****

**ANNEXURE B**

**PRO FORMA CV TEMPLATE FOR NOMINATED LEAD**

**ESTABLISHMENT OF AN AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS.**

***NB:*** ***CVs of any one individual may only be submitted as part of one bid. Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers. A maximum of three CVs is permissible for Engineering.***

**Please provide the required information by completing all the sections below:**

|  |  |
| --- | --- |
| ***AREA OF EXPERTISE***  |  |
| ***INDIVIDUAL NOMINATED FOR EVALUATION*** | ***Name:*** |
| ***Surname:***  |
| ***SIGNATURE******Date:*** |  |

1. **Personal Details**
	* + 1. **Name :**
			2. **Surname :**
			3. **Date of birth :**
			4. **Identity Number :**
			5. **Tax Number :**
			6. **Gender :**
			7. **Nationality :**
2. **Qualifications**
	1. Certified copies (not older than 6 months) of each qualification must be included in the pack;
	2. SAQA certification for qualifications from all foreign institutions must be included in the pack
	3. Add entries if needed, starting from the most recent

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Qualification Awarded** | **Name of Institution** | **Date awarded** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Membership of Professional Bodies where applicable:**
	1. Certified copies must not be older than 6 months

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Professional Body** | **Registration Number** | **No. of Years Registered** |
|  |  |   |   |
|  |  |   |   |
|  |  |   |   |
|  |  |   |   |

1. **General professional experience throughout the career period:**

*Provide a summary of skills and experience*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date****(from- to)** | **Employer**  | **Position** | **Description of projects/ assignments, responsibilities etc.** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |
|  |  |  |  |

1. **Demonstrate experience in providing professional services**

Provide a list of projects undertaken -highlighting experience in the application of skills as per the area of expertise indicated.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date****( from - to)** | **Project Name and description** | **Role and responsibilities in the project** | **Deliverable** | **Client, Contact person and number** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|  |  |  |  |  |
|  |  |  |  |  |

**STATEMENT OF AVAILABILITY**

**TENDER REF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, the undersigned, hereby declare that I agree to participate in the tender *<tender name>* as a Lead whose CV is submitted for evaluation in the Area of Expertise indicated above.

Furthermore, I confirm that my CV has not been included in another bid for this tender.

Should my CV be included in another bid for this tender, I am fully aware that my CV will be disqualified and excluded from technical evaluation.

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

**Failure to submit will result in disqualification.**