the event of a default.

Planned Procurement Notice

The Procurement Act 2023 equivalent of a PIN. See "PIN."

Preferred supplier list

A list of organisations preferred by the Council to undertake certain works, supplies or services, following a competitive tendering exercise. See also 'approved list.'

Preliminary Market Engagement

The process of engaging with the market before issuing an ITT or RFQ to test assumptions, refine the specification, warm up suppliers and generate interest in the opportunity.

Preliminary Market Engagement Notice

Notice under the Procurement Act 2023 to advertise the opportunity for suppliers to partake in Preliminary Market Engagement prior to a tender being published.

Pricing schedules

List of the requirements that might be required to be performed/supplied under the contract which the tenderer inserts a rate against each item.

Private Finance Initiative (PFI)

A route for procurement where, instead of owning the assets needed for their services, public authorities arrange for private sector bodies (often in the form of consortia) to provide and own them. These bodies then make the assets available under operating leases to enable public authorities to deliver the services required.

Procurement

The process of acquiring goods, works and services, covering acquisition from third parties and from in-house providers. The process spans the whole life cycle from identification of needs, through to the end of a services contract or the end of the useful life of an asset.

Procurement Act 2023

New procurement legislation supplemented by Procurement Regulations 2024 which came into force on the 24th February 2025. Introduces new transparency requirements and procurement procedures. May be abbreviated to PA2023.

Procurement Card (also Purchasing Card /P Card)

A payment card issued by an authority to staff that may be used to purchase goods and/or services up to an agreed value from certain suppliers. Although similar in operation, it is not a credit card that can be used anywhere and there is no credit facility. For suppliers typically payment in full will be made direct to their bank accounts usually within three working days.

Procurement Regulations

This may refer to either the Public Contract Regulations 2015 or the Procurement Act 2023 and the Procurement Regulations 2024. Depending on the estimated value of a procurement, these regulations may apply which mandate notices published, minimum timescales and procedures. See Public Contracts Regulations 2015, Procurement Act 2023 and Public Procurement Threshold.

Procurement Specific Questionnaire

A questionnaire completed by companies or providers that wish to be considered for an above threshold procurement activity under the Procurement Act 2023. The purpose could be to assess their general suitability in terms of financial and economic standing, technical capability and experience, quality assurance, health and safety procedures, environmental issues and equalities considerations.

Procurement termination notice

Notice under the Procurement Act 2023 which must be published where, after publishing a tender or transparency notice, the process is terminated without awarding a contract.

Product Liability Insurance

Provides personal injury/ disease and property damage cover for claims arising out of products sold.

Professional Indemnity Insurance

Provides cover to the organisation arising from financial loss claims resulting from a negligent and accidental act or omission.

Public Contracts Regulations 2015

The Public Contracts Regulations 2015, as amended or replaced from time to time. Can be abbreviated to PCR2015. Replaced by Procurement Act 2023 and Procurement Regulations 2024 from 24th February 2025 for any new procurements, however any procurement started before that date, or any contract awarded under the PCR2015, will be subject to the 2015 regulations until the end of the contract term.

Public Liability Insurance

Provides cover to the organisation arising from personal injury/ disease claims made by the public relating to business activities and services. It also provides cover to the organisation arising from claims by the public for damage to their property.

Public Procurement Threshold

The financial threshold set by government at which the procurement regulations apply to a procurement. Amended from time to time as issued on www.gov.uk. From 2023, this includes VAT in the estimation of the procurement/contract value.

Purchase order

A pre-printed form, which incorporates the Council's terms and conditions of purchase, used to place an order with a supplier confirming addresses and cost.

Quality

The level of fitness for purpose which is specified for or achieved by any service, work or product.

Quality Assurance (QA)

A discipline to assess quality standards, covering all activities and functions concerned with the attainment of quality.

Qualified tender

A tender which is qualified because it does not fully meet the intended contractual requirements. Such tenders are not normally acceptable and may be excluded from the tender process.

