

ANNEXURE: A

CURRICULM VITAE OF INDIVIDUAL TEAM MEMBER

1. SUMMARY/OVERVIEW

2. PERSONAL DETAILS

Personal Information:	Surname	
	First names	
	Identity / Passport Number	
	Gender	
	Nationality	
	Position in project	

3. QUALIFICATIONS

Only highest relevant and completed qualification(s) obtained to be listed below as per the ToR requirements.

Qualification obtained	
Name of Institution	
Date obtained	
Qualification obtained	

Name of Institution	
Date obtained	
Qualification obtained	
Name of Institution	
Date obtained	

- All copies of qualification(s) must be certified, and the certification must be valid for six (6) months from the required bid submission date, if not the lowest points will be allocated
- All foreign qualifications must be accompanied by South African Qualifications Authority (SAQA) certificate of evaluation, if not the lowest points will be allocated.
- Candidates with non-relevant qualifications will be assigned a score of one, equivalent matric certificate (NQF4).

4. EMPLOYMENT HISTORY

(Add additional entries if required. *Please start with the most recent employment and include the start date (MM/YY) and end date (MM/YY) related to each employment under the first column.*)

Position Held							
Employer's Name							
Description of your duties							
Highlight previous experience relevant to services required in bid							
Highlight Specific Experience related to the ToR during employment period (if applicable). If not applicable, indicate N/A.							
Start		End		Total No of years and completed months working at this company		Total No of years and completed months experience relevant to bid specifications while working at this company	
MM	YY	MM	YY	Years	Completed Months	Years	Completed Months
Position Held							

Employer's Name							
Description of your duties							
Highlight previous experience relevant to services required in bid							
Highlight Specific Experience related to the ToR during employment period (if applicable). If not applicable, indicate N/A.							
Start		End		Total No of years and completed months working at this company		Total No of years and completed months experience relevant to bid specifications while working at this company	
MM	YY	MM	YY	Years	Completed Months	Years	Completed Months
Position Held							
Employer's Name							
Description of your duties							
Highlight previous experience relevant to services required in bid							
Highlight Specific Experience related to the ToR during employment period (if applicable). If not applicable, indicate N/A.							
Start		End		Total No of years and completed months working at this company		Total No of years and completed months experience relevant to bid specifications while working at this company	
MM	YY	MM	YY	Years	Completed Months	Years	Completed Months

Bidders must note that for evaluation purposes experience not relevant to services required in this bid will not be considered or counted in the overall number of years' experience.

5. SUMMARY OF WORK EXPERIENCE

The summary must tie up to the detail in point 3 above.

Position held	Employer/ Organisation	Start date (MM/YY)	End date (MM/YY)	Total period (e.g. 3Y_6M) working at company	Total experience applicable to bid specifications (e.g. 3Y_6M)

6. REFERENCES

Please provide at last three employment references from the past 10 years. References must be individuals who were either your managers/supervisors where you were an employee or Client representative in the case where you were appointed as a Service Provider.

1	Name of referee	
	Organisation	
	Position of referee in organisation	
	Contact telephone / Cell number of referee	
2	Name of referee	
	Organisation	
	Position of referee in organisation	

	Contact telephone / Cell number of referee	
3	Name of referee	
	Organisation	
	Position of referee in organisation	
	Contact telephone / Cell number of referee	

I, HEREBY CONFIRM THAT I AM AVAILABLE TO BE PART OF THE PROJECT AND THAT I AM NOT INCLUDED AS A TEAM MEMBER IN ANOTHER BID PROPOSAL FOR THIS PROJECT.

SIGNATURE: _____