



# TENDER NO. 2008/10

## CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

List of CIDB Agents for the Public Sector capacitation and training programmes on the CIDB'S procurement reform and prescripts

## CALL FOR EXPRESSION OF INTEREST

Date: 18 August 2008

**Issued by:**

CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

Block N & R, SABS Campus, No. 2 Dr. Lategan Road, Groenkloof, Pretoria

**Contact Person:**

Name: **Ms. Portia Mothoa**

Telephone: **012-482 7200**

**Name of respondent:** .....



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## E1.1 Notice and Invitation to submit an Expression of Interest

### **Call for Expression of Interest (EOI) for the provision of public sector capacitation and training on CIDB's procurement reform and CIDB prescripts on behalf of the CIDB.**

The Construction Industry Development Board (CIDB) is a Schedule 3A public entity established in terms of the Construction Industry Development Board Act 38 of 2000 to provide leadership to stakeholders for sustainable growth, reform and improvement of the construction sector and the industry's enhanced role in the country's economy.

The CIDB is mandated to promote and implement policies, programmes and projects aimed at construction procurement reform, standardization and uniformity in the procurement documentation, practices and procedures within the framework of the procurement policy of government.

The CIDB invites tenders from interested individuals who can provide awareness and training sessions to public sector clients on construction procurement reform. Applicants applying to be admitted to the list of CIDB Agents are required to satisfy the following criterion:

- 1) be registered in a professional category of registration with a local or international built environment council for the architectural, engineering, quantity surveying, construction management or project construction management professions;
- 2) have suitable skills and experience:
  - a) as a built environment professional in the design or management of construction projects at a senior level; and
  - b) in the presentation of workshops, seminars, lectures or papers in English; and
- 3) demonstrate one or more of the following outcomes to peers through an interview, a written examination, the submission of a portfolio of work, attendance of courses or a combination thereof, as required by the cidb:

**Outcome 1:** Compile a procurement document in accordance with the requirements of the cidb Standard for Uniformity in Construction Procurement for a construction works contract.

**Outcome 2:** Evaluate tender offers in accordance with the CIDB standard conditions of tender and write a tender evaluation report in accordance with the cidb best practice guidelines.

**Outcome 3:** Make presentations to a selected team of cidb members for evaluation of their capability and capacity in a topic.

Applicants who do not satisfy the criterion may apply to be included on the list. They must, however, be able to motivate and demonstrate adequate and appropriate experience to the satisfaction of the cidb in order to be admitted as cidb Agents.

Preference will be given to tenderers who can demonstrate ownership and control of the tendering entity/entities by historically disadvantaged individuals (HDIs).

To Applicants must:

1. A signed off Application Form as attached below or as per Appendix D of the Framework document
2. Curriculum Vitae according in the format attached below or Appendix E of the Framework document
3. Certified copy of Identity document
4. Proof of academic qualifications
5. Proof of registration with the built environment professional body or council
6. A valid tax clearance certificate
7. A minimum of three contactable references

Documents may be collected during working hours after 09h00 from Monday **18 August 2008**. **Arrangements to Email the documents to interested parties can be made with Ms Portia Mothoa.**

The physical address for collection of tender documents is:  
CIDB, Block N & R, SABS campus, 2 Dr. Lategan Road, Groenkloof, Pretoria

Queries relating to the issuing of these documents or requesting further clarity on any aspect of this tender must be addressed to Ms Portia Mothoa Tel No 012 482 7200, e-mail [portiam@cidb.org.za](mailto:portiam@cidb.org.za).

No clarification meeting will be held.

**The tender invitation will be open for three months until further notice.**

Requirements for delivery and assessment of tenders are stated in the Submission Data.



## E1.2 Submission Data

The conditions of tender are the Standard Conditions for the calling for Expressions of Interest as contained in Annex H of the CIDB Standard for Uniformity in Construction Procurement (February 2008) as published in Government Gazette No 30692, Board Notice 9 of 2008 of 1 February 2008. (See [www.cidb.org.za](http://www.cidb.org.za)).

The Standard Conditions for the calling for Expressions of Interest make several references to the Submission Data for details that apply specifically to this submission. The Submission Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions for the calling for Expressions of Interest.

Each item of data given below is cross-referenced to the clause in the Standard Conditions for the calling for Expressions of Interest.