Quotation

A written or verbal price given by a contractor, supplier or service provider, after being requested either orally or in writing. A quotation may be the written confirmation of an earlier, oral offer.

Restricted procedure

One of the procedures for procurement under the Public Contracts Regulations 2015, under which only eligible applicants who meet the client authority's criteria are, invited to tender in a two-stage procurement process.

Risk

The probability of an unwanted event occurring and its subsequent impact.

Risk register

A document used to record the risks facing a project or programme, usually produced as a table. It should, as a minimum, record a description of each risk, an assessment of its likelihood and impact and the management actions to be taken to minimise the risk, though it can be more sophisticated.

Risk transfer

The risks, such as construction delay risks, which are required to be transferred to contractors in order for PFI schemes to be approved.

Schedule of rates

Lists of jobs, like those in bills of quantities except that they contain no quantities. Rates may be inserted by tenderers, or by buyers. In the latter case, tenderers specify their overall percentages on or off these rates.

Select list

A list of suitable prospective contractors, suppliers or service providers that has been drawn up through a short-listing exercise for a particular contract or procurement activity.

Selection Questionnaire

A questionnaire completed by companies or providers that wish to be considered for a procurement activity or placed on an approved list. The purpose is to assess their general suitability in terms of financial and economic standing, technical capability and experience, quality assurance, health and safety procedures, environmental issues and equalities considerations. See 'business questionnaire.' Used in restricted procedures under the Public Contract Regulations 2015. Replaced by "Procurement Specific Questionnaire" in new procurement regulations from 2025.

Service manager

An officer of the Council who has a responsibility to manage a particular service.

Services

Services provided to the Council by an external service provider (an individual or a company). Those that have a value exceeding the current Public Procurement Threshold will be subject to the tendering requirements set out in the applicable Procurement Regulations. The Council's Contract Procedure Rules may have different values covering works, services or supplies.

Service Level Agreement (SLA)

That part of a contract which specifies or supplements the specification of the services to be delivered. It has been the practice for purchasers to enter into contracts based on Service Level Agreements which are in themselves contracts but do not set out full contractual terms, simply detailing the services to be delivered and minimal information such as contact details, addresses, etc. regarding the contractor. Sometimes used between departments within public authorities.

Shared services

Providing services as a combined or collaborative function which may share processes and technology. This may include bringing together support functions, often from geographically disparate areas, into a separate organisation.

Social Enterprise

Organisations that deliver goods and services and make a profit (51% of its income must come from trading) but measure their success on the social impact and benefits they provide. Examples of social enterprises are Co-operatives and Mutual Building Societies.

Social Value

Social value in procurement is about making sure that what the Council buys creates an overall positive impact on our people and communities. It can be divided into three main areas: social, environmental and economic.

Sourcing

The process of establishing potential suppliers of specified works, goods or services.

SME's

Small and medium-sized enterprises, a term used to refer to smaller private sector companies with less than 250 employees. To qualify as a SME and organisation must have fewer than 250 staff and less than or equal to £44m in annual turnover or a balance sheet total of less than or equal to £38m.

Specification

A description of requirements and standards to which the goods, works or services should conform. Also known as a statement of needs, a statement of requirement, an operational requirement, or a brief. Its purpose is to present prospective suppliers with a clear, accurate and full description of the organisation's needs, to enable them to propose a solution to meet them.

Stage payments

An agreed percentage or part of the contract price, which is payable when specified stages of completion/delivery have been reached.

Stakeholder

An individual or organisation that has an active interest or a stake in a particular organisation or issue. For example, funders, members, contractors, purchasers, trustees, beneficiaries, volunteers and paid staff are all stakeholders in a voluntary organisation.

