

# **FTS Notices FAQs**

**Version: 1.0**

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# 1 General Additional Information

## 1.1 OCID

The OCID is the unique identifier that is generated by the Find a Tender service when publishing a notice. This is part of the Open Contracting Data standard that defines how the data around public sector procurement notices are stored.

When creating a new notice not linked to any other notice, this field can be left blank and will automatically be created by the Find a Tender service when the notice is published. If required to reference a previously published notice, this field should be used to link the notices using the OCID reference that was provided when the previous notice was initially published, i.e. you may want to reference a UK2 (Preliminary Market Engagement Notice) when publishing a UK3 (Planned Procurement Notice).

## 1.2 Party ID

The ID is a combination of the identification register code and the identifier being supplied by the user when populating the notice.

The identification register codes are displayed within the 'Identification register' field with the text contained in the last set of brackets being the key element for populating the Party ID. You then need to provide your organisation's matching details that is asked for in the Identifier field. See Figure 1 and Figure 2 for screenshots and a simple example:

Figure 1: Identification register details.

(Please select)
Charity Commission (England and Wales) - (GB-CHC)
Charity Commission for Northern Ireland - (GB-NIC)
Companies House - (GB-COH)
Guernsey Registry - (GG-RCE)
Isle of Man Companies Registry - (IM-CR)
Jersey Financial Services Commission Registry - (JE-FSC)
Mutuals Public Register - (GB-MPR)
NHS Organisation Data Service - (GB-NHS)
Public Procurement Organisation Number - (GB-PPON)
Scottish Charity Register - (GB-SC)
UK Register of Learning Providers (UKPRN number) - (GB-UKPRN)

Figure 2: Party Id Example.

**Id \***  
The ID is a combination of the identification register code and the identifier being supplied by the user when populating the notice. Example GB-CHC-CHC014-1

GB-CHC-CHC014-01

**II.2. Identifier**

Identification register  
Charity Commission (England and Wales) - (GB-CHC) ▼

Identifier \*  
CHC014-01

### 1.3 Party Identifier

This is the standard terminology used by the Cabinet Office on its forms. It contains the unique reference for the contracting authority, or other parties being linked to the procurement. Due to the number of different types of identification registers possible, the term 'Identifier' is used as it is generic to cover all possible types of identification registers.

### 1.4 Role

All role types are provided by the Cabinet Office and we are unable to alter these. Its purpose is to help identify roles that different organisations may have in a procurement. It is particularly important in procurements with multiple organisations involved. However, the Cabinet Office still requires the role of 'Buyer' to be defined if one organisation is involved.

There are a number of scenarios where more than one organisation is involved in a procurement that would mean the Role field having a different value. A simple use case could be:

Multiple buyers utilise a single organisation to operate procurements on their behalf in an effort collaborate. All organisations capable of buying goods or services should be tagged up with the role 'Buyer'. A Managing Organisation facilitating the procurement but not involved in purchasing the goods or services should be marked as 'Procuring Entity'.

### 1.5 Related Details (Has website)

While details on the use of this field have not widely been shared, we believe this field is to capture the party's own website and should not reference the Proactis platform.

### 1.6 Buyer ID

This field should contain the unique Party ID for the main buyer. For simple procurements where there is only one buyer, this is simply a duplication of the Party ID, however, some notices can have multiple parties including buyers, so this field defines the main buyer. As an example, if the Party ID was GB-PPON-CHC014-1 this should also be entered into the Buyer ID for a single buyer procurement.

## 1.7 Lot ID

A Lot ID refers to the lot number that you want to create for the lots. Ideally, you would create the first lot as lot 1, but as long as this contains a valid number you can arrange the numbering sequence as you require. Due to the requirement of the Cabinet Office forms, if you are creating a notice with no lots, you must enter number 1 in their field but no additional lot information.

