# APPENDIX III

# CURRICULM VITAE OF INDIVIDUAL TEAM MEMBER

# Personal Details

|  |  |  |
| --- | --- | --- |
| **Personal Information:** | Surname |  |
| First names |  |
| Identity / Passport Number |  |
| Tax Number |  |
| Gender |  |
| Nationality |  |

# Qualifications

*Only highest* relevant *and completed qualification(s) obtained to be listed below*. *The bid requirements are a NQF level 6 or higher in accounting and financial systems analysis.*

|  |  |
| --- | --- |
| **Qualification obtained** |  |
| Name of Institution |  |
| Date obtained |  |
| **Qualification obtained** |  |
| Name of Institution |  |
| Date obtained |  |
| **Qualification obtained** |  |
| Name of Institution |  |
| Date obtained |  |

* Certified copies of qualifications must be attached. Candidates invited for the interviews will be expected to submit original copies of qualifications.
* International qualifications must be accompanied by SAQA accreditation. Non-submission of a certified SAQA accreditation certificate will result in disqualification.
* Candidates with non-relevant qualifications will be assigned a score of one, equivalent matric certificate (NQF4).

# 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 *m*SCOA Specific Experience 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 *m*SCOA Specific Experience 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 *m*SCOA Specific Experience 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. Experience in a *m*SCOA environment

# 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) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# References

*Please provide at last three employment references from the past 5 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:**