Clause number	Submission Data
H.1	The Employer is Construction Industry Development Board
H.1.2	The documents associated with the calling for expressions of interest issued by the employer comprise: <b>Part E.1: Submission procedures</b> E.1.1 Invitation and notice for submissions of expressions of interest E.1.2 Submission data <b>Part E.2: Returnable documents</b> E.2.1 List of returnable documents E.2.2 Submission schedules <b>Part E.3 Indicative scope of work</b> E.3 Indicative scope of work
H.1.4	The employer's agent is: Name: <b>Ms. Inba Thumbiran</b> Address: <b>PO Box 2107, Brooklyn Square, 0075</b> Tel: <b>012-482 7200</b> Fax: <b>086 677 9646</b> E-mail: <b>rachelk@cidb.org.za</b>
H.2.1	Only those respondents who satisfy the following eligibility criterion are eligible to submit expressions of interest: 1) Extensive experience in Construction Procurement 2) Be registered in a professional category of registration with a local or international built environment council for the architectural, engineering, quantity surveying, construction management or project construction management professions

H.2.7	<p>The employer's address for delivery of submissions and identification details to be shown on each submission package are:</p> <p>Location of tender box: <b>CIDB Reception Area</b></p> <p>Physical address: <b>Block N &amp; R, SABS Campus, No. 2 Dr. Lategan Road, Groenkloof, Pretoria.</b></p> <p>Identification details: <b>Tender Number: 2008/10</b></p>
H.2.9	The closing time for submissions is as stated in the Notice and Invitation to Submit an Expression of Interest.
H.2.9	e-mailed submissions offers must be sent to "portiam@cidb.org.za".
H.3.3	Submissions will be accepted any time for three months until further notice.
H.3.9	The procedure for evaluation of responsive submissions is based on the set criterion:
H.3.9	<p>Candidates applying to be admitted to the cidb Agents' list are required to satisfy the following criterion:</p> <ol style="list-style-type: none"> <li>2) be registered in a professional category of registration with a local or international built environment council for the architectural, engineering, quantity surveying, construction management or project construction management professions;</li> <li>2) have suitable skills and experience: <ol style="list-style-type: none"> <li>a) as a built environment professional in the design or management of construction projects at a senior level; and</li> <li>b) in the presentation of workshops, seminars, lectures or papers in English; and</li> </ol> </li> <li>3) demonstrate one or more of the following outcomes to peers through an interview, a written examination, the submission of a portfolio of work, attendance of courses or a combination thereof, as required by the cidb: <p><b>Outcome 1:</b> Compile a procurement document in accordance with the requirements of the cidb Standard for Uniformity in Construction Procurement for a construction works contract.</p> <p><b>Outcome 2:</b> Evaluate tender offers in accordance with the CIDB standard conditions of tender and write a tender evaluation report in accordance with the cidb best practice guidelines.</p> <p><b>Outcome 3:</b> Make presentations to a selected team of cidb members for evaluation of their capability and capacity in a topic.</p> <p>Applicants who do not satisfy the criterion may apply to be included on the list. They must, however, be able to motivate and demonstrate adequate and appropriate experience to the satisfaction of the cidb in order to be admitted as cidb Agents.</p> </li> </ol> <ol style="list-style-type: none"> <li>4) An Applicant will be accepted on the list provided he or she: <ol style="list-style-type: none"> <li>a) is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</li> <li>b) has not abused the Employer's Supply Chain Management System or failed to perform on any previous contract and has been given a written notice to this effect.</li> </ol> </li> </ol>



## **E.2.1 List of returnable documents**

The following documents should be submitted to the cidb.

8. A signed off Application Form as per Appendix D of the Framework document
9. Curriculum Vitae according to the format in Appendix E of the Framework document
10. Certified copy of Identity document
11. Proof of academic qualifications
12. Proof of registration with the built environment professional body or council
13. Valid Tax Clearance Certificate
14. Minimum of three contactable references



### **E.3 Indicative Scope of Work**

The Scope of work will be as per the Framework document for enhancing the understanding of the CIDB's construction procurement reform below.



## **FRAMEWORK FOR ENHANCING THE UNDERSTANDING OF THE CIDB'S CONSTRUCTION PROCUREMENT REQUIREMENTS**

**JULY 2008**

### **1 Background**

The CIDB has a mandate to develop a procurement system for the construction industry within the framework of the procurement policy of government. Construction procurement is defined in the Construction Industry Development Regulations issued in terms of the Construction Industry Development Board Act of 2000 (Act 38 of 2000) as “*procurement in the construction industry, including the invitation, award and management of contracts*”. Accordingly, construction procurement involves not only construction works contracts, but also supplies contracts that involve the purchase of construction materials and equipment and services contracts relating to any aspect of construction including professional services. It also involves demolitions.

