

Subcontractor Skills and Manpower Evaluation

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Subject: Skills and Manpower Evaluation

Dear [Subcontractor Name],

We are conducting a skills and manpower evaluation to assess your team's capabilities for the upcoming project [Project Name]. This evaluation will help us understand your strengths and ensure that we align on expectations.

Evaluation Criteria:

- Experience in the Industry
- Workforce Qualifications
- Health and Safety Compliance
- Previous Project References
- Technical Skills and Competencies

We kindly request you to provide the following information:

1. List of key personnel and their qualifications.
2. Details of similar projects completed within the last five years.
3. Health and safety records.
4. Any certifications or licenses held by your team.

Please submit your response by [Insert Deadline]. Should you have any questions or require further clarification, do not hesitate to reach out.

We look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]