

**Attachment 2b Lot 3**

# LOT 3: VENUE-FIND AND SUPPORTING Services FOR MEETINGS, CONFERENCES AND EVENTS

**Certificate of Technical and Professional Ability (COTPA)**

**RM6342 – Travel, Transport, Accommodation and Venue Solutions**

**Definitions**

In this document, the following words shall have the following meanings:

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| **"Demonstration"** | refers to the requirement for bidders to provide evidence that they have successfully delivered Services within the specified scope of Services listed in Section A. This involves submitting certificates that verify the delivery of a range of required Services. Each demonstration must show evidence of the bidder's capability to deliver the specified Services effectively. |
| **"COTPA”** | ‘COTPA’ is a certificate that bidders must complete and submit to demonstrate their technical and professional ability. It serves as evidence that the bidder has successfully delivered Services under a contract, meeting the specific requirements set out by the tender and must be signed by the relevant customer. |
| **“Services”** | services made available by the Supplier as specified in Framework Schedule 1 (Specification) and in relation to a Call-Off Contract as specified in the Order Form; |

**Requirement**

We require you to demonstrate that you have delivered Services within the scope of Lot 3.

For the assessment of your Technical and Professional ability the relevant Services are listed within Section A of this Certificate of Technical and Professional ability (COTPA). You are required to submit up to four (4) Certificates of Technical and Professional ability (COTPA) for Lot 3 Venue Find and Supporting Services for Meetings, Conferences and Events.

For each Demonstration you can submit upto two (2) COTPA from different contracts that meets specific elements within section A for that Demonstration. For the avoidance of doubt, the table below summarises the requirement for Lot 3 and the number of COTPA that can be submitted to meet the requirement.

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| The requirement for Lot 3 is two (2) Demonstrations. Each Demonstration must evidence the delivery of a minimum number of the Services specified in the table below. | For each Demonstration a bidder can submit up to two (2) COTPA from different Contracts (illustrated below).When combined, the COTPA must meet at least the minimum number of the full list of Services requested in Section A for that Demonstration. |
| Demonstration 1 - A face to face Event of more than 50 Delegates, which includes multiple and varied elements (such as Accommodation, Delegate management / registration, audit visual equipment and food and beverage for example). | Demonstration 1 - COTPA 1 |
| Demonstration 1 - COTPA 2 |
| Demonstration 2 - Provision of a hybrid Event that used both a face to face element as well as a digital/ virtual element | Demonstration 2 - COTPA 1 |
| Demonstration 2 - COTPA 2 |

**Instructions**

You are required to complete section A within the COTPA (highlighted yellow). Within section A, you must clearly identify which ‘Demonstration’ the COTPA is being submitted for.

The customer must verify that the information you have provided in section A is true and accurate by completing and signing Section B within the COTPA (highlighted blue).

The form of COTPA is set out below.

You must submit the completed COTPA for Lot 3 by uploading this file to the relevant question within the online selection questionnaire (qualification envelope) as a ZIP file.

Name your ZIP file in the following format: ***organisation name\_Lot 3 COTPA***

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

**Mandatory requirements**

* The COTPA must evidence a contract that you have delivered in the **3 years prior** to the publication of the contract notice for this competition, or an ongoing contract you are currently delivering that has been ongoing for a minimum of one year. 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.
* The annual value of the COTPA that comprise the ‘Demonstration’ **must be comparable to a value of £10,000 to £20,000** 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** (i.e. not delivered offshore).
* When bidding for a Lot, you can only use a COTPA **once**. For the avoidance of doubt, you cannot re-use the same COTPA in more than one ‘Demonstration’ as evidence when bidding for the same Lot.
* The contract can be from the public or private sector or Third Sector (eg. charity).
* 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.
* 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.
* If you are bidding on multiple Lots, it is permissible to re-use the same customer contract example on COTPAs for each Lot, provided that it covers each Lot’s requirements. However, a separate COTPA must be submitted for each Lot for which you are bidding, using the relevant COTPA template, which must be signed-off separately by the customer

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

You may fail Part 3 – 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.
* The COTPA you have provided do not meet the full scope of the Services specified in the table above for each ‘Demonstration’. Remember, your ‘Demonstration’ can consist of up to three COTPA.
* You have not completed all of the information requested in the Certificate of Technical and Professional Ability.
* You do not mark boxes of the Certificate to confirm the Services you have delivered to the Customer.
* Your customer has not provided the required certification information in section B of the Certificate of Technical and Professional Ability.
* We contact the customer to verify the information provided and they cannot or will not verify the information. It is vital that you select a customer that is prepared to verify the information you have provided and be contactable in the event that clarification is required.

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.

**Certificate of Technical and Professional Ability**

**RM6342 – LOT 3: VENUE-FIND & SUPPORTING Services FOR MEETINGS, CONFERENCES AND EVENTS**

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| **Section A - To be completed by the bidder** |
| **Lot Title: Lot 3** |
| **Name of bidder:** | [bidder’s name] |
| **Certificate of Technical and Professional Ability - details of the contract, to be certified by the customer in Section B.**  |
| **Demonstration:** | 1 [ ] 2 [ ]  |
| **Name of customer:** | [customer name] |
| **Name of supplier:****If you were not the Prime Contractor please state whether you were a Key Subcontractor or part of a Consortium.****Where you are relying on the capacity of another entity to demonstrate technical and professional ability e.g. you are relying on a proposed Key-Subcontractor, then they should be named as the supplier.** **Where you want to rely on the capacities of other entities, you shall prove to us that you will have at your disposal the resources necessary. To that end please complete Attachment 4 - Information and Declaration workbook for each entity.**  | [supplier name] [Additional Information] |
| **Contract title:** | [contract title] |
| **Contract start date:** | [dd/mm/yyyy] |
| **Contract end date / anticipated end date:** | [dd/mm/yyyy] |
| **OJEU/FTS Award Notice reference or** **Contracts Finder reference:** *(for Public Sector Contracts only – enter N/A if not applicable)*  | OJEU/FTS Award Notice or Contracts Finder reference:[e.g. 2011/S 239-387260] |
| We require you to demonstrate that you have delivered the Services as listed below which are all within the scope of Lot 3. To do so, you can submit up to two (2) COTPAs for your ‘Demonstration’. Please mark each box to confirm that you have provided the associated Service.