The Construction Industry Development Board Act, 2000, establishes a means by which the Construction Industry Development Board (cidb) can promote and implement policies, programmes and projects aimed at procurement reform, standardisation and uniformity in procurement documentation, practices and procedures within the framework of the procurement policy of government through the:

- a) establishment of a national register of contractors (and if required, consultants and suppliers);
- b) establishment of a register of projects;
- c) publication of a code of conduct for the parties engaged in construction procurement;
- d) issuing of a Standard for Uniformity in Construction Procurement; and
- e) establishment and determination of best practice.

The cidb has established a register of contractors and has issued the following two documents in terms of the Construction Industry Development Board Act, 2000 (Act no. 38 of 2000):

- a) cidb Code of Conduct for the Parties engaged in Construction Procurement; and
- b) cidb Standard for Uniformity in Construction Procurement.

Accounting officers need to take account of these documents in the development of their supply chain management systems and procurement documentation in accordance with the requirements of the Public Finance Management Act, 1999, and Municipal Finance Management Act, 2003.

### **2 Awareness workshops**

The cidb has to date conducted awareness workshops to inform government officials of the scope and nature of CIDB construction procurement requirements to enable actions to be taken

to achieve compliance. These awareness workshops have been conducted by either staff members or external resources that are familiar with the cidb registers and prescripts.

The awareness workshops started off as 3 one and a half hour sessions. These workshops have been condensed down to anything from a half an hour to one and a half hours or expanded into a two day workshop. They have also had to be repeated to expose new staff members to the cidb registers and prescripts.

The cidb will continue to conduct awareness workshops on cidb construction procurement requirements that will be geared to provide officials in client bodies with an overview of the following in a 30 minute to 90 minute presentation covering:

- CIDB Act
- Code of conduct
- Standard for Uniformity in Construction Procurement
- Register of contractors
- Register of projects
- cidb resources for procurement

In order to fully capacitate their staff in aspects of the cidb construction procurement requirements, clients may contact the cidb to request for a cidb agent to undertake the specific training depending on the client's needs. .

### **3 Presentation of topics covering construction procurement by CIDB Agents**

#### **3.1 cidb approach**

The cidb will:

- a) identify a number of topics which are covered in its construction procurement best practice guidelines, inform practice notes or other publications (see preliminary list contained in Appendix A);
- b) develop a set of between 45 and 60 powerpoint slides per topic for use by cidb Agents; and
- c) seek to obtain accreditation of the presentations for continuous professional development purposes (cpd) with the various built environment councils.

The cidb website will provide information on the topics that are supported by the cidb. Clients will:

- a) determine their own needs;
- b) select the relevant topics for which they require training on; and
- c) contact the cidb for provision of a cidb agent who will undertake the training.

The cidb Agents will provide a programme based on the topics that need to be presented, tailor the presentation to suit the audience, provide copies of the presentations, make the presentation in English and answer questions that arise. Cidb Agents will be permitted to remove, rearrange and / or add slides (not more than five slides) to the presentation.

Delegates will be required to sign an attendance register (Appendix B) and to complete a quality questionnaire (Appendix C). Each cidb Agent will be required to forward a copy of the attendance list, a consolidated quality questionnaire response and copies of any additional material to the

presentation to the cidb within two weeks of making the presentation. Cidb Agents will be required to keep the original quality questionnaires for audit purposes for a period of three years.

Cidb Agents will also be responsible for the issuing of any continuous professional development certificates that may be applicable.

### **3.2 Admission to the List of Cidb Agents**

The cidb will call for expressions of interest for suitable experts to apply for admission to the cidb list of Agents. Applicants will be required to complete the application form contained in Appendix D and provide a CV in the format set out in Appendix E.

Applicants may apply at any time for admission to the list. Applicants that are admitted to the list shall, subject to making satisfactory presentations to clients, remain on the list for a period determined by the cidb, after which they must reapply for admission to the list.