## 1.8 Tender Items ID

The construction of the forms means that details for lots are called out in a separate section called Tender Items. Therefore, if you have a notice that has one or more lots/parts you must also setup corresponding items ID details. For a simple notice with no lots, this would still require you to have an Items ID and Lot ID that match. The simplest way would be to have an Items ID of 1 and Lot ID of 1 for a simple notice.

## 1.9 Related Lots

Similar to the Tender Items ID, Related Lots is a structural element of the UK series forms that holds additional data about lots in different parts for the form. For this reason, you should reference the lot(s), or part(s), when prompted for related lots. As with Lot ID and Items ID, a form with no parts or lots still requires a single related lot to be entered.

## 1.10 Procurement Method

Selective = awarded using a Dynamic Market or Under a Framework, also applies if participants are invited to participate.

Limited = awarded with Limited Competition.

Direct = awarded without competition.

Open = open procurement where participants can apply to be part of the process.

# 2 UK2 only - Additional Information

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## 2.1 Planning (Milestones ID)

The planning section of the UK2 is a unique requirement and is not present in any other forms. The purpose is to allow you to share the stages/steps you intend to take for the procurement. To complete this section, each stage or step involved needs to have a unique Milestone ID. The structure of the form suggested that it was originally intended to have multiple milestones and therefore a unique ID is required. For now, please simply enter number 1 in this box to provide a valid value; we will look to clarify if future enhancements will allow multiple values and, if not, we'll hide this option from users requiring to populate.

## 3 Dynamic Markets only (UK13-16)

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### 3.1 Part ID

This is the terminology being used by the Cabinet Office when dealing with items in a Dynamic Market or Framework. They operate in a similar way to lots, but we have adhered to the Cabinet Office terminology and reference these as parts.

### 3.2 Part Title

This is the terminology being used by the Cabinet Office when dealing with items in a Dynamic Market or Framework. Part Title can be viewed in a similar way to a Lot Title in other notices. It is the description given to the items on the Dynamic Market or Framework.

## 4 Notice Publishing Walkthrough

### 4.1 UK2 Preliminary market engagement notice

#### 4.1.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

#### 4.1.2 Section I: Procurement Identifier (OCID)

If no other notices have been published for this procurement select No and leave OCID blank.

**Section I: Procurement Identifier (OCID)**

Have any other notices been published about this procurement?

**I.1. Procurement Identifier (OCID)**

#### 4.1.3 Section II: Parties

The assumption in the example below is that the detail for the party being provided are for the main contracting authority.

Id value is derived from the Identification register type chosen and the value provided in the Identifier. In the example below a PPON has been provided and it's value is PHNY-1234-ABCD

##### II.1. Party

Organisation name \*

Id \*

The ID is a combination of the identification register code and the identifier being supplied by the user when populating the notice. Example GB-CHC-CHC014-1

##### II.2. Identifier

Identification register

Identifier \*

Define II.6 Roles as Buyer and complete section II.8 Related Details.

Do **not** complete II.7 for contracting authority.



**II.6. Roles**

between 1 and 2 items

Role

Delete

Add

**II.7. Summary of their role in this procurement**

**II.8. Related Details**  [?](#)

Has website?

Classification  
 between 1 and 2 items  
 Scheme

Organisation type / Devolved regulations that apply  
 If you have selected 'UK CA TYPE', select one of the following options (Public authority - central government / Public authority - sub-central government / Public undertaking / Private utility). If you have selected 'UK CA DEVOLVED REGULATIONS', select one of the following options (Northern Ireland / Scotland / Wales)

Delete

Add

**4.1.4 Section III: Buyer**

Enter the same Id entered above, as you are identifying yourself as the contracting authority.

**Section III: Buyer**

Id \*

Section IV: Planning

Enter 1 into the Milestones as this provides a unique ID for this element of the form.



**Section IV: Planning**

**IV.1. Milestones**

**IV.1. Id \***



**IV.2. Type**

Engagement

**IV.3. Engagement process description**

Include information on the scope of the engagement and the dates of any events.

