

**Attachment 2c – Certificate of Past Performance**

**RM6273 – Employee Benefits and Services**

**Lot 2 - Reward and Recognition Scheme**

**Instructions**

You (the Bidder) are required to submit a completed Certificate of Past Performance to demonstrate your technical and professional capability.

You are required to complete section A within the Certificate of Past Performance (highlighted yellow).

The customer must verify that the information you have provided is true and accurate by completing and signing Section B within the Certificate of Past Performance (highlighted blue).

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

You must submit the completed certificate by uploading the file to question 1.34 within the online selection questionnaire.

Name your file in the following format: ***your organisation name\_Attachment 2c***

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

**Mandatory requirements**

In order to pass, the contract the certificate is for **must have included** the following:

* Provision of Reward and Recognition Scheme

You can confirm that the contract included the requirements set out above by completing the table set out in Section A of the certificate template.

The services you delivered under the contract, as described in the summary you set out in the certificate**, must be within the scope of Lot 2,** as set out at Attachment 1a – Framework Schedule 1 (Specification).

The 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.

No attachments other than the contract example certificate are permitted. Any additional documents submitted will be disregarded in the evaluation of this question.

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 18 months prior to the publication of the contract notice.

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

You will fail Part 12 – Technical and Professional Capability of the selection questionnaire and be excluded from the competition if:

* Your certificate does 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 contact to verify the information provided and they cannot or will not verify the information.

If we determine that you have failed Part 12 – Technical and Professional Capability of the selection questionnaire we will notify you and tell you the reasons for this.

**Certificate of Past Performance**

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| **RM6273 – Employee Benefits and Services**  **Lot 2 - Reward and Recognition Scheme** | |
| **Name of Bidder:** | [Bidder’s name] |
| **Section A - To be completed by the Bidder** | |
| **Certificate of Past Performance - details of the contract, to be certified by the customer in Section B.** | |
| **Name of customer:** | [customer name] |
| **Name of supplier:** | [supplier name] |
| **Contract title:** | [contract title] |
| **Contract start date:** | [dd/mm/yyyy] |
| **Contract end date / anticipated end date:** | [dd/mm/yyyy] |
| **OJEU / FTS Award Notice reference or**  **Contracts Finder reference:**  *(for Public Sector Contracts only – enter N/A if not applicable)* | OJEU / FTS Award Notice or Contracts Finder reference:  [e.g. 2011/S 239-387260] |
| **Contract value:** | £[ ] |
| **Confirm that the contract included the following:** | |
| Reward and Recognition Scheme | [Yes/No] |
| **Summary of the contract:**  Please describe the services performed under the contract: | |
| [Insert summary of services performed under the contract] | |
| **Section B - To be completed by the customer** | |
| **Certificate of Past Performance - Customer contact details** | |
| **Customer contact name:** | [name of customer contact] |
| **Customer address:** | [customer address] |
| **Customer direct line:** | [customer telephone number] |
| **Customer email:** | [customer email] |
| **Customer confirmation:** | |
| We hereby certify that, to the best of our knowledge and belief, the supplier has satisfactorily supplied the services and delivered the deliverables and the outcomes described above in accordance with the contract. | Authorised signature and date including the title of the individual who has signed:  **Signed: [ ]**  **Name: [ ]**  **Title: [ ]**  **Date: [ ]** |
| **Liability for customer certifying Certificate of Past Performance:** | |
| 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. | |