# Document no. 7

GLOSSARY OF TERMS

# **Invitation to offer for the Supply, Storage and Management of Intravenous Fluids**

Offer reference number: CM / EMI / 22 / C103602

Period of Agreement: 28th July 2023 to 27th July 2025

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| **Term** | **Meaning** |
| Atamis | Refers to the Atamis Health Family eCommercial System, which is the e-tendering service used by the Department of Health and Social Care. |
| Authorised Release | As defined in the Conditions of Contract. |
| Authority | The Secretary of State for Health and Social Care acting as part of the Crown through the Department of Health and Social Care. |
| Award Criteria | The award criteria set out in Table A at paragraph 10 of the Terms of Offer. |
| Award Process | The process for awarding a Contract as set out at paragraph 10.1.1 of the Terms of Offer. |
| Business Day | Any day other than a Saturday, Sunday or bank holiday in England. |
| Commencement Date | As defined in the Conditions of Contract. |
| Compliance Gateway | As defined in paragraph 10.2 of the Terms of Offer. |
| Compliant | An Offer meeting the requirements set out at paragraph 8.4.1 of the Terms of Offer. |
| Conditions of Contract | The form of contract (including schedules) set out in Document No. 3 of the ITO which will be entered into between the Authority and the successful Offeror(s) who will then become Supplier(s) at the conclusion of this procurement exercise. |
| Contract | A legally binding contract entered into by the Authority and Supplier(s) as a result of this procurement exercise. |
| Contract Manager | As defined in the Conditions of Contract. |
| Confidential Information | As defined in the Conditions of Contract. |
| Covering Letter | The covering letter to Offerors forming part of the ITO as Document No. 1. |
| Data Protection Legislation | Has the meaning given to it by Section 3(9) of the Data Protection Act 2018 (as amended). |
| Dispute | As defined in the Conditions of Contract. |
| Dispute Resolution | As defined in the Conditions of Contract. |
| Document | A document forming part of the ITO, made available to Offerors via Atamis in relation to this procurement exercise. |
| EIRs | The Environmental Information Regulations 2004. |
| EMA | European Medicines Agency. |
| Emergency | As defined in the Conditions of Contract. |
| Emergency Authorised Release | As defined in the Conditions of Contract. |
| Exit Plan | As defined in the Conditions of Contract. |
| FOIA | The Freedom of Information Act 2000 (as amended). |
| Form of Offer | Document no.6 of the ITO. |
| Glossary of Terms | This glossary of capitalised terms and expressions forming Document 7 of the ITO. |
| Good Distribution Practice or GDP | This means the guidelines of 5 November 2013 on Good Distribution Practice of medical products for human use (OJEU 2013/C 343/01). |
| Good | A medicinal product which is the subject matter of this procurement exercise and which is listed on the Medications Catalogue sheet of the Offer Schedule. “Goods” shall be construed accordingly. |
| Goods Manufacturing Practice or GMP | The minimum standard that a medicines manufacturer must meet in their production processes. |
| Government | The government of the United Kingdom, Great Britain and Northern Ireland. |
| Group | This means in relation to a company, that company, any subsidiary or holding company from time to time of that company, and any subsidiary from time to time of a holding company of that company. Holding company and subsidiary shall mean a “holding company” and “subsidiary” as each are defined in section 1159 of the Companies Act 2006. |
| Group of Economic Operators | A group of economic operators acting jointly to submit an Offer. |
| Guarantor | Any person nominated and/or appointed to guarantee the responsibilities and obligations of the Supplier(s). |
| Interested Party | Any party in receipt of the ITO and this includes Offerors and parties who although in receipt of the ITO have not yet submitted Offers and/or who do not intend to submit Offers, and ‘Interested Parties’ shall be construed accordingly. |
| Invitation to Offer or ITO | All of the documents listed in the Covering Letter which together are the Authority’s invitation to offer together with and where the context allows, all other documents not listed in the Covering Letter but referred to in the Terms of Offer and published by the Authority through Atamis in relation to this procurement exercise.  |
| Lead Supplier | The member of the Group of Economic Operators who is authorised in writing by each of the other members of that Group of Economic Operators to provide the responses to the ITO and to submit the Offer on behalf of the Group of Economic Operators. |
| Licensed Offer | An Offer for a Good (as listed in the Medication Catalogue Sheet of the Offer Schedule) that is Licensed for use in the UK and complies with the requirements specified in the Specification. |
