

Attachment 2d (i) Lot 1 – Certificate of Past Performance

RM6265 – Vehicle Hire Solutions (Lot 1)

**Instructions**

You (the bidder) are required to submit 1 completed Certificate of Past Performance for Lot 1 to demonstrate your technical and professional capability.

The form of Certificate of Past Performance is set out below.

You must submit the completed certificate for Lot 1 by uploading a zip file containing the certificate to question 1.35.3 within the online selection questionnaire.

Name your zip file in the following format: ***organisation name\_Lot 1 COPPs***

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

**Mandatory requirements**

You are required to submit 1 completed certificate for Lot 1.

Within your submitted certificate you must **evidence delivery of the mandatory deliverables** within the scope of Lot 1.

Each certificate 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 that you are currently delivering. 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 services you delivered under the contracts, as described in the summary you set out in the certificate**, must relate to the mandatory deliverables within the scope of Lot 1** as set out at Attachment 1 - Framework Schedule 1 (Specification), which for Lot 1 is Passenger Cars.

Contracts must have been successful in **implementation and mobilisation**, and have become **operational**.

Each contract must evidence an element of **onshore UK-based** service provision.

The contracts can be from the public or private sector.

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 contract example certificate are permitted. Any additional documents submitted will be disregarded in the evaluation of this question.

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.

**Certificate of Past Performance will be evaluated PASS/FAIL**

You will fail Part 12 – Past Performance Certificate of the selection questionnaire and be excluded from the competition if:

* Your certificate did not meet all the mandatory requirements set out above.
* You have not completed all of the information requested in the Certificate of Past Performance.
* Your customer has not provided the required certification information in section B of the Certificate of Past Performance.
* We contact the customer to verify the information provided and they cannot or will not verify the information.

If we determine that you have failed Part 12 – Past Performance Certificate of the selection questionnaire we will notify you and tell you the reasons for this.

**Attachment 2d (i) Lot 1 – Certificate of Performance**

Name of Supplier…………………………………. ("Supplier")

Contract Title……………………………………… ("Contract")

Name of Customer……………………………….. ("Customer")

Goods provided under the Contract………….. (“Goods”)

**Contract**

Details of the Contract to which this certificate relates are set out in the table below:

| **Contract Number:** | **Customer Contact (name, address, telephone number and e-mail) with whom the Authority can raise further queries if required:** | **Contract title plus brief description of the** **Goods and/or Related Services, and the consideration received:** | **The dates on, or between, which the Goods and/or Related Services were (and/or were to be) provided:** |
| --- | --- | --- | --- |
| *[Details to be completed by Supplier]* |  |  |  |

**Vehicle Types:**

You must include an ‘X’ in the vehicle types table (column B) against the vehicle type(s) (column A) to which this Certificate of Past Performance relates to. Please note, you are able to select more than one option if your contract covers multiple vehicle types, but your example **must** cover Passenger Cars as a minimum as this is a mandatory deliverable for Lot 1.

| **Lot 1 Vehicle Types** | |
| --- | --- |
| **Column A** | **Column B** |
| Passenger Cars (Mandatory) |  |
| 4x4’s |  |
| Minibuses |  |
| LCVs up to 3.5T |  |
| Car Share |  |
| International Rental |  |

**Performance**

**OPTION A**

We hereby certify that, to the best of our knowledge and belief, the Supplier has satisfactorily supplied the Goods and/or Related Services described in the table above in accordance with the Contract.

**OR**

**OPTION B**

We are unable to certify that the Supplier has satisfactorily supplied the Goods and/or Related Services described in the table above in accordance with the Contract for the following reasons:

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

*(Please continue on a separate page where there is insufficient space. Please cross refer the documents, clearly labelling any additional pages)*

| **Guidance for Customers**  If you are unable to certify that the Supplier has satisfactorily supplied the Goods and/or Related Services in accordance with the Contract, please provide the reason or reasons why performance was not in accordance with the Contract. These may include:  1. delays in supplying the Goods and/or Related Services;  2. failures to supply all the Goods and/or Related Services in accordance with the specification set out in the Contract;  3. failures to meet any service levels and/or supply the Goods and/or Related Services in accordance with quality standards;  4. any other failure by the Supplier to comply with its obligations under the Contract.  You may wish to take legal advice in relation to completing this certificate. |
| --- |

**Liability of any customer certifying**

Whilst the Customer believes the information in this certificate to be truthful and accurate, the Customer does not assume any responsibility and does not assume any liability and so cannot give any guarantee or make any representation or warranty as to the contents of this certificate. The Customer shall therefore 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.

Signed ………………………………………….

\*To be signed by the person with sufficient knowledge of and responsibility for the Contract in question within the Customer organisation

OR

\*In the event of self-certification this certificate of performance is signed by the Supplier for and on behalf of the [insert Customer name]

*[\* Delete as appropriate]*

Name …………………………………………..

Date………………………………………………