Candidates applying to be admitted to the cidb list of Agents are required to satisfy the following criterion:

- 3) be registered in a professional category of registration with a local or international built environment council for the architectural, engineering, quantity surveying, construction management or project construction management professions;
- 2) have suitable skills and experience:
  - a) as a built environment professional in the design or management of construction projects at a senior level; and
  - b) in the presentation of workshops, seminars, lectures or papers in English; and
- 3) demonstrate one or more of the following outcomes to peers through an interview, a written examination, the submission of a portfolio of work, attendance of courses or a combination thereof, as required by the cidb:

**Outcome 1:** Compile a procurement document in accordance with the requirements of the cidb Standard for Uniformity in Construction Procurement for a construction works contract.

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**Outcome 3:** Make presentations to a select team of cidb members for evaluation of their capability and capacity in a topic.

Applicants who do not satisfy the criterion may apply to be included on the list. They must, however, be able to motivate and demonstrate adequate and appropriate experience to the satisfaction of the cidb in order to be included in the list.

## Appendix A: Modules that may be presented by an Accredited Agent

Topic		Content
#	Title	
1	The fundamentals of construction procurement in the public sector	<ul style="list-style-type: none"> <li>• Understanding the fundamentals of the South African regulatory environment for procurement</li> <li>• Legislative framework for procurement</li> <li>• Construction Industry Development Board Act</li> <li>• CIDB prescripts               <ul style="list-style-type: none"> <li>- Code of conduct for the parties engaged in construction procurement</li> <li>- Standard for Uniformity in Construction Procurement</li> </ul> </li> <li>• The relationship between the CIDB prescripts and the PFMA / MFMA</li> <li>• Implementation policy and standard operating procedures</li> <li>• Implementing construction procurement in the public sector</li> </ul>
2	The fundamentals of construction procurement	<ul style="list-style-type: none"> <li>• Public procurement system requirements</li> <li>• Solicitation options</li> <li>• Pre-qualifying tenderers</li> <li>• Best value procurement</li> <li>• Controlling procurement processes</li> <li>• CIDB prescripts</li> </ul>
3	Linkages between SCM and construction procurement processes	<ul style="list-style-type: none"> <li>• Public procurement system requirements</li> <li>• Procurement controls</li> <li>• Bid specification committee</li> <li>• Bid evaluation committee</li> <li>• Bid adjudication committee</li> <li>• Best value procurement</li> <li>• Approval of procurement strategies</li> </ul>
4	Standard construction procurement procedures and methods	<ul style="list-style-type: none"> <li>• Overview of the Standard for Uniformity in Construction Procurement</li> <li>• Generic procurement procedures, evaluation methods and eligibility criteria</li> <li>• Standard forms of contract</li> <li>• Addressing of quality in procurement documents</li> <li>• The formatting and compilation of procurement documentation</li> <li>• A framework for procurement documents               <ul style="list-style-type: none"> <li>- concept of offer and acceptance</li> <li>- component documents</li> <li>- standardised procurement documents</li> <li>- SANS 1921 and SANS 2001</li> <li>- policy options</li> </ul> </li> </ul>
5	An introduction to the CIDB Standard Conditions of tender	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• General</li> <li>• Tenderer's obligations</li> <li>• Employer's undertakings</li> <li>• Specific CIDB requirements for Tender Data</li> </ul>
6	Applying the CIDB Standard conditions of tender	<ul style="list-style-type: none"> <li>• An overview of the conditions of tender</li> <li>• Open and record tender offers received</li> <li>• Determine whether or not tender offers are complete</li> <li>• Determine whether or not tender offers are responsive</li> <li>• Evaluate tender offers</li> <li>• Determine whether or not there are any grounds for disqualification</li> <li>• Determine the acceptability of the preferred tenderer</li> <li>• Prepare a tender evaluation report</li> <li>• Implications of the Promotion of Administrative Justice Act on the evaluation of tenders</li> </ul>
7	Applying the CIDB registers to construction works contracts	<ul style="list-style-type: none"> <li>• An overview of the register of contractors</li> <li>• An overview of the register of projects</li> <li>• Registration criteria</li> <li>• Potentially emerging contractors</li> <li>• What constitutes construction works?</li> <li>• Applying the registers in the procurement process</li> </ul>

