



Crown
Commercial
Service

Invitation to Tender

Attachment 2b – Certificate of Past Performance Guidance

RM6165 - Construction Professional Services

Attachment 2b - Certificate of Past Performance Guidance

The requirement for the submission of Certificates of Past Performance (CoPP's) is included to enable you to demonstrate your ability to deliver the services and disciplines to Additional Clients, within the scope of the Lot(s) for which you are bidding.

The table below provides an overview of the CoPP requirements.

	Certificates of Past Performance			
Lot	No. Of CoPP's Required	Minimum value threshold per CoPP (ex VAT)	Minimum Core Disciplines Required	Minimum Services Required
Lot 1- Built Environment & General Infrastructure	2	£30k	2	2
Lot 2 - Urban Regeneration	2	£30k	2	2
Lot 3 - International	3	£100k	2	2
Lot 4 - High Rise	2	£30k	2	2
Lot 5 - Defence	2	£100k	2	2
Lot 6 - Environmental & Sustainability Technical Services	2	£30k	N/A	2

1. CoPP's can be public or private sector.
2. CoPP's may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium.

3. CoPP's provided must relate to contracts completed during the past 3 years, prior to publication of the FTS contract notice to be valid; (Lot 3, please refer to the guidance within Attachment 2e CoPP).
4. CoPP's must clearly and unambiguously fall within the scope of the requirement and be as detailed in the Specification Lot information.
5. Customer contact provided must be notified by you that they may be contacted by us (we reserve the right to verify the accuracy of contract details provided).
6. Contracts awarded under other frameworks via call-off contracts will be considered valid, but framework agreement contracts themselves will NOT be considered valid.
7. 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 contract notice.
8. For each Lot for which you are bidding, you must provide the required number of CoPP's as detailed in the table above. The CoPP's must meet the requirements specified in the table above and meet the minimum value threshold as detailed in the table above.
9. Each Lot has a different Lot specific template for the CoPP, which you will need to download, complete and obtain customer certification.
10. You will need to replicate the relevant Lot specific template where you are submitting multiple CoPP's for a particular Lot.
11. It is permissible to approach the same customer for multiple contract examples for use as CoPP's providing that they meet the requirements of this document.
12. You must upload a zip folder containing all of your CoPP's 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 CoPP's for Lot 1, one folder containing Lot 2-specific CoPP's for Lot 2, etc.