

EXAMPLE · TENDER RESPONSE

Prequalification response

Response to a contractor prequalification questionnaire

SECTION 1

Company details and compliance

 Example document

This is an example to show the format. It is not a live document and not a client record.

REQUIREMENT	RESPONSE
Legal entity and ABN	Provided, see attachment A
Public liability insurance	Current certificate attached
Workers compensation	Current certificate attached
Safety management system	Summary attached, full copy on request
Quality management system	Summary attached, full copy on request
Referees	Three referees listed in section 4

SECTION 2

Relevant experience

Each project below lists the client, the scope and the outcome, so the panel can check it against the work on offer.

PROJECT	SCOPE	OUTCOME
Field operations platform	Jobs, crews and timesheets	Live, used daily
Maintenance register	Plant records and services	Paper system retired
Company website	Design, build and launch	Enquiries tracked

SUBMITTED BY

DATE

Name, Role

Day Month Year

Where New Begins

WHO TO SPEAK TO

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