| Licensed | Having Marketing Authorisation. |
| Licensing Authority | As defined in the Conditions of Contract. |
| Lot | A category of the Goods required by the Authority pursuant to this procurement exercise as set out in the Medications Catalogue Sheet of the Offer Schedule. |
| Marketing Authorisation (MA) | The marketing authorisation in respect of a Good as granted by the Licensing Authority and as amended or varied by the Licensing Authority from time to time. |
| Medication | Pharmaceutical product used to diagnose, cure, treat or prevent illness or disease. |
| MHRA | The Medicines and Healthcare products Regulatory Agency. |
| Most Economically Advantageous Offer | The Offer which the Authority considers demonstrates the most economically advantageous solution to supply the Goods taking into account both quality and price, as determined in accordance with the Terms of Offer. |
| Non-compliant | An Offer which does not meet the requirements set out in paragraph 8.4.1 of the Terms of Offer. |
| Notice | As defined in the Conditions of Contract. |
| Offer | The Offeror’s formal offer in response to the ITO which must include the documents set out in paragraph 8 of the Terms of Offer. |
| Offer Details | Details of an Offeror’s Offer. |
| Offer Guidelines | Information contained within the Terms of Offer that provide guidance on how to complete the ITO documentation. |
| Offer Price |  As referred to in paragraph 10.3 of the Terms of Offer. |
| Offer Schedule | The excel document to be completed by the Offeror with the particulars of its Offer and which is set out in Document No. 5 of the ITO. |
| Offeror | A party, including the Lead Supplier if applicable, who has submitted an Offer to the Authority in response to the Authority’s Invitation to Offer for this procurement exercise. |
| Patient Information Leaflet or PIL | A document issued by the manufacturer in accordance with European Council Directive 2000/83/EC. |
| Personal Data | As defined in paragraph 5.1 of the Terms of Offer. |
| Qualifying Offers | As defined in paragraph 10.5.1 of the Terms of Offer. |
| Quantity Required | The total quantity of each category of the Goods that the Authority seeks to procure as listed in the “Quantity Required” column of the Medications Catalogue sheet of the Offer Schedule. This shall also refer to where the context allows, to the total quantity of all of the categories of the Goods that the Authority seeks to procure under this procurement exercise. |
| Release Plan | As defined in the Conditions of Contract. |
| Responsible Person | As defined in the Conditions of Contract. |
| Safety Data Sheets | The Care Of Substances Hazardous to Health data sheet where applicable. |
| Selection Questionnaire | The selection questionnaire set out in Document No. 8 which Offerors are required to complete (and in respect of which instructions are provided in paragraphs 10.7 of the Terms of Offer). |
| Sheet | A spreadsheet tab within the Offer Schedule, each sheet being specifically identified by reference to a number. |
| Shelf Life | The limit of usable life as specified in the Marketing Authorisation issued for the product and reflected in the use by or expiry date associated with the batch and imprinted on the product. |
| Specification | The Authority’s specification for the Goods as set out in Document No.4 of the ITO. |
| Stockpile | As defined in the Conditions of Contract. |
| Stockpiled Goods | As defined in the Conditions of Contract. |
| Storage and Maintenance | The management of Stockpiled Goods held at the Supplier’s Storage Facilities and includes storage, turnover, maintenance of Shelf Life, accounting, stock rotation, counting, and reporting by the Supplier. |
| Storage Facilities | As defined in the Conditions of Contract. |
| Sub-Contractor | Any sub-contractor an Offeror may nominate, or appoint, to fulfil any part of the provision of the Goods, and identified as such in its Offer. |
| Summary of Product Characteristics | The summary of product characteristics approved by the Licensing Authority for the Marketing Authorisation. |
| Supplier | An Offeror with whom the Authority has entered into a Contract pursuant to this procurement exercise. |
| Term | As defined in the Conditions of Contract. |
| Terms of Offer | The binding terms set out in Document No. 2 of the ITO that apply to any Interested Party and to any Offer submitted by an Offeror. |
| Turnover | The removal of shorter-dated stock which is to be replaced with longer-dated stock. |
| Unit | The unit of presentation for each Good as set out in the Medications Catalogue Sheet of the Offer Schedule. |
| Validity Period | The period of 90 days during which an Offer must be open for acceptance by the Authority, such a period to be computed from the day following the deadline for receipt of Offers as stated in the Covering Letter or as extended by the Authority at its discretion. |