

Glossary of Terms used in procurements

Term	Description
* Conditions of Tender	A list of formal instructions to Tenderers comprising information such as Confidentiality, Freedom of Information, Collusive Tendering
*Additional Information	Any additional information that the tenderer is asked to submit
*Certificate of Non Canvassing	A signed statement from the tenderer that they have not approached any member of the Trust for preferential treatment
*Conditions of Contract	The legal terms and conditions that the NHS expect to trade under
*Form of Offer	A signed statement from the tenderer that they will be abide by the conditions of contract and honour their submission if successful
*Intention to Respond	To be returned by the tenderer advising the Trust if they will or will not be submitting a tender
*Price/Offer Schedule	This is used for the tenderer to submit their pricing and also to indicate if there are any variances with

Glossary of Terms used in procurements

	the required specification
*Service Specification	An explicit set of requirements for the contract
Evaluation Criteria	A set of criteria specific to each procurement against which bids will be evaluated
Bidder	A single operating organisation/person that has been short-listed through the PQQ evaluation process and have been invited to participate in the ITT stage
Bidder Member	A shareholder or member or proposed shareholder or member, in, or controlling entity of, the Bidder and/or that shareholder's or member's ultimate holding company or controlling entity
Clinical Services Supplier	All suppliers providing clinical services which are the subject of the Contract
Contract	A form of legal agreement to be entered into between NHS Rotherham and the recommended Bidder

Glossary of Terms used in procurements

Invitation to Tender Documents (ITT)	A comprehensive set of documents issued to bidders to enable them to respond with their tender submission * (see below)
Memorandum of Information (MOI)	A document that sets out the details of the procurement and the timetable
OJEU	Official Journal of the European Union – the published daily journal that lists all the notices of potential contracts and also of contract awards
Potential Bidder	A single operating organisation or person that is participating in the Procurement, but that has not, at the relevant time, been invited to respond to an ITT
Pre Qualification Questionnaire (PQQ)	A series of questions issued to potential bidders that allows the Trust to assess their suitability for proceeding through to the ITT stage
Relevant Organisation	An organisation or person connected with a response to a PQQ and /or connected with a bid submission including (without limitation): <ul style="list-style-type: none">• The Potential Bidder

Glossary of Terms used in procurements

	<ul style="list-style-type: none">• The Bidder• The Provider• Each Bidder Member• Each Bidder Guarantor• Each Clinical Services Supplier
(Service) Provider	The successful Bidder who has entered into a Contract with NHS Rotherham to provide the Services specified in the procurement documentation
Service User	Person who will be receiving the Services from the Service Provider
Specification	The requirements for the contract which may be prescriptive or output based