

# LIST OF ACRONYMS



Prepared by: The Office of Procurement Regulation

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Developed in accordance with the Trinidad and Tobago Public Procurement and Disposal of Property Act Number 1 of 2015 (as amended) and the attendant Public Procurement Regulations

## LIST OF ACRONYMS

No.	ABBREVIATION	EXPLANATION
1	ACI	American Concrete Institute
2	ALB	Abnormally Low Bid
3	AO	Accounting Officer
4	APETT	Association of Professional Engineers of Trinidad and Tobago
5	APO	Assigned Procurement Officer
6	APP	Annual Procurement Plan
7	APPR	Annual Procurement Performance Report
8	ASPPA	Annual Schedule of Planned Procurement Activities
9	ASTM	American Society for Testing and Materials
10	BATNA	Best Alternative to a Negotiated Agreement
11	BOATT	Board of Architecture of Trinidad and Tobago
12	BOETT	Board of Engineering of Trinidad and Tobago
13	BOQ	Bills of Quantities
14	BS	British Standards
15	CAP	Contract Administration Plan
16	CBTT	Central Bank of Trinidad and Tobago
17	CEC	Certificate of Environmental Clearance
18	CEO	Chief Executive Officer
19	CFR	Code of Federal Regulations
20	CIMS	The Cleaning Industry Management Standards
21	CIPS	Chartered Institute in Procurement & Supply
22	CM	Contract Management
23	CMP	Contract Management Plan
24	COSO	Committee of Sponsoring Organisations of the Treadway Commission
25	CPAF	Cost Plus Award Fee
26	CPFF	Cost Plus Fixed Price
27	CPIF	Cost Plus Incentive Fee
28	CQS	Selection based on Consultants' Qualifications
29	CSR	Corporate Social Responsibility
30	CTB	Central Tenders Board
31	CV	Curriculum Vitae
32	DBR	Design Brief Report
33	DC	Disposal Committee
34	DMS	Document Management Software
35	DN	Delivery Note
36	DPP	Director of Public Prosecution
37	DSR	Design Standards Report
38	ECCE	Early Childhood Care and Education

List of Acronyms – Public Procurement and Disposal of Public Property

No.	ABBREVIATION	EXPLANATION
39	EDI	Electronic Data Interchange
40	EIA	Environmental Impact Assessment
41	EMA	Environmental Management Agency
42	EN	European Standards
43	EOI	Expression of Interest
44	ERP	Enterprise Resource Planning System
45	EU	European Union
46	FBS	Selection under Fixed Budget
47	FFP	Firm Fixed Price
48	FIDIC	Fédération Internationale Des Ingénieurs-Conseils
49	FPEPA	Fixed Price with Economic Price Adjustment
50	FPPI	Fixed Price Plus Incentive
51	GPS	Global Positioning System
52	HP	Hewlett Packard
53	HSSEQ	Health Safety Security Environment and Quality
54	IAS	Institute of Advanced Study
55	ICT	Information and Communication Technology
56	IDS	Intrusion Detection System
57	IFB	Invitation for Bid
58	IFRS	International Finance Reporting Standards
59	IGRF	Internal Goods Received Form
60	ILO	International Labour Organisation
61	IR	Inception Report
62	ISO	International Organization for Standardization
63	IT	Information Technology
64	ITB	Invitation to Bid
65	JPO	Junior Procurement Officer
66	JV	Joint Venture
67	KPI	Key Performance Indicator
68	LCS	Least Cost Selection
69	LHA	Local Health Authority
70	LTA	Long Term Agreement
71	MOU	Memorandum of Understanding
72	MOWI	Ministry of Works and Infrastructure
73	MS	Microsoft
74	MTBF	Mean Time Between Failure
75	MTTR	Mean Time To Repair
76	NASPO	National Association of State Procurement Officials
77	NATT	National Archives of Trinidad and Tobago
78	NGO	Non-Governmental Organization
79	NGOs	Non-governmental Organisations
80	NIB	National Insurance Board
81	NPO	'Named' Procurement Officer

List of Acronyms – Public Procurement and Disposal of Public Property

No.	ABBREVIATION	EXPLANATION
82	OECD	Organisation for Economic Co-operation and Development
83	OPA	Organisational Process Assets
84	OPR	The Office of Procurement Regulation
85	OSH	Trinidad and Tobago Occupational Safety and Health
86	OSH	Occupational Safety and Health
87	OSHA	Occupational Safety and Health Administration
88	OVV	Order Value Variance
89	PAHO	Pan American Health Organisation
90	PDAC	Procurement and Disposal Advisory Committee
91	PDP	Project Definition Plan
92	PMBOK	Project Management Book of Knowledge - Guide Sixth Edition
93	PO	Procurement Officer
94	PO	Purchase Order
95	PP&DPP	Public Procurement and Disposal of Public Property ACT 2015, as amended
96	PPC	Public Procurement Cycle
97	PPCA	Purchase Price Cost Analysis
98	PPDPPA	Public Procurement and Disposal of Public Property Act
99	PPP	Public Private Partnership
100	PPPA	Public Private Partnership Arrangement
101	PPRB	Public Procurement Review Board
102	PR	Preliminary Report
103	PR	Purchase Requisition
104	PSIP	Public Sector Investment Programme
105	QBS	Quality Based Selection
106	QCBS	Quality and Cost-Based Selection
107	RACI Model	Responsible, Accountable, Consult, Inform
108	ReqM	Requesting Manager
109	RFI	Request for Information
110	RFO	Request for Offer
111	RFP	Request for Proposal
112	RFQ	Request for Quotation
113	RH	Relative Humidity
114	RHA	Regional Health Authority
115	SAMF	Strategic Asset Management Framework
116	SBD	Standard Bidding Document
117	SCP	Sustainable Consumption & Production
118	SDGs	Sustainable Development Goals
119	SLA	Service Level Agreement
120	SMART	Specific, Measurable, Achievable, Relevant, Timed
121	SMEs	Small and Medium Enterprises
122	SOE	State-Owned Enterprises

List of Acronyms – Public Procurement and Disposal of Public Property

No.	ABBREVIATION	EXPLANATION
123	SOR	Statement of Requirements
124	SOW	Scope/Statement of Works
125	SP	Sustainable Procurement
126	SPM	Supplier Performance Management
127	SPO	Senior Procurement Officer
128	SRM	Supplier Relationship Management
129	SSID	Service Set Identifier
130	STEEPLE Analysis	Social, Technological, Economic, Environmental, Political, Legal and Ethical
131	STOW	Safe to Work
132	SWOT	Strengths, Weaknesses, Opportunities and Threats
133	TCO	Total Cost of Ownership
134	TCPD	Town and Country Planning Division
135	TOR	Terms of Reference
136	TTD	Trinidad and Tobago Dollars
137	TTFS	Trinidad and Tobago Fire Service
138	UNDP	United Nations Development Programme
139	UPS	Uninterrupted Power Supply
140	VAT	Value Added Tax
141	VCP	Value Chain Positioning
142	Vfm	Value for Money
143	VPN	Virtual Private Network
144	WASA	Water and Sewerage Authority of Trinidad and Tobago
145	WHO	World Health Organisation
146	WLC	Whole Life Costing