The template contains three sections. Contact details must be provided in Section 1, Section 2 focuses on the qualifications, experience and projects of the expert while Section 3 requests information on the consultant.

**Section 1: Contact details**

**Company details**

*To be filled in by Organisations / Entities*

|  |  |
| --- | --- |
| **Company Information** | |
| Business Name |  |
| Business Address |  |
| Phone |  |
| Email |  |

**Personal Information, Contact details and Signature of consultant**

*To be filled in by Individuals and Organisations / Entities*

|  |  |
| --- | --- |
| **Personal Information** | |
| Surname |  |
| First names |  |
| Identity Number |  |
| Tax Number |  |
| Date of birth |  |
| Gender |  |
| Nationality |  |
| **Contact details** |  |
| Telephone number (land line) |  |
| Cell Number |  |
| Email Address |  |
| **Signature** |  |

**Proposed fee structure of Individual or Principal / Lead consultant**

*To be filled in by Individuals and Organisations / Entities*

|  |  |
| --- | --- |
| **Proposed fee structure** | |
| Proposed hourly rate (including VAT, to nearest rand) |  |
| Regular place of business (to inform estimates of travel costs) |  |
| Any other relevant cost structures (including VAT, to nearest rand) |  |
| (list) |  |
|  |  |

**Section 2: Qualifications and experience of Individual or Principal / Lead consultant of Organisation / Entity.**

*(Please provide information pertaining to the Principal / Lead advisor in Section 2.)*

**A1. Qualifications:** *(Certified copies of each qualification to be included in the pack) (Add entries if needed. Start from the most recent)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education** | | | | | |
| Qualification | NQF | Institution | Country | Start date (mm  / yyyy) | End date (mm  / yyyy) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**A2. Years of experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years of experience** | | | | |
| Institution | Country | Number of years | Start date (mm /  yyyy) | End date (mm /  yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Relevant Experience of Individual or Principal / Lead consultant of Organisation / Entity:**

**A3. Please state your areas of expertise:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of specialisation (please tick a maximum of two (2) applicable areas)** | | | |
| **2.1** **Data and technical analysis** | | | |
| Data and Software Engineering |  | Data Management, Governance, and Security |  |
| Data Science, Advanced Applications, and Automation |  | Administrative Data and Research |  |
|  | | | |
| **2.2** **Other services** | | | |
| Data analysis training services |  | Legal services |  |
| Specialist ICT services |  |  |  |

**Section 3: Projects of Individual bidder or Organisation/ Entity**

*(In Section 3 Organisations / entities are allowed to either provide projects of the Organisation / Entity or of their Principal / Lead Advisor.)*

**B1: Data and technical analysis**

**B1.1: Public sector experience (i.e. years of experience working with and/or in all spheres of government and its entities) in the field(s) indicated in section A.3.**

Please list your top projects in terms of relevance and impact and covering more than ten years of experience or your total if you have less than ten years of experience using the format:

|  |  |
| --- | --- |
| **Area of specialisation** |  |
| **Project/Study/Report** |  |
| **Name of Client (current or past)** |  |
| **Contactable client reference** |  |
| **Duration of relationship (**Date [*from – to*]**)** |  |
| **Contract value (ZAR)** |  |
| **National / Provincial / Local / Public/State-owned entity** |  |
| **Description of project/study/report** (120 words) |  |

**B1.2: Specific relevant professional experience in the field(s) indicated in section A.3.**

Please list your top projects in terms of relevance and impact and covering more than ten years of experience or your total if you have less than ten years of experience using the format:

|  |  |
| --- | --- |
| **Area of specialisation** |  |
| **Project/Study/Report** |  |
| **Name of Client (current or past)** |  |
| **Contactable client reference** |  |
| **Duration of relationship (**Date [*from – to*]**)** |  |
| **Contract value (ZAR)** |  |
| **Description of project/study/report** (120 words) |  |

**B1.3: Experience in working with large administrative and unstructured data.**

Please list your top projects in terms of relevance and impact and covering more than ten years of experience or your total if you have less than ten years of experience using the format:

|  |  |
| --- | --- |
| **Area of specialisation** |  |
| **Project/Study/Report** |  |
| **Name of Client (current or past)** |  |
| **Contactable client reference** |  |
| **Duration of relationship (**Date [*from – to*]**)** |  |
| **Contract value (ZAR)** |  |
| **Size of datasets analysed (number of cases and fields)** |  |
| **Description of project/study/report** (120 words) |  |

**B2: Other services**

**B2.1: Public sector experience (i.e. years of experience working with and/or in all spheres of government and its entities) in the field(s) indicated in section A.3.**

Please list your top projects/clients in terms of relevance and impact and covering more than ten years of experience or your total if you have less than ten years of experience using the format:

|  |  |
| --- | --- |
| **Area of specialisation** |  |
| **Project/Service** |  |
| **Name of Client (current or past)** |  |
| **Contactable client reference** |  |
| **Duration of relationship (**Date [*from – to*]**)** |  |
| **Contract value (ZAR)** |  |
| **National / Provincial / Local / Public/State-owned entity** |  |
| **Description of project/service** (120 words) |  |

**B2.2: Number of years working in the field(s) indicated in section A.3.**

Please list your top projects/clients in terms of relevance and impact and covering more than ten years of experience or your total if you have less than ten years of experience using the format:

|  |  |
| --- | --- |
| **Area of specialisation** |  |
| **Project/Service** |  |
| **Name of Client (current or past)** |  |
| **Contactable client reference** |  |
| **Duration of relationship (**Date [*from – to*]**)** |  |
| **Contract value (ZAR)** |  |
| **Description of project/service** (120 words) |  |

**B2.3: Client profile in the field(s) indicated in section A.3.**

Please list your top projects/clients in terms of relevance and impact and covering more than ten years of experience or your total if you have less than ten years of experience using the format:

|  |  |
| --- | --- |
| **Area of specialisation** |  |
| **Project/Service** |  |
| **Name of Client (current or past)** |  |
| **Contactable client reference** |  |
| **Duration of relationship (**Date [*from – to*]**)** |  |
| **Contract value (ZAR)** |  |
| **Description of project/service** (120 words) |  |