The engagement process goes here.

**IV.4. Dates**

Has the engagement period already ended?

Yes

Engagement deadline  
When the engagement period ended.

Date: \*

**IV.5. Status**

Met

### 4.1.5 Section V: Tender

V.1 Procurement reference is an optional reference for you to provide. This can be unique from your organisation or use the system generated reference i.e. DN6177003

#### V.1. Procurement reference

The contracting authority's own reference, if used. For example, ABC123.

V.4 Tender Items section makes reference to Id and Related lot. These are used in this section of other forms but can be considered as virtual lots in this form and you should enter 1 in each of these boxes. CPV and Delivery regions require to be populated.

**V.4. Tender Items**

Id \*

CPV classifications

Select all that apply. At least one code must start with 03 to 44 or 48 for goods contracts, 45 for works, or 49 to 98 for services. between 1 and 100 items

CPV Code \*

+ Select CPV code

Delete

Add CPV code

Delivery regions

Select all that apply. between 0 and 100 items

NUTS code \*

 United Kingdom

+ Select NUTS codes

Delete

Add Delivery Address

Related lot \*

V.5 Total value (estimated) and V.6 What is the main procurement category require to be populated.

**V.5. Total value (estimated)**

Maximum value including all possible extensions and options. For a framework, the sum of the values of all contracts awarded under it, or under the same open framework scheme. For example, 200000 or 417709.28.  [?](#)

Including VAT \*

Excluding VAT

Currency

**V.6. What is the main procurement category?**

Select the main type if more than one applies.

V.8 Is the total value of the procurement above or below the relevant threshold requires to be populated.

**V.8. Is the total value of the procurement above or below the relevant threshold?**  [?](#)



V.10 Lots requires populated in similar way to Tender Items with a virtual lot being setup i.e. enter 1.

Contract estimated start and end dates are required along with information about contract extension.

**V.10. Lots**

Id \*

Is this contract particularly suitable for the following groups?  ?

Contract Period  
 Contract start date (estimated)  
 For example, 01 04 2025.

Date: \*

Contract end date (estimated)  
 Without any extensions.

Date: \*

Extension end date (estimated)  
 If all extensions are used.  ?

Could the contract be extended?

**V.11. Communication**  ?

## 4.2 UK3 Planned Procurement Notice

### 4.2.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

### 4.2.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice and should be populated in the same way. However, if you have previously published a UK1 or UK2 Preliminary market engagement notice you should reference them in the Procurement Identifier (OCID).

**Section I: Procurement Identifier (OCID)**

Have any other notices been published about this procurement?

**I.1. Procurement Identifier (OCID)**

### 4.2.3 Section IV: Tender

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

IV.2 Status – Enter 'Planned'

IV.5 Procurement Method – Select relevant option.

IV.6. What is the procurement type – Select relevant option.

IV.14 Submission website, email and/or postal address, and any special instructions – should be completed but not always required.

IV.15 Submission Method Details – complete section.  
Language required for Above Threshold tenders.

IV.16 Interest Deadline Terms – complete section.

IV.18 Award Period – complete section for above threshold only.

IV.20 Lots – complete section.

If no lots are being created, a virtual lot is required with a minimum amount of details provide. This includes, Lot number, IV.20.2 Status, IV.20.3 Lot value (estimated) and IV.8. Contract Period

**IV.20.1. Lot**

Lot number \*

For example, 3A.

Identifiers  ?

Lot title

Lot description  ?

**IV.20.2. Status**

**IV.20.3. Lot value (estimated)  ?**

Including VAT \*

Excluding VAT

Currency

**IV.20.4. Award Criteria**  ?

**IV.20.5. Lot Second Stage**  ?

**IV.20.6. Selection Criteria**  ?

**IV.20.7. Is this contract particularly suitable for the following groups?**  ?

**IV.20.8. Contract Period**  ?

Contract start date (estimated)

For example, 01 04 2025.

