

CAPABILITY ASSESSMENT TEMPLATE

Department/Organisation:

Contact name:

Contact email:

Agreement ref: RM6130 Building Cleaning Services DPS

Date issued:

Response deadline:

Summary

a) The project objectives

(full outline of specification provided in **Annex X**)

b) Mandatory constraints/ services required

c) Constraints that may preclude suppliers from accepting this specification

d) Budget and contract duration (including any extension options)

e) Timescales for tender (stages/ award)

Call for competition process

Stage 1 – Capability Assessment following the shortlisting of suppliers by a customer on the Dynamic Purchasing System Marketplace to allow customers to identify suppliers that can meet their requirements. Suppliers must be able to answer yes to all the capability assessment questions to become shortlisted.

Stage 2 – submit a written response to the full specification issued as part of a call for competition. Responses will be evaluated against the published evaluation criteria and the successful bidder(s) will be notified. All unsuccessful bidders will also receive feedback as per the agreement guidance.

Stage 3 –If a customer chooses to conduct a presentation and you meet the customer’s criteria for being invited, your presentation will be evaluated against the published evaluation criteria and the successful bidder(s) will be notified. All unsuccessful bidders will also receive feedback as per the agreement guidance.

Capability questions

Please confirm you have the capability to provide the following services by responding Yes or No to the questions listed below. Only those bidders answering yes to these mandatory questions will progress to Stage 2.

[Guidance Note: The questions below are examples only and can be amended according to the mandatory requirements of your specification.]

1. Can you deliver [.....] within the project timescales given in Annex X?

2. Can you produce [.....] within the timescales given in Annex X?

3. Can you provide project management including effective working with [.....team/department/ third party], within the timescales given in Annex X?

--	--

--	--

4. Can you attend project meetings at [insert address] on the dates given in Annex X?

5. Can you meet the conflict of interest requirement set out in Annex X?

6. This project must be delivered within our corporate content & design guidelines. Can you meet the guidelines set out in Annex X?

Please note that any Nil Responses to this invitation will be treated as confirmation of your intention NOT to participate in this competition and you will not be invited to participate in Stage 2.

All responses to Stage 1 should be submitted no later than [Insert date and time] via [insert submission process i.e. portal instructions]

Should you have any queries regarding the Capability Assessment please enter them in the portal by [Insert date and time].