

Appendix D: Company Capacity and Staff Experience

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

Company Name:

Submission Schedule

Please provide comprehensive details about the staff to be assigned to this contract, including their nature of employment (permanent, fixed term, or subconsultant), duration of employment/appointment, and qualifications and relevant experience of the proposed key person, as these factors are crucial for the evaluation process.

Relevant industry experience shall be defined as the practical work experience within the specific discipline(s)

Staff Member Name	Job Title	Nature of Employment [Permanent/Fixed-Term/Subconsultant]	Duration of Employ/Appointment	Relevant Industry Experience	Qualifications	Nominated as the Key Person
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No

Staff Member Name	Job Title	Nature of Employment [Permanent/Fixed-Term/Subconsultant]	Duration of Employ/Appointment	Relevant Industry Experience	Qualifications	Nominated as the Key Person
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No

Please ensure that the submitted information is accurate and complete. Failure to meet the minimum staff requirements may result in a lower evaluation score for this Criterion.

Tenderer Declaration

- ☐ 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 Tenderer:

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