Date: \*

Contract end date (estimated)

Without any extensions.

Date: \*

IV.23 Communication – complete section.

## 4.3 UK4 Tender Notice

### 4.3.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

### 4.3.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice and UK3 Planned procurement notice, and should be populated in the same way. However, if you have previously published a UK1, UK2 or UK3 notice you should reference them in the Procurement Identifier (OCID).

**Section I: Procurement Identifier (OCID)**

Have any other notices been published about this procurement?

**I.1. Procurement Identifier (OCID)**

### 4.3.3 Section V: Tender

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

V.4 Procurement Method – Select relevant option.

V.5. What is the procurement type – Select relevant option.

V.13 Submission website, email and/or postal address, and any special instructions – should be completed but not always required.

V.14. Submission Terms – complete section.

Language required for Above Threshold tenders.

V.15 Interest Deadline Terms – complete section.

V.18 Award Period – complete section for above threshold only.

V.20 Lots – complete section.

If no lots are being created, a virtual lot is required with a minimum amount of details provide. This includes, Lot number, V.20.2 Status, V.20.3 Lot value (estimated), V.20.6 Award Criteria and V.8. Contract Period.

If above threshold V.20.6 Award Criteria User fixed Criteria must be yes and details provided.

*Above threshold example for Award Criteria*

**V.20.6. Award Criteria**

Use fixed Criteria?

Yes ▾

Award Criteria

Weighting description  ⓘ

Criteria  
between 1 and 40 items

Type

For example, select price for the unit cost of an item, cost for future maintenance costs, or quality for social value and other non-financial criteria.

Cost ▾

Name \*

Cost

Description  ⓘ

Cost weighting

Numbers  ⓘ

Weighting

Percentage ▾

Percentage weighting / Order of importance \*

100

Delete

Add




*Below Threshold Example with No Lots*


**V.20.1. Lot**

Lot number \*


For example, 3A.

Identifiers  

Lot title

Lot description  

**V.20.2. Status**

**V.20.3. Lot value (estimated)  **

Including VAT \*

Excluding VAT

Currency



**V.20.6. Award Criteria**

Use fixed Criteria?

Simple description of award criteria

Provide sufficient information to understand how the award decision will be made.

Below threshold evaluation

**V.20.7. Lot Second Stage**  ?

**V.20.8. Selection Criteria**  ?

**V.20.9. Is this contract particularly suitable for the following groups?**  ?

**V.20.10. Contract Period**  ?

Contract start date (estimated)  
For example, 01 04 2025.

Date: \*

01/05/2025

Contract end date (estimated)  
Without any extensions.

Date: \*

31/03/2026

Extension end date (estimated)  
If all extensions are used.  ?

**V.20.11. Renewal**  ?

**V.20.12. Options**  ?

Delete

Add Lot

V.22 Associated tender documents. If above threshold a conflict of interest must have been completed. This is acknowledged in the form by completing similar to below.

V.23 Communication – complete section.

## 4.4 UK5 Transparency notice

### 4.4.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

### 4.4.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice and UK3 Planned procurement notice, and should be populated in the same way. However, if you have previously published a UK1, UK2 or UK3 notice you should reference them in the Procurement Identifier (OCID).

**Section I: Procurement Identifier (OCID)**

Have any other notices been published about this procurement?

**I.1. Procurement Identifier (OCID)**

### 4.4.3 Section II: Parties (Additional Details for Suppliers)

In addition to populating this section with the buyer details as is consistent with all other forms, this UK5 notice requires the suppliers details to be added as an additional Party. This is done at the end of the section using the 'Add party' button.

Scale  ?

VCSE

Non-governmental organisation that is value-driven and princip


Excluded Supplier  ?

Many of the fields can be completed in the same way, however there are some differences, covered below.

II.6 Roles – Should be set to 'Supplier'.


II.8 Related Details.


