



Ministry of Cabinet Office & Digital Innovation  
Department Responsible: Post Office  
Request for Quotations No.: 01262026

## COMPANY PROFILE FORM

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### COMPANY PROFILE FORM

This document comprises the following Sections:

- Section I: Company Information
- Section II: Product or Service Details
- Section III: Company Experience; Professional and Technical Staff
- Section IV: Customer experiences

**Note:** In addition to this form, respondents may submit their standard company profile brochures.

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### SECTION I

Company Information		
<i>Vendor Name</i>		
<i>Company Description</i>		
Contact Information		
<i>Primary Contact</i>	<i>Phone</i>	<i>Email</i>

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## SECTION II

Product or Service Details	
<i>Details</i>	<i>Provide a detailed description of the product or service your company delivers</i>
<i>Capabilities</i>	<i>Provide more information about the benefits and capabilities your company provides</i>

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## SECTION III

COMPANY EXPERIENCE, PROFESSIONAL AND TECHNICAL STAFF	
<i>Relevant Experience</i>	<i>Provide any information about previous experiences, clients, or success stories a minimum of 3 examples</i>

<b><i>Key Personnel</i></b>	<b><i>Provide a List of key personnel and their experience, certifications and/or skills</i></b>

The respondent may attach documentation to support this section in lieu of completing this section.

Please indicate that documentation has been attached above.

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## SECTION IV

<b>CUSTOMER EXPERIENCES</b>				
<i>Professional References</i>	Provide information for at least three (3) recent clients including name and contact information (e-mail and phone). Attach corresponding reference letters to your submittal.			
	<i>Project</i>	<i>Date Completed</i>	<i>Phone</i>	<i>Email</i>