

CORPORATE CAPABILITY STATEMENT TEMPLATE

Bespoke Procurement & Bidding Architecture Framework — RipeMentoring Pty Ltd

A high-impact Capability Statement is a critical 2–4 page marketing tool used to "warm up" procurement officers and pass standard technical gating panels. Complete the core fields below to compile your commercial bid library answers.

1. COMPANY OVERVIEW & CORE COMPETENCIES

Instruction: Craft a clear introductory profile outlining who you are, your organizational mission, and a bulleted matrix of your absolute core competencies (what you do best). Keep paragraphs punchy.

2. CORPORATE IDENTIFICATION & VITALS

Instruction: Complete your official regulatory vitals. Procurement officers rely on this table for immediate alignment checks.

Legal Entity Name:	
ABN & ACN:	
Head Office Address:	
Key Certifications:	e.g., 100% Indigenous-Owned, Supply Nation Registered, ISO Certified
Primary Contact (Name & Title):	
Phone & Email Channels:	

3. DIFFERENTIATORS (THE "WIN THEMES")

Instruction: Isolate 3–4 explicit reasons why procurement boards should choose your company over competitors. Focus on concrete value, unique methodologies, intellectual property, proprietary assets, or exceptional compliance records.

4. PAST PERFORMANCE & CASE STUDIES

Instruction: Summarize major projects completed successfully. Highlight the customer entity, project value, scope details, and quantitative or qualitative outcomes delivered.

Client Entity & Year	Project Scope / Description	Key Outcome / Metrics Delivered

5. INFRASTRUCTURE, EQUIPMENT & SYSTEMS

Instruction: Detail your physical capacity capabilities, specialized machinery, proprietary software systems, or administrative frameworks (e.g., Trauma-Informed Practice training matrices, customized CRM tools) supporting your execution.

6. INSURANCE, ACCREDITATIONS & COMPLIANCE

Instruction: Outline current financial limits and credentials held to mitigate institutional procurement risks.

Insurance / Compliance Category	Underwriter / Issuing Body	Coverage Limit (\$) / Expiry
Public Liability Insurance		
Professional Indemnity		
Workers' Compensation		
Other (Working with Children Checks, etc.)		

CAPABILITY STATEMENT COMPLIANCE CHECKLIST

Procurement Alignment Quality Matrix — RipeMentoring Pty Ltd

Use this rigorous checklist to audit your Capability Statement before transmitting it to corporate networks, tier-1 developers, or government procurement panels to ensure you immediately pass preliminary evaluation phases.

1. CORE CORPORATE IDENTITY VERIFICATION

- [] Official business metadata included, explicitly detailing legal corporate entity name, active ABN/ACN registry, and central office address.
- [] Dedicated primary contact information clearly visible, listing individual name, executive title, direct phone line, and professional email address.
- [] Targeted certifications highlighted immediately (e.g., 100% Indigenous-Owned, Supply Nation verified, regional small business registries).

2. CORE COMPETENCY & WIN-THEME LOGIC

- [] Core competencies listed as short, sharp, easily scannable bullet points detailing exact fields of expertise.
- [] Differentiators isolated clearly, establishing concrete reasons why your firm represents a lower risk or higher ROI than standard alternatives.
- [] Avoided generic marketing catchphrases ("we are the best"), replacing them with objective, data-backed proof points.

3. PAST PERFORMANCE CREDENTIALING

- [] Past performance examples clearly documentable, tracking specific clients, execution dates, and precise project scopes.
- [] Quantitative project achievements highlighted (e.g., "120+ participants trained", "delivered 15% under budget guidelines").
- [] Verification check run to ensure past performance project scales align with the scope parameters of the contracts currently being pursued.

4. INSURANCE & RISK SAFEGUARDS

- [] Current financial limits listed for Public Liability and Professional Indemnity protections, ensuring values match panel threshold demands.
- [] Specialized workforce check clearances explicitly cited (e.g., 100% staff WWCC clearance status or trauma-informed practice credentials).

5. DOCUMENT PRESENTATION & FORMATTING INTEGRITY

- [] Document length strictly managed to fit within standard 2–4 page boundaries, completely avoiding unnecessary walls of text.
- [] Visual formatting executed using crisp cell outlines, bold labels, scannable data matrices, and consistent color themes.
- [] Saved and distributed in standard high-resolution PDF format with optimized file compression for direct electronic procurement portals.