Invitation to Tender

Attachment 2b (iv) – Certificate of Technical and Professional Ability (COTPA) Lot 4

**RM6257 – Security Services – Physical, Technical and Support Services Framework**

**Attachment 2b - Certificate of Technical and Professional Ability (COTPA)**

**Attachment 2b (iv) – Evidence of Contract Example for Lot 4**

**Please note Attachment 2b(iv) Lot 4 applies to bidders submitting a bid for Lot 4 ONLY. You are required to submit up to a maximum of two (2) Attachment 2b(iv)s for your customer contract examples.**

**You are not required to complete this Attachment 2b (iv) if you are also bidding for lot 1.**

Please complete the certificate below as part of your bid for **Lot 4** **ONLY** of the Crown Commercial Service **RM6257** Security Services – Physical, Technical and Support Services procurement. This certificate should match the contract example that you have provided at section **11** of the selection questionnaire.

**Instructions**

**You (the supplier)** are required to complete **Table A** below (highlighted yellow).

**Your Customer Referee** must verify that the information you have provided is true and accurate by completing and signing **Table B** below (highlighted blue). **The Customer Referee must provide a wet signature/scanned signature (Typed signatures will not be accepted).**

For the avoidance of doubt, if a customer referee selects OPTION B when completing Table B of this Contract Example Certificate your bid will be awarded a FAIL for this question and excluded from further participation in the competition for this Lot.

You (the supplier) must **not**:

* complete Table B on behalf of your customer referee;
* state that the details of your customer referee are confidential;
* submit an incomplete certificate.

Failure to submit the Contract Example Certificate in accordance with these instructions or if the information provided does not clearly and unambiguously fall within the scope of the Lot 4 requirements set out in Attachment 1a - Framework Schedule 1 (Specification), will result in your bid being awarded a FAIL and excluded from further participation in the competition for this Lot.

Please note that we reserve the right to contact the customer listed in the certificates to verify the information provided. You must notify the customer that they may be contacted by us.

**Mandatory requirements**

This contract example must evidence a previous contract that you have successfully delivered for the public or private sector. To be valid the contract example: -

* The COTPA must evidence a contract that you have delivered in the **4 years** prior to the publication of the contract notice, or an ongoing contract you are currently delivering that has been ongoing for a minimum of one year prior to the publication of the contract notice. If the contract is ongoing you must be delivering the services. **You cannot** use a contract where you have not yet started to deliver the services;
* You can submit up to a maximum of two (2) customer contract examples combined, that demonstrates the delivery of each of the service lines in the table below, (please note if you can demonstrate the delivery of all the service lines within one or two COTPAs, that is acceptable);
* The total annual value of the maximum two (2) submitted COTPAs combined must be comparable to the minimum potential value of Lot 4, which has a value of £100,000 per annum
* Contracts must have been successful in **implementation and mobilisation,** and have become **operational;**
* Each contract must evidence service delivery from within the United Kingdom and/or Internationally;;
* Examples of call-off contracts awarded under framework contracts will be considered valid, but framework contracts themselves will not be valid;
* No attachments other than the certificates are permitted. Any additional documents submitted will be disregarded;
* Examples may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium. Where you relied on other such entities to perform the contract, you need to tell us who they were and describe the function that each such other entity performed under the contract; and
* Customer contacts provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past 18 months prior to the publication of the contract notice.

**Certificates of Technical and Professional Ability will be marked PASS/FAIL**

You may fail Part **11** – Technical and Professional Capability of the selection questionnaire and be excluded from the competition if:

* Your COTPA does not meet all the mandatory requirements set out above.
* You do not tick the box to confirm that you have provided the full scope of the Work packages to the Customer.
* You have not completed all of the information requested in the Certificate of Technical and Professional Ability.
* Your customer has not provided the required certification information in section B of the Certificate of Technical and Professional Ability.

If we determine that you have failed Part **11** – Technical and Professional Capability of the selection questionnaire we will notify you and tell you the reasons for this.

