**Attachment 2h Certificate of Past Performance Lot 3, Example 2**

**RM6290 - Executive & Non-Executive Recruitment Services**

Please complete the certificate below as part of your bid for RM6290 - Executive & Non-Executive Recruitment Services Framework.

**Instructions**

You (the Supplier) are required to complete Table A below.

Your Contract Customer must verify that the information you have provided is true and accurate by completing and signing Table B below.

For the avoidance of doubt, if a customer indicates OPTION B when completing Table B of this certificate will result in you being awarded a FAIL and you will be excluded from the competition.

Note: Two contract examples must be provided with a relating to the successful placement of a candidate in a role comparable to Non-Executive Directors and Public Appointments (Attachment 1a, Paragraph 3) (please note any Non-Executive Directors role does not have to be in the public sector). Examples of roles in those grades can be found Attachment 11. Information on the range of Public Appointments roles can be found at - [HM Government Public Appointments](https://publicappointments.cabinetoffice.gov.uk/all/).

**Table A**

**Mandatory Requirements**

**The contract must:**

* clearly and unambiguously fall within the scope of the Core Service Requirements detailed in Schedule 1;
* have been completed between January 2020 to January 2022;
* be directly comparable to the likely role and salary expectations for vacancies and service requirements covered by Lot 3 (see note above); and
* clearly outline the significance of the role and how your organisation addressed these (for example customer priorities relating to criticality of role, location and inclusion, availability of skills and expertise, employer perception and EVP).

**Please note:**

Where you relied on other entities (including Key Subcontractors or consortium members) to perform the contract, please **clearly** describe the function that **each** such other entity performed under the contract.

Failure to provide the information we have asked for in this certificate, or if the information provided does not clearly and unambiguously fall within the scope of the requirements set out in Framework Schedule 1 - Specification, your bid may be deemed not compliant and you will be excluded from this competition.

| 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 - FTS Award Notice Reference: | *[FTS reference e.g. 2011/S 239-387260]* |
|  | |
| **Contact Details for the Customer**  **(with whom further queries, if any, can be raised to verify)** | |
| Source Contact Name: | *[Name of source authorised by entity providing Certificate]* |
| Source Contact Address: | *[Authorised source business address]* |
| Source Contact Direct Line: | *[Authorised source direct telephone line]* |
| Source Contact Email: | *[Authorised source email]* |
|  | |
| **Further Contract Detail** | |
| Description of the goods and/or services: | *[Brief description max 500 words]* |
| Consideration received: | *[Monetary value or equivalent]* |
| Goods/Services provision start date: | *[dd/mm/yyyy]* |
| Goods/Services provision end date: | *[dd/mm/yyyy]* |

**Table B**

Please verify as the Contract Customer, 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 set out in the mandatory requirements section 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 goods and/or services 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 goods and/or services;* 2. *failure to supply the mandatory requirements included within the mandatory requirements section of this certificate;* 3. *failures to supply all the goods and/or services in accordance with the scope set out in the Contract;* 4. *failures to meet any service levels and/or supply the goods and/or services in accordance with quality standards;* 5. *5. any other failure by the Supplier to comply with its obligations under the Contract.* | | |