- Classification not relevant.
- Scale should be set.
- VCSE should be set.


**II.8. Related Details**  

Website  
For example, <https://www.example.com/>.

Classification  
between 0 and 2 items

Scale  

VCSE  
Non-governmental organisation that is value-driven and principally reinvests its surpluses to further social, environmental or cultural objectives.    
Is a voluntary, community or social enterprise (VCSE)?

Excluded Supplier  

#### 4.4.4 Section IV: Tender

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

IV.2. Procurement Method – Select relevant option.

IV.3. Description of how direct award justification apply – complete section

IV.4. Direct award justification – complete section

IV.10.1 Id – If no lots are being created, a virtual lot is required with a minimum amount of details provided.

IV.10.3 – complete section.

**IV.3. Description of how direct award justifications apply**  [?](#)

Justification

**IV.4. Direct award justification**

Select all that apply.

between 0 and 13 items

Direct award justification

Switching to direct award
▼

Delete

Add

**IV.5. Procurement Method Rationale Legal Basis**  [?](#)

**IV.6. Is this procurement under a special regime?**

between 0 and 4 items

Add

**IV.7. Participation Fees & Techniques**  [?](#)

**IV.8. Lot**

**IV.10.1. Id \***

1

**IV.10.3. Is this contract particularly suitable for the following groups?**  [?](#)

Small and medium-sized enterprises (SMEs)

Fewer than 250 staff, and either turnover less than £44 million or balance sheet total less than £38 million.

Yes
▼

Voluntary, community and social enterprises (VCSEs)

Non-governmental organisation that is value-driven and principally reinvests its surpluses to further social, environmental or cultural objectives.

No
▼

### 4.4.5 Section V: Award

V.1. Id – complete section. This should start a 1 for the first award and incrementally increase.

V.2. Title – complete section.

V.3. Total Value – complete section.

V.4. What is the main procurement category – complete section.

V.6. Is the total value of the procurement above or below the relevant threshold? – complete section.

V.7. Supplier – complete section.

Supplier Id must be included and match a Party entered in Section II.

V.8. Tender Items – complete section.

V.9. Contract Period – complete section.

V.12. Related Lot ID – complete section

If no lots are being award, enter 1 in here to refer to a virtual lot.

**Section V: Award**

between 1 and 10000 items

**V.1. Id \***

**V.2. Title \***

**V.3. Total Value**

Including VAT \*

Excluding VAT

Currency

**V.4. What is the main procurement category?**

Select the main type if more than one applies.

**V.5. Additional Procurement Categories**  ⓘ

**V.6. Is the total value of the procurement above or below the relevant threshold?**

**V.7. Suppliers**

Add all that apply.  
between 0 and 10000 items

Supplier Id \*

**V.8. Tender Items**

between 1 and 1 items

Id \*

CPV classifications  
 Select all that apply. At least one code must start with 03 to 44 or 48 for goods contracts, 45 for works, or 49 to 98 for services.  
 between 1 and 100 items

CPV Code \*

[+ Select CPV code](#)

[Delete](#)

[Add CPV code](#)

Delivery regions  
 Select all that apply.  
 between 0 and 100 items

NUTS code \*  
 United Kingdom

[+ Select NUTS codes](#)

[Delete](#)

[Add Delivery Address](#)

Related lot \*

[Delete](#)

[Add](#)

**V.9. Contract Period**

Contract start date (estimated)  
 For example, 01 04 2025.

Date: \*

Contract end date (estimated)  
 Without any extensions.

Date: \*

Extension end date (estimated)  
 If all extensions are used.  [?](#)

**V.10. Renewal**  [?](#)

**V.11. Options**  [?](#)

**V.12. Related Lot ID \***

[Delete](#)

[Add](#)

#### 4.4.6 Section VI: Contract

VI.1. Id – complete section. This should match the Award Id entered in Section V.