8	Addressing socio-economic objectives	<ul style="list-style-type: none"> <li>• Use of procurement to promote social and development objectives</li> <li>• Key performance indicators</li> <li>• Preferencing</li> <li>• Financial incentives</li> <li>• Contractual obligations</li> <li>• Requirements for subcontracting</li> <li>• B-BBEE</li> <li>• CIDB Specification for Social and Economic Deliverables in Construction Works Contracts</li> </ul>
9	Best Value procurement	<ul style="list-style-type: none"> <li>• Identify and document needs</li> <li>• Understand the procurement regime</li> <li>• development and social objectives</li> <li>• contracting strategy <ul style="list-style-type: none"> <li>- process for delivery</li> <li>- contracting options</li> <li>- allocation of risks</li> <li>- standard forms of contract</li> </ul> </li> <li>• pricing strategy</li> <li>• targeting strategy</li> <li>• identify and implement procurement strategies methods and techniques</li> <li>• procurement documentation</li> <li>• review the process</li> </ul>
10	Calls for expressions of interest	<ul style="list-style-type: none"> <li>• CIDB approach to calls for expressions of interest</li> <li>• Prequalifying tenderers</li> <li>• Documentation</li> <li>• CIDB standard conditions for calling for expressions of interest</li> <li>• Evaluating expressions of interest</li> </ul>
11	Dispute resolution	<ul style="list-style-type: none"> <li>• Litigation and arbitration</li> <li>• Mediation</li> <li>• Adjudication</li> </ul>
12	Contract strategies	<ul style="list-style-type: none"> <li>• Construction Management</li> <li>• Design and Build</li> <li>• Develop and Construct</li> <li>• Design by Employer</li> <li>• Management Contract</li> <li>• Risk allocations</li> <li>• Target cost contracts</li> <li>• Subcontracting arrangements</li> </ul>
13	Appointment of professional service providers	<ul style="list-style-type: none"> <li>• What is a professional service provider</li> <li>• Methods of remuneration</li> <li>• What are the international means for selecting professional service providers</li> <li>• Selection methods provided for in the cidb prescripts</li> <li>• Evaluation tender submissions</li> <li>• Concluding contracts with professional service providers</li> </ul>
14	Procuring quality	<ul style="list-style-type: none"> <li>• What is quality?</li> <li>• Specifying requirements</li> <li>• Evaluation of whole life costing or quality offered</li> <li>• Qualified procedures</li> <li>• Quality management principles in contracts</li> <li>• Eligibility criteria</li> <li>• Preference for quality</li> <li>• Evaluating quality criteria in tender offers</li> </ul>



## Appendix C: Quality questionnaire

Client:		Accredited Agent:	
Venue:			
SECTION I			
Attendee Full Name			
Topics covered			Date of presentation:
SECTION II: PURPOSE			
This form must be completed immediately after the completion of the session.			
The purpose of this questionnaire is to assess the quality of the session.			
Complete by ticking preferred box.			
SECTION III: QUESTIONS			
1. If the way the programme was run were being revised, which approach would you prefer?			
<input type="checkbox"/> No change	<input type="checkbox"/> More group involvement	<input type="checkbox"/> Self-paced	
2. Was the material presented relevant to the learning programme?			
<input type="checkbox"/> Completely	<input type="checkbox"/> Mainly	<input type="checkbox"/> Partly	<input type="checkbox"/> Not at all
3. How did you find the learning process and subject matter?			
<input type="checkbox"/> Very stimulating	<input type="checkbox"/> Somewhat stimulating	<input type="checkbox"/> Boring at times	<input type="checkbox"/> Very boring
4. Were you distracted during the session(s) causing you to miss some information or not fully grasp an issue?			
<input type="checkbox"/> Never	<input type="checkbox"/> At times	<input type="checkbox"/> Often	
5. During the session, were you given the opportunity to ask questions?			
<input type="checkbox"/> Yes, at any time	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never	
6. Was the learning programme structured efficiently?			
<input type="checkbox"/> Very well structured	<input type="checkbox"/> Adequately structured	<input type="checkbox"/> Slightly unstructured	<input type="checkbox"/> Chaotic
7. Were the audio-visuals (PowerPoint slides, etc) clear and helpful to the learning process?			
<input type="checkbox"/> Very clear and helpful	<input type="checkbox"/> Quite clear and helpful	<input type="checkbox"/> Sometimes confusing	<input type="checkbox"/> Unhelpful
8. Did the trainer(s) come across as knowledgeable of the subject matter discussed?			
<input type="checkbox"/> Expert / Exceptional	<input type="checkbox"/> Competent	<input type="checkbox"/> Unsure in some areas	<input type="checkbox"/> Incompetent
9. Did you receive adequate information (content/dates/times, etc.) of the learning programme?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:	
10. Did the learning facility assist in learning?			
<input type="checkbox"/> Excellent facility	<input type="checkbox"/> Adequate	<input type="checkbox"/> Difficult	
11. Did the learning programme start and end on time?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:	
12. Were there enough breaks during the learning programme?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Comments:	
13. How would you rate the overall benefits of the programme to <b>you</b> ?			
<input type="checkbox"/> Many benefits	<input type="checkbox"/> Some benefits	<input type="checkbox"/> Few benefits	<input type="checkbox"/> No benefits
14. In general, were your expectations of the learning programme fulfilled?			
<input type="checkbox"/> Fully	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Hardly	<input type="checkbox"/> Not at all