**Table A**

The Contract Example Certificate will be assessed in accordance with the response and evaluation guidance for this question, which is detailed within the qualification envelope in the e-sourcing suite. Where you relied on other entities (including sub-contractors or consortium members) to perform the contract, please set out the function that each entity performed in the contract example description.

|  | Name of Entity Providing Certificate  (Supplier Name): | *[insert your organisation name]* |
| --- | --- | --- |
|  |  |  |
| **Performance Certificate – Contract Header Information (details of the contract to be certified)** | | |
|  | Name of Contract Customer ("Customer"): | *[Registered Name]* |
|  | Name of Contracted Supplier ("Supplier"): | *[Registered Name]* |
|  | Contract Title ("Contract"): | *[Agreed Contract Name for Contract]* |
|  | For Public Sector Contracts Only - Award Notice Reference (if applicable): | *[find a tender reference e.g. 2011/S 239-387260]* |
|  |  |  |
| **Contact Details for the Customer (with whom further queries, if any, can be raised to verify)** | | |
|  | Customer Referee Name: | *[Name of referee authorised by Customer providing Certificate]* |
|  | Customer Referee Contact Address: | *[Authorised referee business address]* |
|  | Customer Referee Contact Direct Line: | *[Authorised referee direct telephone line]* |
|  | Customer Referee Contact Email: | *[Authorised referee email]* |
|  | Consideration received: | *[Monetary value or equivalent]* |
|  | Deliverables start date: | *[dd/mm/yyyy]* |
|  | Deliverables end date: | *[dd/mm/yyyy]* |
| **Further Contract Detail** | | |
| The certification you provide must cover all the Work Packages relevant to Lot 4, which are listed below, further descriptions on the Work Packages are detailed within Framework Schedule 1 - Specification.  Please tick the box below to confirm that you have provided the full scope of Work Packages to the Customer**.**   | **Service** | | **Customer Contract** | | --- | --- | --- | | **Work Package G - Consultancy Services** | | | | Service G1 - Consultancy Services | ☐ | | | **Work Package H - Risk Assessment** | | | | Service H1 - Risk Assessment | ☐ | | | **Work Package I - Security Assessment** | | | | Service I1 - Security Assessment | ☐ | | | **Work Package J - Security Awareness/Training** | | | | Service J1 - Security Awareness/Training | ☐ | |   I confirm that the full scope of the Work Packages listed above have been delivered to the Customer.  ☐ | | |

**Table B**

Please verify as the Customer Referee, that the information provided by the Supplier in Table A above is true and accurate, by completing and signing the table below.

| **Performance (Please submit either Option A or B)** | |
| --- | --- |
| **OPTION A:** | |
| We hereby certify that, to the best of our knowledge and belief, the Supplier has satisfactorily supplied the goods and/or services described in the table above in accordance with the Contract, and that all of the requirements of this form have been satisfied. | |
| Signature of Contract Customer: | *[Contract Customer signature]* |
| **OR** | |
| **OPTION B:** | |
| We are unable to certify that the Supplier has satisfactorily supplied the deliverables described in the table above in accordance with the Contract for the following reasons:  \*please see guidance below | *[Insert Reason 1; 2; 3; 4; 5; or other etc.]* |
| Signature of Contract Customer: | *[Contract Customer signature]* |
| **Liability of any Customer certifying:** | |
| *Whilst the information in this Certificate has been provided in good faith in the belief that it is truthful and accurate, the Customer does not assume any responsibility or any liability nor make any guarantee, representation or warranty as to the contents of this Certificate. The Customer shall not be liable for and hereby excludes liability for any loss, damage (including any special, exemplary, indirect, incidental, consequential damages, costs or associated legal fees) that may be suffered as a result of use of the Certificate and its content, to the fullest extent permitted by law.*  *Nothing in this Certificate shall affect, or constitute a waiver of, the Customer's rights or remedies in relation to the Contract.* | |

| **Guidance for Entities providing Certificates** |
| --- |
| *If you are unable to certify that the Supplier has satisfactorily supplied the goods and/or services in accordance with the Contract, please provide the reason or reasons why performance was not in accordance with the Contract. These may include the following or other reasons:*   1. *delays in supplying the deliverables;* 2. *failures to supply all the deliverables in accordance with the scope set out in the Contract;* 3. *failures to meet any service levels and/or supply the deliverables in accordance with quality standards;*   *4. any other failure by the Supplier to comply with its obligations under the Contract.* |
|  |