# ANNEX II-D Contractor’s Key Personnel

In accordance with the Instructions to Bidders the key positions in the Contractor’s site management team are to be filled with staff members approved by the Employer. Provide the CVs for key personnel including ***Director/Team Leader, one site Engineer (min 3 years of experience) and two Site Supervisors/Foremen (min 2 years of experience)*** that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract.

**CVs of key personnel must be completed in the forms below.**

The Bidder must certify through his/her signature that the proposed personnel will be available for the project and are willing to perform the duties proposed if the Contract is awarded.

Where the expertise of the personnel is critical to the success of the contract, ILO will not allow substitution of personnel whose qualifications have been reviewed and accepted during the bid evaluation. (If substitution of such personnel is unavoidable, substitution or replacement will be subject to the approval of the ILO. No increase in costs will be considered as a result of any substitution).

Please enter details of Key Project personnel in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Director/Manager** | |  | |
| **Name:** | | ENTER Name | |
| **Role in Contract implementation:** | | ENTER Role in contract implementation | |
| **Nationality:** | | ENTER Nationality | |
| **Date of Birth** | | ENTER Date of Birth | |
| **Mobile phone no (telegram):** | | ENTER Mobile No | |
| **Language skills fluent (speaking and understanding):** | | English YES  NO | |
| **Highest education and other Qualifications:** | | ENTER degree/diplomas and certificates | |
| **Pre-bid Certificate LRB (yes/no):** | | LRBT Certificate YES  NO | |
| **Summary of Experience: ENTER summarise relevant experience in the region and on similar projects** | | | |
| **Relevant Experience (From most recent up to a maximum of 5 work experiences):** | | | |
| **Period: From – To** | **Employer and name of activity / Project** | | **Job Title and description of actual role performed:** |
| ENTER Date to ENTER Date | ENTER Employer and activity / project | | ENTER Position and duties performed |
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| **Site Engineer (1 position)** | |  | |
| **Name:** | | ENTER Name | |
| **Role in Contract implementation:** | | ENTER Role in contract implementation | |
| **Nationality:** | | ENTER Nationality | |
| **Date of Birth** | | ENTER Date of Birth | |
| **Mobile phone no (telegram):** | | ENTER Mobile No | |
| **Language skills fluent (speaking and understanding):** | | English YES  NO | |
| **Highest education and other Qualifications:** | | ENTER degree/diplomas and certificates | |
| **Pre-bid Training Certificate LRB (yes/no):** | | LRBT Certificate YES  NO | |
| **Summary of Experience: ENTER summarise relevant experience in the region and on similar projects** | | | |
| **Relevant Experience (From most recent up to a maximum of 5 work experiences):** | | | |
| **Period: From – To** | **Employer and name of activity / Project** | | **Job Title and description of actual role performed:** |
| ENTER Date to ENTER Date | ENTER Employer and activity / project | | ENTER Position and duties performed |
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| **Site Supervisor-1** | |  | |
| **Name:** | | ENTER Name | |
| **Role in Contract implementation:** | | ENTER Role in contract implementation | |
| **Nationality:** | | ENTER Nationality | |
| **Date of Birth** | | ENTER Date of Birth | |
| **Mobile phone no (telegram):** | | ENTER Mobile No | |
| **Language skills fluent (speaking and understanding):** | | English YES  NO | |
| **Highest education and other Qualifications:** | | ENTER degree/diplomas and certificates | |
| **Pre-bid Certificate LRB (yes/no):** | | LRBT Certificate YES  NO | |
| **Summary of Experience: ENTER summarise relevant experience in the region and on similar projects** | | | |
| **Relevant Experience (From most recent up to a maximum of 5 work experiences):** | | | |
| **Period: From – To** | **Employer and name of activity / Project** | | **Job Title and description of the actual role performed:** |
| ENTER Date to ENTER Date | ENTER Employer and activity / project | | ENTER Position and duties performed |
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| **Site Supervisor-2** | |  | |
| **Name:** | | ENTER Name | |
| **Role in Contract implementation:** | | ENTER Role in contract implementation | |
| **Nationality:** | | ENTER Nationality | |
| **Date of Birth** | | ENTER Date of Birth | |
| **Mobile phone no (telegram):** | | ENTER Mobile No | |
| **Language skills fluent (speaking and understanding):** | | English YES  NO | |
| **Highest education and other Qualifications:** | | ENTER degree/diplomas and certificates | |
| **Pre-bid Certificate LRB (yes/no):** | | LRBT Certificate YES  NO | |
| **Summary of Experience: ENTER summarise relevant experience in the region and on similar projects** | | | |
| **Relevant Experience (From most recent up to a maximum of 5 work experiences):** | | | |
| **Period: From – To** | **Employer and name of activity / Project** | | **Job Title and description of actual role performed:** |
| ENTER Date to ENTER Date | ENTER Employer and activity / project | | ENTER Position and duties performed |
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**Bidder’s Certification:**

This is to certify that the data given in these CVs is correct and true to the best of our knowledge. We further certify that we have discussed and agreed with the personnel included in the CVs above and confirm that they will serve in the stated positions and are available to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Name of Authorized Signatory: **ENTER Name of authorized signatory**

Date: **ENTER Date**

***Signature of company director***