Invitation to Tender

Attachment 2c – Certificate of Past Performance Guidance

**RM6168 – Estates Management Services**

**Attachment 2c - Certificate of Past Performance Guidance**

The requirement for the submission of Certificates of Past Performance (CoPPs) is included to enable you to demonstrate your ability to deliver the service line(s) to customers, within the scope of the Lot(s) for which you are bidding.

The table below provides an overview of the CoPP requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D**  |
|  | **Minimum number of High Level Descriptions required for each CoPP** | **Minimum value threshold for each CoPP** | **Number of CoPPs required to demonstrate capability per Lot** |
| **Lot 1** | 2 | £500k | 2 |
| **Lot 2** | 2 | £50k | 2 |
| **Lot 3** | 2 | £50k | 2 |
| **Lot 4** | 2 | £50k | 2 |
| **Lot 5** | 2 | £50k | 2 |
| **Lot 6** | 2 | £50k | 2 |
| **Lot 7** | 2 | £500k | 2 |

* Each CoPP can be from the public or private sector.
* Each COPP must represent contracts completed between November 2017 to November 2020 or, represent a live contract with a commencement date of no later than November 2019.
* Each CoPP must clearly and unambiguously fall within the scope of the requirement of the Lot(s) for which you are bidding.
* Each CoPP provided must be signed and dated by the customer.
* Contracts awarded under other frameworks via call-off contracts will be considered valid, but framework contracts themselves will NOT be considered valid.
* CCS reserves the right to contact the customer to verify the content of the CoPPs you have submitted. You must notify the customer that they may be contacted by us.
* The customer contact provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past 3 years prior to the publication of the OJEU contract notice.
* CoPPs may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium.
* In order to bid for a Lot, you must be able to demonstrate having delivered the minimum number of High Level Descriptions detailed in column B in the table above. A complete list of High Level Descriptions and corresponding Service Lines for all Lots is available within Attachment 9 - Framework Schedule 1 (Specification).
* For each Lot for which you are bidding, you must provide the minimum number of CoPPs as detailed in column D in the table above, which must meet the minimum value threshold as detailed in column C in the table above.
* Each Lot has a different Lot-specific template for the CoPP, which you will need to download and complete.
* You will need to replicate the relevant Lot-specific template where you are submitting multiple CoPPs for a particular Lot.
* You must not submit more than the maximum number of CoPPs for each Lot, as detailed in column D in the table above.
* You must upload a zip folder containing all of your CoPPs for each of the Lot(s) for which you are bidding to the relevant question in the Qualification Envelope of the eSourcing Suite i.e. one folder containing Lot 1-specific CoPPs for Lot 1, one folder containing Lot 2-specific CoPPs for Lot 2, etc.