**Attachment 2b – Contract certificate**

You must provide two (2) contract certificates (contract certificate 1 and contract certificate 2), each for a different contract using Attachment 2b as a template.

Remember to submit by the bid deadline in Attachment 1 - About the Framework paragraph 6 - Timelines for the competition.

Please name the files and upload your completed certificates in the e-Sourcing suite, technical envelope as part of your bid for RM6223 procurement as in the table below:

|  |  |  |
| --- | --- | --- |
|  | Name of file | Upload in qualification envelope to question |
| Contract certificate 1 | C1\_insertyourorganisationname | 11.1 |
| Contract certificate 2 | C2\_insertyourorganisationname | 11.2 |

**Instructions**

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

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

Please inform the Customer Referee that they may be contacted by CCS as we reserve the right to verify the accuracy of contract details provided in the certificate.

For the avoidance of doubt, if a Customer Referee selects OPTION B when completing Table B of this certificate, your bid will FAIL and you will be excluded from this competition.

You (the Supplier) must not:

●        complete Table B on behalf of your Customer Referee; or

●        state that the details of your Customer Referee are confidential; or

●        submit an incomplete certificate.

**Mandatory requirements**

● each contract must have been delivered or being delivered either for a central government client, a wider public sector client or a private sector client

● must relate to contracts delivered / or being delivered in the past 4 years, prior to publication of the FTS contract notice to be valid

● must clearly and unambiguously fall within the scope of the requirements set out in relating to the design or design refresh and delivery of a **project leadership development programme and services** that demonstrate your ability to supply the Services required under this contract

● may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium

Please note:

● examples of contracts awarded under other frameworks via call-off contracts will be considered valid, but framework contracts themselves will NOT be considered valid; and

● the Customer Referee provided must not have been employed or appointed by your organisation (or your associated group of companies), within the past 3 years prior to the publication of the contract notice.

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 the specification, your bid may be deemed not compliant and you will be excluded from this competition.

**Table A**

This contract certificate will be assessed in accordance with the mandatory requirements provided in this Attachment and Attachment 2 – How to Bid.

Where you relied on other entities (including key subcontractors or consortium members) to perform the contract, please set out the function that each entity performed in the contract description below.

|  |  |
| --- | --- |
| Bidders name: | *[insert your organisation name]* |
| Name of customer organisation: | *[*Name of customer organisation*]* |
| Name of contracted supplier ("Supplier"): | *[Registered name]* |
| Contract title ("Contract"): | *[Agreed contract name ]* |
| Contract value: | *[Value of the contract,]* |
| Contact Details for the Customer (with whom information can be verified, and further queries, if any further clarifications can be raised) | |
| Customer name (“Customer Referee”): | *[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]* |
| Contract description: | *[Please provide a summary of the scope, scale and complexity of services, which is relevant to and comparable with the requirement for the design or design refresh and delivery of a project leadership development programme and services, as set out in the* ***Specification.***  *Maximum 500 words.   Remember the information in this Table A will also be used by evaluators for question* ***11.3******or 11.4 for context – see Attachment 2 – How to bid*** *]* |
| Contract start date: | *[dd/mm/yyyy]* |
| Contract end date: | *[dd/mm/yyyy]* |

**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.

|  |  |
| --- | --- |
| **Table B - please select either option A or option B** | |
| **OPTION A** | |
| We hereby certify that, to the best of our knowledge and belief, the Supplier has satisfactorily delivered/ is delivering the services and/or goods described in Table A above in accordance with the Contract, and that all of the requirements of this form have been satisfied. | |
| Signature of Contract Referee: | *[Customer Referee signature]* |
| **OR** | |
| **OPTION B:** | |
| We are unable to certify that the Supplier has satisfactorily delivered/ is delivering the 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; if 4 please provide details]* |
| Signature of Customer Referee: | *[Customer Referee 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 delivered/ is delivering the 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 services; 2.*  *failures to supply services in accordance with the scope set out in the Contract; 3.*  *failures to meet any service levels and/or supply the services in accordance with quality standards; 4.* *any other failure by the Supplier to comply with its obligations under the Contract.* | |