**General Comments**

Thank you for completing the Quality Questionnaire. The information supplied, once collated, will be used to evaluate the session in order to improve efficiency.

**Appendix D: Application form**

**Application for inclusion in the cidb list of Accredited Agents in construction procurement**

1. Personal Details:

Title and Surname \_\_\_\_\_  
Forenames \_\_\_\_\_  
Date of birth \_\_\_\_\_  
Address physical \_\_\_\_\_  
postal \_\_\_\_\_  
Fax \_\_\_\_\_ Tel \_\_\_\_\_  
Cell \_\_\_\_\_ e-mail: \_\_\_\_\_

2 **Built Environment qualifications**

Name of registration council: \_\_\_\_\_  
Category of registration: \_\_\_\_\_

3 **Experience**

3.1 **BRIEFLY DESCRIBE EXPERIENCE IN THE DESIGN OR MANAGEMENT OF CONSTRUCTION PROJECTS AT A SENIOR LEVEL (ADD AS MANY PAGES AS NECESSARY)**

<b>Period</b> (e.g. from 2003 to 2005)	<b>Project description</b> (e.g. Design of township services for Tafelkop extension 2)	<b>Current value of construction works</b> (e.g. R 350 million)	<b>Position</b> (e.g. Design team leader)
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3.2 **Briefly describe workshops, seminars, lectures or papers presented in English (add as many pages as necessary)**

<b>Month , year</b> (e.g October, 2007)	<b>Brief description of presentation</b> (e.g. Presentation on new approaches to labour-intensive construction)	<b>Duration</b> (e.g. 30 minutes)	<b>Event</b> (e.g. 12th Regional ILO conference, Durban)
--	--	--------------------------------------	---

I have read the requirements for Inclusion in the List of Adjudicators and ask for the Panel to waive the following requirements for the reasons stated: (If all requirements satisfied enter 'none')

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I attach my Curriculum Vitae a copy of the following to demonstrate my attainment of the required outcomes:

- Outcome 1: Procurement document
- Outcome 2: Tender evaluation report

I confirm that I consider myself competent to undertake expert presentations in the following areas (tick relevant boxes):

	No	Title
<input type="checkbox"/>	1	The fundamentals of construction procurement in the public sector
<input type="checkbox"/>	2	The fundamentals of construction procurement
<input type="checkbox"/>	3	Linkages between SCM and construction procurement processes
<input type="checkbox"/>	4	Standard construction procurement procedures and methods
<input type="checkbox"/>	5	An introduction to the CIDB Standard Conditions of tender
<input type="checkbox"/>	6	Applying the CIDB Standard conditions of tender
<input type="checkbox"/>	7	Applying the CIDB registers to construction works contracts
<input type="checkbox"/>	8	Addressing socio-economic objectives
<input type="checkbox"/>	9	Best Value procurement
<input type="checkbox"/>	10	Calls for expressions of interest
<input type="checkbox"/>	11	Dispute resolution
<input type="checkbox"/>	12	Contract strategies
<input type="checkbox"/>	13	Appointment of professional service providers
<input type="checkbox"/>	14	Procuring quality

I confirm that I will, within two weeks of making a presentation send a copy of the attendance list and the consolidated quality questionnaire to the cidb, and where relevant, copies of the cpd certificates to attendees.

I understand that the cidb may remove my name from the list should I fail to send the required documentation or fail to keep the completed quality questionnaires in my possession for three years or if the cidb receive unfavourable reports from one or more clients in terms of my presentation.

Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix E: Curriculum vitae**

### **SURNAME**

#### **First names**

Address

Telephone:

Fax

E mail

Date of birth

Present position:

**Construction procurement experience (not more than 200 words)**

**Career overview**

**Official positions held**

**Other professional activities and publications (200 words max)**