



## Understanding Procurement Terminology

### Contents

- PINs - Prior Information Notice
- ITTs - Invitations to Tender
- PQQs - Pre Qualification Questionnaires
- RFQs - Requests for Questions
- Contract Award Notices
- Quick quote Award Notices
- SDP - Single Procurement Document
- Alert Profile
- Non collusion Agreement
- CNZ - Carbon Net Zero
- CRP - Carbon Reduction Plan
- DPS – Dynamic Purchasing System
- Commercial Response
- Direct Award
- TUPE - Transfer of Undertaking Protection of Employment Regulations 2006
- EOI - Expression of Interest
- Framework
- Lot

What is an:

- PIN - preliminary announcement issued by a public sector organisation.
- ITTs - opportunity for interested parties to express an interest in participating in a competitive procurement process.
- PQQs - Is a list of questions for potential supplier.
- RFQs - this is a procurement document.
- Contract Award Notice - how a public sector procurement officer formally advertises that a contract award has been made.



- [Quick Quotes](#) - online quotation facility which allows Contracting Authorities to obtain competitive quotes electronically for low value requirements.
- SDP - standard questionnaire that allows buyers to identify suitably qualified and experienced bidders.
- [Alert Profile](#) - allows a supplier to set up a notification service that will keep a user updated on any potential contract opportunities, published by a buyer.
- Non collusion Agreement - This certifies that a bidder has not conspired with a competitor or other company to create an unfair advantage.
- CNZ - means we are not adding more carbon emissions to the atmosphere.
- CRP - helps customers understand the impact of a supplier's operations on the environment.
- DPS - similar to an electronic framework agreement, but new suppliers can join at any time.
- Commercial Response - all quoted pricing for the Work as found in the Bidder's response to the Commercial Envelope and any related attachments.
- Direct Award - Where you place an order directly with supplier.
- TUPE - All employees employed in the organisation, or the part of the organisation, that is to transfer are covered by law – no “selecting” of staff is allowed by the transferor or the transferee.
- EOI - is a set of high-level requirements outlined by the buyer and sent to potential suppliers.
- Framework agreements - ‘umbrella agreement’ which sets out the terms under which individual contracts (also called ‘call offs’)
- Lot - a subdivision of a contract which could be geographical or functional – in most circumstances will be able to bid for one or more lots.



Other related information

[Public Procurement Scotland](#)

[Public Procurement Scotland – Tender](#)

[Just Enterprise](#)

[Solar Flare Services](#)

[Supplier Development Programme \(SDP\)](#)

Need help?

Email: [sedg@tsdg.org.uk](mailto:sedg@tsdg.org.uk)

Call: 0300 303 8558