

TERM	EU EPROCUREMENT GLOSSARY	UNCITRAL GLOSSARY	OCDS GLOSSARY	E-PROCUREMENT TOOLKIT	DEFINITION	QUESTIONNAIRE ID
Advertisement	Contract Notice	Notice of procurement	Contract Notice	Advertisement	Notice by which a procuring agency announces the commencement of a public procurement competition.	C2.7oa C2.7ob C2.7oc C5.1
Bid (submission)	Tender submission	Initial bids / Submission	Bid	Submission of bids	Technical and financial offer of a private sector entity for a specific public procurement competition.	C2.7g C2.7h C5.2
Bid Validity Period	Tender Validity Deadline	Period of effectiveness of tenders		Bid Validity Period	The period during which the bids submitted for a public procurement competition remain valid.	C2.7la C2.7lb C2.7lc
Bidder	Bidder		Bidder	Economic Operators	A private sector entity interested in a public procurement competition, or submitter of bid for a public procurement competition.	C4.10a C4.10b C4.10c

<p>Business model for eProcurement</p> <ul style="list-style-type: none"> -- Government owned and operated -- Government-managed service -- Public-private partnership (PPP) -- Shared service 				<p>Business model for eProcurement</p> <ul style="list-style-type: none"> --Government owned and operated: eProcurement system owned and operated by the government, which is built by its own ICT team. Alternatively, external partners may be consulted during the development or the support phases of the project, but these partners have no rights to any part of the system. --Government-managed service: eProcurement system owned, operated, and supported by a third party partner; the government retains ownership of all hosted data and all supporting services, such as a user helpdesk and training. --Public-private partnership (PPP):eProcurement system owned and operated by a third- 	C3.1j
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					<p>party service provider. The intention of this model is that at some time in the future and specified in the public-private partnership agreement, the service will be transferred to the government. In the interim, the service provider is compensated either through a fixed monthly/annual fee or transactional revenues based on the usage of the system.</p> <p>--Shared service: eProcurement system provided by a third-party service provider and is used by multiple public sector entities or other clients.</p>	
Central Purchasing Body	Central Purchasing Body			Central Purchasing Body	<p>A contracting entity that acquires goods or services (commonly through framework agreements) intended for several public sector entities.</p>	<p>C2.5a C2.5b C2.5d C2.5e</p>

Commercial off-the-shelf					Non-developmental items (NDI) sold in the commercial marketplace; in the context of public procurement this term is usually relevant for COTS eProcurement systems (i.e. systems based on platforms developed by private sector entities).	C3.1i
Complaint		Appeal	Complaint	Complaint	Expression of objection against a decision, outcome or procedure of a public procurement competition.	C2.7j C4.11a C4.11b C4.11c C4.12
Contract Award	Awarded Contract	Award of a procurement contract or framework agreement	Contract Award	Contract Award	The result of a public procurement competition, in terms of winning bidder(s) and contract budget.	C2.7m C4.4a C4.4b C4.4c C4.4d C4.4e C4.4f C4.8a C4.8b C4.9a C4.9b C4.9c C4.9d C5.1

Direct Contract		Single-source procurement		Direct Contract	Public procurement method whose main distinct feature is the absence of competition, since the invitation to present a bid is addressed only to one bidder.	C2.7pa C2.7pb C2.7pc C4.6c C4.6d
Disclosure threshold					Disclosure of contract awards is subject to a minimum budget threshold below which disclosure is not required.	C2.7m

<p>eProcurement functionalities supported</p> <ul style="list-style-type: none"> -- eProcurement Plan -- ePublishing/Notification -- eTendering/eQuotation -- eEvaluation/Awarding -- eReverse Auctions -- eContract Management -- eCatalogues -- ePurchasing/P2P -- Vendor Management -- eComplaints 					<ul style="list-style-type: none"> - eProcurement Plan: eProcurement system module to create and publish annual procurement plans at the beginning of each fiscal year. This module commonly allows bidders to be aware of the nature, timing, and volume of the planned public procurements. - e-Publishing/Notification: eProcurement system module to support the publication of public procurement advertisements so that these are available to any interested party. - eTendering / eQuotation: eProcurement system module to provide online support for the submission of bids . - eEvaluation/e-Awarding: eProcurement system module to support the electronic opening (decryption) of bids, their partial or 	C3.1d
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					<p>complete evaluation, and the notification of the outcome of the process.</p> <ul style="list-style-type: none">- eReverse Auction: eProcurement system module to provide an online real-time purchasing technique, enabling bidders to successively submit bids of lower value. This module features mechanisms for the automatic evaluation of bids.- eContract Management: eProcurement system module to support the management of contracts. This module commonly includes features to manage contract documentation, contract amendments, key performance indicators (KPIs), tasks, and deliverables.- eCatalogue: eProcurement system module to support the creation of catalogue	
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					<p>workspaces and the ability to browse electronic catalogues and create/ manage cart of items to procure.</p> <ul style="list-style-type: none"> - ePurchasing: eProcurement system module to support the preparation of requisitions and the management of purchase orders. Occasionally this module is also referred to as Purchase-to-Pay (P2P) - Vendor Management: The management of profiles, attestations and/or performance of suppliers, contractors, constructors, bidders, etc. conducting business with public sector entities. - eComplaints: eProcurement system module to receive and manage complaints. 	
eProcurement system					The electronic platform used to manage various aspects of the public procurement	C3.1a C3.1b C3.1c

					process (e.g. advertisements)	
eSignature functionalities -- Advanced electronic certificate authentication -- Document electronic signing -- Action electronic signing					<p>Functionalities:</p> <ul style="list-style-type: none"> -Advanced electronic certificate authentication: use of electronic certificates for supporting the user authentication process (i.e. login) - Document electronic signing: use of electronic certificates for supporting the electronic sign off of documents uploaded onto the eProcurement system (e.g. bids) - Action electronic signing: use of electronic certificates for supporting the electronic sign off of crucial actions performed within the context of the eProcurement system (e.g. contract award) 	C3.1e