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| **LOT 3: VENUE-FIND AND SUPPORTING SERVICES FOR MEETINGS, CONFERENCES AND EVENTS** |
| **Demonstration 1 - up to 2 COPTAs can be submitted**A face to Face Event of more than 50 Delegates, which includes multiple and varied elements (such as Accommodation, Delegate management / registration, audit visual equipment and food and beverage for example). Please mark each box to confirm that you have provided the associated Services. Up to two (2) COPTAS examples must cover a minimum of 3 out of the 5 service areas below, i.e. minimum of 3 ‘x’s in the 5 boxes below for Demonstration 1, that can be covered by up to two (2) COPTAs. |
| **Column A** | **Column B** |
| Demonstrates cohesion of the different Services throughout the whole supply chain (such as Accommodation, Delegate management / registration, audit visual equipment and food and beverage for example) (Attachment 1c Framework Schedule 1 (Specification) Lot 3 paragraph **8.28 - 8.32, 8.66** and **8.75**). |[ ]
| Adding benefit to a customer's Venue Find need by offering advice and recommendations as to alternative solutions for their needs as well as providing cost savings (Attachment 1c Framework Schedule 1 (Specification) Lot 3 paragraph **8.11,8.18** and **8.21**). |[ ]
| Full access to be able to book all types of accommodation (including commissionable and non commissionable) for meetings and Events including Group Bookings (Attachment 1c Framework Schedule 1 (Specification) Lot 3 paragraph **8.53** and **8.58**). |[ ]
| Provision of Standardised Terms and Conditions for a customer, compared to passing on a Venue's own terms, to ensure greater efficiency and standardisation of terms for cancellation terms / payment terms for example (Attachment 1c Framework Schedule 1 (Specification) Lot 3 paragraph **8.15**). |[ ]
| Sourcing and providing relevant Ground Transportation solutions for associated Events such as coaches / minibuses, taxis / minicabs for example (Attachment 1c Framework Schedule 1 (Specification) Lot 3 paragraph **8.73 - 8.81**). |[ ]

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| **Demonstration 2 - upto 2 COPTAs can be submitted**Provision of a hybrid Event that used both a face to face element as well as a digital/ virtual element.Please mark each box to confirm that you have provided the associated Services. Up to two (2) COPTAS examples must cover a minimum of 3 out of the 5 service areas below, i.e. minimum of 3 ‘x’s in the 5 boxes below for Demonstration 2, that can be covered by up to two (2) COPTAs |
| **Column A** | **Column B** |
| Demonstrates cohesion of the different Services throughout the whole supply chain for a hybrid Event bringing together the different elements of a face to face event and virtual/ digital elements Attachment 1d Framework Schedule 1 (Specification) Lot 3 paragraph **8.11** and **8.43**). |[ ]
| Adding benefit to a customer's Venue Find need by offering advice and recommendations as to alternative solutions for their needs as well as providing cost savings (Attachment 1d Framework Schedule 1 (Specification) Lot 3 paragraphs **8.11**,**8.18** and **8.21**). |[ ]
| Support Buyers effectively with both planned and unplanned changes so they can make best use of the different Event type offerings (face to face, virtual / digital and / or hybrid) for example from fully face to face to hybrid for example as was required during Covid19. (Attachment 1d Framework Schedule 1 (Specification) Lot 3 paragraph **8.12**). |[ ]
| Provision of Standardised Terms and Conditions for a customer, compared to passing on a Venue's own terms, to ensure greater efficiency and standardisation of terms for cancellation terms / payment terms for example. Applicable to face to face, virtual / digital or hybrid Events (Attachment 1d Framework Schedule 1 (Specification) Lot 3 paragraph **8.15**). |[ ]
| Sourcing and providing relevant Ground Transportation solutions for associated Events such as coaches / minibuses, taxis / minicabs for example (Attachment 1d Framework Schedule 1 (Specification) Lot 3 paragraph **8.73** - **8.81**). |[ ]

[ ]  I confirm that the Services marked above have been delivered to the Customer. |

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| **Section B - To be completed by the customer** |
| **Certificate of Technical and Professional Ability - Customer contact details** |
| **Customer contact name:** | [name of customer contact] |
| **Customer address:** | [customer address] |
| **Customer direct line:** | [customer telephone number] |
| **Customer email:** | [customer email] |
| **Customer confirmation:**  |
| We hereby certify that, to the best of our knowledge and belief, the supplier has satisfactorily supplied the Services and delivered the deliverables and the outcomes described above at Section A in accordance with the contract. | Authorised signature (either double-click on signature box below to digitally sign or copy & paste in an image file of your signature): |
| **Liability for customer certifying Certificate of Technical and Professional Ability:** |
| 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. |