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# INTRODUCTION

## [Please include a very high level overview of your organisation and the requirement.]

# PURPOSE

## The purpose of this document is to provide Potential Providers with full details of the Contracting Authority’s requirements in the form of [Goods/Service] requirements in the form of [Goods/Services] Requirements.

## [Please include a very high level summary of the requirement indicating the purpose of the procurement.]

# background to the authority

## [Please provide background information regarding your organisation/department]

# Background to requirement/OVERVIEW of requirement

## [Please provide a brief overview of any key information a Potential Provider will need to respond to the Tender. This can include relevant information about the organisation, why the requirement is needed, and other high level information regarding the requirement.]

# scope of requirement

## [Please provide a detailed outline of the requirement. Ideally, this should be in bullet point form in order to breakdown the requirement into its component parts. Remember to note any knowledge transfer and IPR requirements if relevant.]

# service levels and performance

## The Authority will measure the quality of the Supplier’s delivery by:

### [Please provide information of any service levels and/or KPIs that the supplier will be assessed against in bullet point format.]

# Additional Requirements

## [Please insert payment process and ordering procedure.]

# Location

## The location of the [Goods/Services] will be carried out at [INSERT LOCATION AND APPROPRIATE ADDRESS]

# [Security requirements]

## [Please insert any specific security requirements.]

# [BUDGET]

## [Please insert any budgetary constraints that may exist for the Contract. Please note, if a Potential Provider’s tendered price exceeds this budget, they will be deemed non-complaint and therefore excluded from the Procurement.]

## Prices should be inclusive of expenses and exclusive of VAT.