VI.2 Milestones (Future Signature Date) – complete section

**Section VI: Contract**

between 1 and 10000 items

**VI.1. Id \***

**VI.2. Milestones (Future Signature Date)**

**VI.2.1. Id \***

**VI.2.2. Date the contract will be signed (estimated)**

For example, 01 04 2025.

Date: \*



## 4.5 UK6 Contract award notice

### 4.5.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

### 4.5.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice, UK3 Planned procurement notice, UK4 Contract notice and should be populated in the same way. However, if you have previously published a UK1, UK2, UK3 or UK4 notice you should reference them in the Procurement Identifier (OCID).

**Section I: Procurement Identifier (OCID)**

Have any other notices been published about this procurement?

**I.1. Procurement Identifier (OCID)**

### 4.5.3 Section II: Parties (Additional Details for Suppliers)

In addition to populating this section with the buyer details as is consistent with all other forms, this UK6 notice requires the suppliers details to be added as an additional Party. This is done at the end of the section using the 'Add party' button.

Many of the fields can be completed in the same way, however there are some differences, covered below.

Excluded Supplier  ?

**II.9. Party Control**  ?

II.6 Roles – Should be set to 'Tenderer' for all potential suppliers. Any supplier being awarded the contract should also be assigned a role of 'Supplier'. This does mean that a supplier being awarded the contract will have the roles of 'Tenderer' and 'Supplier' both being added.

**II.6. Roles**

between 1 and 2 items

II.8 Related Details.

- Classification not relevant.
- Scale should be set.
- VCSE should be set.
- Public service mission organization used should be set.
- Sheltered workshop used should be set.

**II.8. Party Details**  [?](#)

Website

Classification  
between 0 and 2 items

Scale  [?](#)

VCSE  
Non-governmental organisation that is value-driven and principally reinvests its surpluses to further social, environmental or cultural objectives.  [?](#)  
Is a voluntary, community or social enterprise (VCSE)?

Public service mission organization used?  [?](#)  
Is public service mission organization?

Sheltered workshop used?  [?](#)  
Has sheltered workshop?

Excluded Supplier  [?](#)

**II.9. Party Control**  [?](#)

**4.5.4 Section IV: Tender**

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

IV.2. Procurement Method – Select relevant option.

IV.3 Procurement Method Details – Select relevant option.

IV.10.1 Id – If no lots are being created, a virtual lot is required with a value of ‘1’.

**IV.2. Procurement Method**  ⓘ

Open ▾

**IV.3. Procurement Method Details**

What is the procedure type? / How are contracts being awarded?

Open procedure ▾

**IV.4. Description of how direct award justifications apply**  ⓘ

**IV.5. Direct award justification**

Select all that apply.  
between 0 and 13 items

Add

**IV.6. Procurement Method Rationale Legal Basis**  ⓘ

**IV.7. Competitive**  ⓘ

**IV.8. Is this procurement under a special regime?**

between 0 and 4 items

Add

**IV.9. Techniques**  ⓘ

**IV.10. Lots**

between 1 and 10000 items

Id \*

1

Delete


Add Lot

**IV.11. Amendments**  ⓘ

#### 4.5.5 Section V: Bids

Complete all section for Above Threshold notice.

If no lots are used, you should reference '1' to reference a virtual lot.

**Section V: Bids**  

**V.1. Bid Details**  
 between 0 and 100000 items

Id \*

Status

Tenderers  
 Id \*

Which lots was this supplier assessed for?  
 Add all that apply. If there were multiple assessment rounds, only add lots where the tenderer reached the final round.  
 between 1 and 10000 items

Related Lot \*

**V.2. Bid Statistics**  
 between 0 and 40000 items

Id \*

Measure

Value \*

Related Lot \*

#### 4.5.6 Section VI: Award

VI.1. Id – complete section. This should start a 1 for the first award and incrementally increase.

VI.2. Title – complete section.

VI.3. Status – complete section, in most instances the best option is 'Pending'.