Framework Agreement	Framework Agreement	Framework Agreement		Framework Agreement	Contractual agreement for a fixed period between procuring entities and selected supplier(s), concluded following a public procurement competition, which sets the conditions for future, repetitive purchases.	C4.8a C4.8b
Goods	Goods / Supplies	Goods	Goods	Goods	Objects of every kind and description including raw materials, products and equipment and objects in solid, liquid or gaseous form, and electricity, as well as services incidental to the supply of the goods if the value of those incidental services does not exceed that of the goods themselves.	C2.7ka C2.7la C2.7oa C2.7pa C4.4a C4.4b C4.10a
Gross Domestic Product (GDP)					Gross Domestic Product (GDP) is a broad measurement of a nation's overall economic activity. GDP is the monetary value of all the finished goods and services	C1.3

					produced within a country's borders in a specific time period.	
Life Cycle Costing (LLC)					LLC is the sum of all recurring and one-time (non-recurring) costs over the full life span or a specified period of a good, service, structure, or system. In includes purchase price, installation cost, operating costs, maintenance and upgrade costs, and remaining (residual or salvage) value at the end of ownership or its useful life.	C2.7b
Lowest Price	Lowest Price	Tender/submission with the lowest price		Lowest Price	Bid evaluation process based on which the procuring entity determines the winning bid by eliminating ineligible bidders and technically unacceptable bids and then selecting the lowest priced bid for award.	C4.9c C4.9d

Most Economically Advantageous Tender (MEAT)		Most advantageous tender		MEAT	Bid evaluation process through which the successful bid is ascertained on the basis of combining technical and financial characteristics of the bids.	C2.7d C4.9a C4.9b
Non direct Contract			Open Contracting		Public procurement method involving competition and bidding process (i.e. opposite Direct contract).	C4.6a C4.6b
Procurement procedure	Procurement Procedure				The procedure by which a public sector entity can acquire goods, services and works. Occasionally referred to as Call for Tenders, Public Procurement Competition, or simply Tender.	C4.13
Public Procurement Agency					The government agency that is responsible for establishing a national public procurement policy and overseeing its implementation among all public sector entities. It occasionally holds the power to	C2.1 C2.2

					approve contract awards of large value.	
Region covered by the CPB: - National* - Regional* - Local*					National: covers whole country Regional: covers large geographic region of the country Local: covers small geographical region of the country (i.e municipalities)	C2.5d
Services	Services	Services	Services	Services	Services of intellectual and consulting nature and any other services not covered by the terms “goods” and “works”	C2.7kc C2.7lc C2.7oc C2.7pc C4.4e C4.4f C4.10c
SMEs	SMEs & Micro, Small And Medium-Sized Enterprise (SME)			SMEs	An enterprise which employs a small number of employees and has a small annual turnover or balance sheet.	C2.7f C4.7a C4.7b
Spend Taxonomy					Classification used for systematically characterizing procurements to serve improved visibility of competitions and more	C4.1

					effective reporting mechanisms. Most usually are: UN/SPSC and CPV.	
Standstill Period		Standstill period			Period starting from the moment bidders of a competition are informed of its results, during which they are allowed to express their objections on such results. Procuring entities cannot proceed in signing contracts with the winning bidder until this period elapses and all expressed complaints are resolved.	C2.7ka C2.7kb C2.7kc
Sustainability					Sustainable procurement is the adoption and integration of Corporate Social Responsibility (CSR) principles into your procurement processes and decisions while also ensuring, they meet the requirements of your company and its stakeholders. The 6	C2.7e

					core subjects listed by ISO 26000 are : human rights, labor practices, the environment, fair operating practices, consumer issues, community involvement and development	
Tender	Tender			Competition	See "Procurement procedure"	C4.2a C4.2b C4.11a C4.11b C4.11c
Tender threshold					Disclosure of tenders is subject to a minimum threshold below which disclosure is not required.	C2.7n
Total Cost of Ownership (TCO)					TCO calculates the complete cost from purchase to disposal including expected costs to be incurred during the lifetime of the product, such as service, repair, and insurance.	C2.7a
Value for Money (VfM)					VfM should not be calculated solely on cost, but also on the efficiency and	C2.7c

					effectiveness of the purchase.	
Works	Works	Construction	Works	Works	All works associated with the construction, reconstruction, demolition, repair or renovation of a building, structure or works, such as site preparation, excavation, erection, building, installation of equipment or materials, decoration and finishing, as well as services incidental to construction such as drilling, mapping, satellite photography, seismic investigations and similar services provided pursuant to the procurement contract, if the value of those services does not exceed that of the construction itself	C2.7kb C2.7lb C2.7ob C2.7pb C4.4c C4.4d C4.10b