Appendix C: Key Personnel – Capacity, Qualifications & Experience Schedule

Tender Reference: CPP.FC.26-29.SWAS

Company Name: [Your Company Name]

Submission Schedule:

Tenderer instruction:

a) Tenderers must identify the Key Personnel proposed for each role. More than one person may be proposed for a role, where applicable.
b) Where more than one person is proposed, the Tenderer must identify the Primary Person for the role. The Primary Person will be evaluated and scored against the applicable requirements under Criterion 2.
c) Additional personnel may be included to demonstrate capacity but will not attract additional functionality points.
d) Additional rows may be added where required.

This section should capture all staff proposed for the project.

No.	Key Personnel Role	Proposed Personnel	Name of Proposed Person	Primary Person for Evaluation (✓)	Profession / Discipline	Nature of Employment	Continuous Employment with Tenderer	Qualification	Professional Registration & No.	Years of Working Experience
1	**Architect / Principal Consultant – Lead**	Name 1								
		Name 2								
		Name 3								
2	**Interior Architect / Interior Designer**	Name 1								
		Name 2								
		Name 3								
3	**Architectural Technologist / Interior Design Technologist Architectural Technologist / Interior Design Technologist**	Name 1								
		Name 2								
		Name 3								

Note:

1. *Continuous employment refers to the uninterrupted period for which the proposed staff member has been employed by the Bidder. For Subconsultants, indicate "Subconsultant" under Nature of Employment and state the duration of the professional relationship with the Bidder, where applicable.*
2. *For each proposed staff member, indicate the Nature of Employment (e.g. permanent, fixed-term, contract employee or Subconsultant) and the length of continuous employment with the Bidder, where applicable.*

Tenderer Declaration

The Bidder confirms that all proposed Key Personnel identified in this Appendix are available to undertake the services under this Framework Contract. Any substitution of Key Personnel after award shall be subject to the Employer's prior written approval and the replacement shall possess qualifications and experience equal to or better than those of the originally proposed individual.

☐ We hereby confirm that the personnel listed above are available and will be assigned to this project should our tender be successful.

☐ We confirm that all qualifications and registrations submitted are valid and verifiable.

☐ We acknowledge that substitution of key personnel will require prior written approval from the Client.

Signed on behalf of the Tendering Entity:

Full Name of person signing on behalf of the Tenderer	
Designation:	
Signature	
Date:	

Note:

1. *Continuous employment refers to the uninterrupted period for which the proposed staff member has been employed by the Bidder. For Subconsultants, indicate "Subconsultant" under Nature of Employment and state the duration of the professional relationship with the Bidder, where applicable.*
2. *For each proposed staff member, indicate the Nature of Employment (e.g. permanent, fixed-term, contract employee or Subconsultant) and the length of continuous employment with the Bidder, where applicable.*