VI.5. Award decision date – complete section for above threshold only.

VI.6. Contract value – complete section.

VI.8. Does the Award require the Above Threshold answer, (not required if status is cancelled)? – complete section.

VI.9. Awarded Supplier – complete section.  
 Supplier Id must be included and match a Party entered in Section II.



**VI.9. Awarded suppliers**

Select all that apply.  
between 0 and 100000 items

Id \*

Delete

Add

VI.10. Award items – complete section.

Id starts at 1 and increments. Select CPV and Delivery Address.

Related lot – If no lots are being award, enter 1 in here to refer to a virtual lot.

**VI.10. Award Items**  
between 0 and 10000 items

Id \*

CPV classifications  
Select all that apply. At least one code must start with 03 to 44 or 48 for goods contracts, 45 for works, or 49 to 98 for services.  
between 1 and 100 items

CPV Code \*

Select CPV code

Delete

Add CPV code

Delivery regions  
Select all that apply.  
between 0 and 100 items

NUTS code \*

 United Kingdom
 

Select NUTS codes

Delete

Add Delivery Address

Related lot \*

Delete

Add Item

VI.12. Contract Period – complete section

VI.15 Milestones – complete section for above threshold only.

**VI.15. Milestones**

Id \*

Type

Date the milestone was met.  
For example, 01 04 2025.  
Date: \*

Status



VI.16 Related Lots – complete section.

If no lots are being award, enter 1 in here to refer to a virtual lot.

**VI.16. Related Lots**

Add all that apply. If status 'pending', add lots included in this contract. If status 'canceled', add lots that will not be awarded. between 1 and 10000 items

Related Lot \*

Delete
Add

### 4.5.7 Section VII: Contract

VII.1. Id – complete section. This should match the Award Id entered in Section V.

VII.2 Milestones (Future Signature Date) – complete section.

**Section VII: Contracts**

between 0 and 10000 items

**VII.1. Id \***

**VII.2. Milestones**

**Id \***

**Type**

Future Signature Date ▾

Date the contract will be signed (estimated)  
For example, 01 04 2025.

**Date: \***

**Status**

Scheduled ▾

Delete
Add

## 4.6 UK7 Contract details notice

### 4.6.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

### 4.6.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice, UK3 Planned procurement notice, UK4 Contract notice, UK6 Contract award notice and should be populated in the same way. However, if you have previously published a UK1, UK2, UK3, UK4 or UK6 notice you should reference them in the Procurement Identifier (OCID).

**Section I: Procurement Identifier (OCID)**

Have any other notices been published about this procurement?

**I.1. Procurement Identifier (OCID)**

### 4.6.3 Section II: Parties (Additional Details for Suppliers)

In addition to populating this section with the buyer details as is consistent with all other forms, this UK7 notice requires the supplier’s details to be added as an additional Party. This is done at the end of the section using the ‘Add party’ button.

Many of the fields can be completed in the same way, however there are some differences, covered below.

Excluded Supplier  ?

II.6 Roles – Should be set to ‘Supplier for all suppliers.

**II.6. Roles**

between 1 and 2 items

Role

II.8 Related Details.

- Classification not relevant.
- Scale should be set.
- VCSE should be set.
- Public service mission organization used should be set.
- Sheltered workshop used should be set.

**II.8. Related Details**

Website

Classification  
 between 0 and 2 items

Scale

VCSE  
 Non-governmental organisation that is value-driven and principally reinvests its surpluses to further social, environmental or cultural objectives.    
 Is a voluntary, community or social enterprise (VCSE)?

Public service mission organization used?    
 Is public service mission organization?

Sheltered workshop used?    
 Has sheltered workshop?

Excluded Supplier

#### 4.6.4 Section IV: Tender

The rules from UK2 for this first part of form should continue to be followed. With additional sections not being required responses.

IV.2. What is the main procurement category? – select relevant option.

