



Demonstrating Key Personnel Requirements in Tenders

Instructions for Using This Template

With most tenders and specifically government tenders, you will be requested to provide details of key personnel and their similar and relevant experience.

The purpose of the criteria is to test whether you can demonstrate that you have the right resources (people) to complete the works, provide the services and/or supply the goods/products.

Therefore you need to select key people that have similar experience, skills, licences and competencies in:

- Industry
- Contract value and duration
- Complexity
- Similar scope

The table has been set up to assist you with building a library of key personnel resume information that can be re-used and repurposed for different tenders/proposals and your capability statement.

Please note the suggestions in the header and footer set up of the template. Your information is commercially sensitive and therefore it is important to consider how best to protect your commercial and intellectual property/know-how.

For more tips on tendering, contract management and procurement:

TENDERING FOR SUCCESS
Quick Tendering Tips

PLAN FOR SUCCESS
Do you know if you are ready to tender and if you have the right experience, resources and capability to tender for business growth? Attend tendering workshops to learn what you need and how to tender.

FIND THE RIGHT OPPORTUNITIES
Do you get notified of any upcoming or current tenders? Do you know what is available in the market? You can either register on free tendering websites or get a tender search and notification business to send the right opportunities to your inbox.

BUILD A TENDER LIBRARY
Do you have an existing library of case studies that you can use to build a tender library? Take a bit more time when you complete your tenders to create a tender library where you can easily access the information you need to respond to tenders.

DEBRIEF FOR BENCHMARKING
Do you ask for a debrief after you have been notified of the outcome of your submission - whether you were successful or not? tender debriefing is a very useful way to benchmark your business against your competitors.

SUCCESS IS SIMPLE. DO WHAT'S RIGHT. THE RIGHT WAY. AT THE RIGHT TIME.
Arnold H. Glasgow

VISIT OUR WEBSITE FOR MORE INFORMATION.
[HTTPS://ICHBANCOMMERCIALSOLUTIONS.COM.AU/TENDERING-PACKAGES/](https://ichibancommercialsolutions.com.au/tendering-packages/)



Insert your logo
 Insert your company name
 Insert the RFQ/RFT ref

1. Key Personnel

The following will be key personnel for the contract:

(Please delete the first line, information provided as example/suggestions for completion only)

Name Role in Tender	Industry Experience (in years) Experience at XYZ business	Curriculum Vitae Similar Experience	Licences, skills and qualifications	Similar Experience to Tendered Scope
Business Owner Managing Director Role in Tender: Contract Manager	X years industry experience (all years of experience combined)	Business Owner brings to this contract his/her own experience as an experienced and qualified [industry title] as well as his business experience in running and operating a small business. He has successfully owned, operated and expanded XYZ business since xxx, working hard to build a legacy of client service and constant improvement. Business Owner's background in [industry] management, combined with experience as a hands-on business operator in the [XYZ] industry, make him/her well-equipped to head up [XYZ] business.	XX Licence Licence No: xx Expiry Date: xx Qualifications Particular training Particular skills	Business Owner has similar working experience to the tendered scope through winning and working on a number of similar contracts in the XYZ industry such as XX, including the client xx, yy, zz and aa. Note: Similarity can be in terms of scope, sizing, complexity, industry.
	X years with XYZ (years' experience working at your specific business)			

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About Ichiban Commercial Solutions:

Ichiban Commercial Solutions deliver a broad range of commercial solutions for our clients, focused on their value proposition and business growth.

The general areas of support include commercial business advisory, procurement and tendering support. However, given our diverse skill set and business experience, we often support our clients across other areas of business.

Celia Jordaan, Principal Commercial Consultant founded Ichiban Commercial Solutions in 2015. Celia Jordaan has over 30 years international and corporate experience and worked in the areas of commerce, contract negotiations, complex procurement, tenders, supply chain, contract management, law and risk.

She has managed procurement/supply chain teams and has worked on both sides of the spectrum, both from a company and a contractor/supplier perspective. Her experience and background include working in the mining and resources sector and assisting construction companies, not-for-profits, small and medium business and government project sector clients.

For more information, visit: <https://ichibancommercialsolutions.com.au/>

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