Standstill period

Following evaluation of all proposals and prior to completing the contract award, you must notify all suppliers of your intention to award the contract. This notification will incorporate the mandatory 10-day standstill period under the Public Contract Regulations 2015 (also referred to as the Alcatel standstill). Under the Procurement Act 2023 the mandatory standstill period is eight working days.

Sub-contracting

The process where a contractor assigns part of the contract to another contractor(s).

Supplies

Goods, either purchased or hired. Those that have a value exceeding the current Public Procurement Threshold will be subject to the tendering requirements set out in the applicable Procurement regulations. The Council's Contract Procedure Rules may have different values covering works, services or supplies.

Supplies, works & services

See individual definitions.

Supplier diversity

Initiatives that aim to increase the number of ethnic minority-owned businesses that supply goods and services to both public and private sector organisations.

Supply chain

Consists of businesses providing goods, works and services to a buyer. For example, a stationer's supply chain will include its product suppliers, delivery firm, printing company, IT provider and cleaning contractor. Tier one of a supply chain is the main contractor who supplies direct to the buyer. A business that supplies to tier one is a tier two supplier and any business that supplies to tier two is a tier three and so on.

Surety

See "Performance bonds".

Sustainable procurement

Sustainable procurement is using procurement to support wider social, economic and environmental objectives. It goes beyond green procurement to take account of social and economic issues.

Tender

An official written offer to an invitation that contains a costed proposal to perform the works, services or supplies required and is provided in response to a tendering exercise.

Tender documents

Documents provided to prospective tenderers when they are invited to tender and that form the basis on which tenders are submitted, including instructions to tenderers, contract conditions, specification, pricing document, form of tender and the responses from tenderers.

Tender evaluation panel

A group of people who analyse tenders received and make final recommendations on the award of contracts. See also evaluators.

Tender Notice

Notice published in accordance with the Procurement Act 2023 by contracting authorities, seeking expressions of interest or inviting companies to tender.

Third sector organisation (TSO)

TSOs pursue social and environmental objectives; do not distribute any surpluses to shareholders; reinvest any surpluses in the pursuit of their objectives; and are independent of government. TSOs can take a number of organisational forms, with or without charitable status.

Transition Period

The period when the new procurement regulations come into force on 24th February 2025 and procurements started under the existing Public Contract Regulations 2015 will run side by side.

Transparency notice

A notice under the Procurement Act 2023 which a contracting authority must publish before awarding a contract via direct award i.e. without a competitive process or framework call-off.

TUPE regulations

The Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended from time to time).

Two stage selective tendering

See “restricted procedure”

Unique identifier

Unique identifiers are defined in regulation 8 of the Procurement Regulations 2024. In the case of a supplier, it is the unique code which is submitted to the Central Digital Platform and is recognised by that platform or, where no such code is submitted and recognised, it is the unique code which is allocated by that platform when the supplier registers on that platform.

Value for money

The provision of the right goods and services from the right source, of the right quality, at the right time, delivered to the right place and at the right price (judged on whole-life costs and not simply initial costs).

Variants

Tenders that meet minimum specifications but vary in technical terms. May be allowed by a contracting authority where award criterion is that of Most Advantageous Tender.

VAT Domestic Reverse Charge

The Council is required to write to those suppliers with the construction industry to confirm the Council’s status for the VAT Domestic Reverse charge before the supplier issues any invoices as it will determine whether the supplier should be charging VAT on their invoice.

VCSE

Voluntary, Community and Social Enterprise. A general term used to refer to registered charities, non-charitable non-profit organisations, associations, self-help groups and community groups.

Whole life costs

The systematic consideration of all relevant costs and revenues associated with the acquisition and ownership of an asset.

Work In Progress Insurance

Provides material damage cover to existing buildings where works to refurbish, refit and adapt are being undertaken.

Works

Building, construction and engineering related works. Those that have a value exceeding the current Public Procurement Threshold will be subject to the tendering requirements set out in the applicable Procurement Regulations. The Council’s Contract Procedure Rules may have different values covering works, services or supplies.