IV.3. What is the procedure type? – select relevant option.

**IV.2. What is the main procurement category?**  
 Select the main type if more than one applies.

**IV.3. What is the procedure type?**

IV.7. Is the selection process under the framework competitive? – select relevant option.

IV.11 Lots – If no lots are being referenced, a virtual lot is required with a minimum amount of details provided.

IV.12 A conflicts assessment has been prepared and revised – complete section for above threshold only.



**IV.7. Is the selection process under the framework competitive??**

**IV.8. Is this procurement under a special regime?**  
 Select all that apply. Concession: Main procurement category must be services or works. Light touch: Main procurement category must be services. between 0 and 4 items

**VI.9. Covered By**  
 between 0 and 2 items

**IV.10. Participation Fees & Techniques**

**IV.11. Lots**  
 between 1 and 10003 items  
 Id \*  
  
 Status  
 Complete

**IV.12. A conflicts assessment has been prepared and revised**

Please confirm if a Conflict of Interest Document has been prepared.

**IV.13. Amendments**

### 4.6.5 Section V: Award

V.1. Id – complete section. This should start a 1 for the first award and incrementally increase.

V.2. Main Procurement Category – select relevant option.

**Section V: Awards**  
 between 1 and 10001 items  
**V.1. Id \***  
  
**V.2. Main Procurement Category**

V.4. Awarded suppliers – complete section.

Supplier Id must be included and match a Party entered in Section II.

**V.4. Awarded suppliers**  
 between 1 and 10000 items  
 Supplier Id \*



V.5. Tender Items – complete section.

Id starts at 1 and increments. Select CPV and Delivery Address.

Related lot – If no lots are being award, enter 1 in here to refer to a virtual lot.

**V.5. Tender Items**

between 1 and 10000 items

Id \*

---

CPV classifications  
 Select all that apply. At least one code must start with 03 to 44 or 48 for goods contracts, 45 for works, or 49 to 98 for services.  
 between 1 and 100 items

CPV Code \*

[+ Select CPV code](#)

[Delete](#)

---

[Add CPV code](#)

---

Delivery regions  
 Select all that apply.  
 between 0 and 100 items

NUTS code \*  
 United Kingdom

[+ Select NUTS codes](#)

[Delete](#)

---

[Add Delivery Address](#)

---

Related lot \*

[Delete](#)

[Add Item](#)

V.6 Lots in this contract – complete section.

If no lots are being award, enter 1 in here to refer to a virtual lot.

**V.6. Lots in this contract**

between 1 and 10000 items

Lot Id \*

[Delete](#)

[Add](#)

#### 4.6.6 Section VI: Contract

VI.1. Id - complete section. This should match the Award Id entered in Section V.

VI.2 Title – complete section.

VI.3. Contract Period – complete section.

**Section VI: Contracts**  
 between 1 and 10002 items  
 VI.1 Id \*  
  
 VI.2 Title \*  
  
**VI.3. Contract Period**  
 Contract start date (estimated)  
 For example, 01 04 2025.  
 Date: \*  
  
 Contract end date (estimated)  
 Without any extensions.  
 Date: \*  
  
 Extension end date (estimated)  
 If all extensions are used.  ⓘ

VI.6 Contract value – complete section.

VI.7 Is the total value of the procurement above the relevant threshold? – complete section.

VI.8 Date contract signed – complete section.

VI.9 Signed contract – Use the Attach Document button to upload signed contract to CDP site then automatically link to uploaded contract.

**VI.7. Is the total value of the procurement above the relevant threshold?**  
  
 VI.8 Date contract signed  
 Date: \*  
  
 VI.9 Signed contracts must be attached within 90 days of signature, for above threshold contracts with a total procurement value of more than £5 million, that are not under Welsh or Northern Irish regulations (or 180 days for light touch contracts).  
 between 0 and 100 items  
 Id \*  
  
  
 Document Type  
  
 Description  ⓘ