1. **ANNEXURE 1: RESOURCE LIST AND CURRICULUM VITAE TEMPLATES**

Notes:

* **The CV format provided must be strictly adhered to. Non-compliance will result in the CV being rejected.**
* A Minimum font size of 10 and maximum font size of 12 shall be used.
* The CVs must specifically and clearly address the service requirements for evaluation purposes.
* Only CVs may be submitted if the employee is employed or affiliated with the company submitting the CV. Proof of employment or affiliation with the company could be requested.
* Do not refer to additional annexures on CV template.
* Resource may only be submitted by one company. Please ensure that CVs provided do not appear in more than one bid.
* **Please ensure that CVs are signed by the proposed resource. A valid signature is needed (not just typing of initials and surname).**
* Please separate each CV as single documents, including the CV template, attached qualifications.

**RESOURCE ALLOCATION PER ROLE (kindly indicate/tick the role)**

|  |  |
| --- | --- |
| **Role** | **Nominated Individual** |
| **Project Manager** |  |
| **Business Analyst** |  |
| **User Experience (UX) Designer** |  |
| **SharePoint Architect** |  |
| **SharePoint Developer** |  |
| **Content Manager** |  |
| **Developer** |  |
| **Tester** |  |

**NOMINATED INDIVIDUAL’S CV**

|  |  |
| --- | --- |
| **Nominated Individual’s First Names** |  |
| **Nominated Individual’s Surname** |  |
| **Nominated Individual’s Date of Birth**(yyyy-mm-dd, e.g. 2010-03-04) |  |
| **Nominated Individual’s Nationality** |  |
| **Nominated Individual’s ID Number or Passport Number for Non-residents** |  |
| **Confirmation that the CV is not included in another bid (Please tick)** |  |

|  |
| --- |
| **Education/Qualifications** (Please include all relevant qualifications as attachments and not just the highest) |
| **Institution** | **From Date** | **To Date** | **Qualification Obtained**(Include the discipline e.g. BSc Computer Engineering) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Language Skills**Indicate your level of competence: excellent, average or basic. |
| **Language** | **Reading** | **Speaking** | **Writing** |
| English |  |  |  |

**Project List** (kindly use below table as many times as needed throughout for additional list of projects)

|  |  |
| --- | --- |
| **Project/Service** |  |
| **Name of Client (current or past)** |  |
| **Duration of project (**Date [*from – to*]**)** |  |
| **Description of project/service** (kindly be as detailed as possible on the technologies used, your role/position and your involvement on the project) |  |

|  |
| --- |
| **Full Current Contact Details of Three References to be Provided** |
| **Full Names** | **Position** | **Company/ Organization** | **Telephone No.** (with country and areacode) | **Cell Phone No.**(With country code) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Declaration by the Nominated Individual Described in this CV**I hereby declare that I have provided consent for my information to be utilized for this bid. I declare that the above information is accurate and can be supported by documents and references on request.  |
| **Name** | **Signature** | **Date** |
|  |  |  |