GYMPIE GROWTH AUTHORITY

Gympie Supplier Capability Statement Template

A practical Word template for small and regional suppliers preparing for government and major project opportunities

Template • Worked example • Tender readiness checklist

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How to use this template

This document helps a supplier present the information a government buyer, head contractor or project owner may need to assess capability. Replace every prompt with accurate evidence from your business. Keep the final statement concise and tailor it to the opportunity rather than sending the same document to every buyer.

Practical note A capability statement supports a procurement response. It does not replace the request documents, mandatory schedules, licences or contract conditions.

Recommended final length

Aim for four to eight pages. Buyers should be able to identify the legal entity, core capability, relevant experience, delivery capacity and compliance position quickly.

Before you begin

- Confirm the legal entity, ABN, registered address and authorised contact.
- Choose capabilities relevant to the intended buyer or project.
- Gather evidence for projects, outcomes, licences, insurances and systems.
- Remove unsupported claims such as best, leading or guaranteed.
- Check whether the procurement requires a particular format or page limit.

Supplier identity

Trading name

[Insert the name used in the market]

Legal entity and ABN

[Insert the contracting entity and ABN]

Registered address and service locations

[Insert the registered address, operational locations and delivery region]

Primary contact

[Name, role, phone, email and authority to discuss the opportunity]

Business profile

[Briefly state ownership, establishment year, employee count and the type of customers served. Include only details you can verify.]

Core capabilities

List the specific work the business can deliver. Use buyer language where it is accurate, but do not copy broad claims from the request.

Capability	What is delivered	Evidence or differentiator
[Capability]	[Scope, geography and exclusions]	[Equipment, system, qualification or verified result]
[Capability]	[Scope, geography and exclusions]	[Equipment, system, qualification or verified result]
[Capability]	[Scope, geography and exclusions]	[Equipment, system, qualification or verified result]
[Capability]	[Scope, geography and exclusions]	[Equipment, system, qualification or verified result]

Relevant experience

Choose examples that resemble the work, risk, scale, environment or customer need in the target opportunity. Obtain permission before naming confidential clients.

Project	Customer	Scope	Period and value	Evidence
[Project]	[Customer or confidential sector]	[Work delivered]	[Dates and value if permitted]	[Outcome, reference or completion evidence]
[Project]	[Customer or confidential sector]	[Work delivered]	[Dates and value if permitted]	[Outcome, reference or completion evidence]
[Project]	[Customer or confidential sector]	[Work delivered]	[Dates and value if permitted]	[Outcome, reference or completion evidence]
[Project]	[Customer or confidential sector]	[Work delivered]	[Dates and value if permitted]	[Outcome, reference or completion evidence]

Delivery capacity

People and supervision

[Employee count, trades, professional capability, supervisors, subcontractor controls and surge capacity]

Equipment premises and systems

[Relevant equipment, fleet, facilities, software, maintenance and business continuity]

Geographic coverage

[Normal service area, mobilisation limits, response time and remote delivery arrangements]

Supply chain

[Critical suppliers, local sourcing, lead times, contingencies and quality controls]

Compliance and risk controls

Requirement	Status	Evidence	Expiry or review
Public liability insurance	[Current, not applicable or action required]	[Certificate, licence or policy]	[Date]
Workers compensation	[Current, not applicable or action required]	[Certificate, licence or policy]	[Date]
Professional indemnity where relevant	[Current, not applicable or action required]	[Certificate, licence or policy]	[Date]
Licences and registrations	[Current, not applicable or action required]	[Certificate, licence or policy]	[Date]
Work health and safety system	[Current, not applicable or action required]	[Certificate, licence or policy]	[Date]
Quality management	[Current, not applicable or action required]	[Certificate, licence or policy]	[Date]
Environmental management	[Current, not applicable or action required]	[Certificate, licence or policy]	[Date]
Cyber and privacy controls	[Current, not applicable or action required]	[Certificate, licence or policy]	[Date]

Local and regional contribution

Describe local employment, apprenticeships, subcontracting, regional expenditure or Aboriginal participation only when it is relevant and can be evidenced. Do not imply that a local address alone demonstrates local economic contribution.

Evidence of contribution
[Numbers, locations, partners, reporting method and period]

Worked example

The following fictional example demonstrates the level of specificity expected. It is not a real supplier and must not be copied as evidence.

Supplier	Regional Fabrication Services Pty Ltd | ABN 00 000 000 000 | Fictional example
Capability	Fabrication and installation of structural steel access platforms, handrails and equipment supports for regional industrial facilities.
Service area	Gympie Region, with planned mobilisation elsewhere in Queensland following a site and resourcing review.
Delivery capacity	A workshop team of 14, two mobile installation crews and documented subcontractor onboarding for specialist coatings and crane hire.
Comparable experience	Completed three access-platform packages for food processing and water infrastructure sites between 2024 and 2026. Client references and completion records are available with permission.
Compliance	Current public liability and workers compensation insurance, documented WHS system, trade licences where required and a controlled inspection and test plan.
Local contribution	Tracks employee postcode, apprentice participation and regional supplier spend for each project. Figures are reported only after reconciliation.
Limitations	Does not provide engineering certification internally. Engages an appropriately qualified external engineer when design certification is included in scope.

Why the example is credible

It identifies the work, geography, capacity, evidence and limits. It avoids unsupported claims and distinguishes internal capability from work delivered through qualified partners.

Tender readiness checklist

- ☐ The legal entity and ABN match the proposed contracting party.
- ☐ Supplier profiles and notification categories are current.
- ☐ Every mandatory condition and schedule has an owner.
- ☐ Licences, insurance and certifications remain current through the required period.
- ☐ Safety, quality, environmental, cyber and privacy controls match the work.
- ☐ Project examples are relevant and supported by records or referees.
- ☐ Pricing includes mobilisation, compliance, labour, materials, overhead and contract risk.
- ☐ Subcontractors and critical suppliers have been checked.
- ☐ Any conflict, limitation, assumption or exclusion is stated clearly.
- ☐ Questions have been submitted through the approved channel.
- ☐ Addenda have been reviewed and acknowledged.
- ☐ The final response has been proofread and lodged before the deadline.

Final review

Ask a reviewer who was not involved in drafting to check whether the statement answers three questions quickly: what the supplier can deliver, what evidence supports that capability, and whether the supplier can manage the proposed work safely and reliably.

Practical note Always follow the current opportunity documents. Buyers may require different evidence, schedules, systems or declarations.