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**ANNEXURE B**

**PRO FORMA CV TEMPLATE FOR NOMINATED LEAD**

**Appointment of a professional service provider to assist the National Housing Finance Corporation (NHFC) with the functions of the project management Office (PMO) that will manage the establishment of the Human Settlements Development Bank (“HSDB”) project for a period of two 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 one CV is permissible for each area.***

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

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| --- | --- | --- | --- |
| **Date**  **( from- to)** | **Employer** | **Position** | **Description of projects/ assignments, responsibilities etc.** |
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*Provide a summary of skills and experience*

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

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

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