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# UMZIMVUBU

LOCAL MUNICIPALITY

## UMZIMVUBU LOCAL MUNICIPALITY CONTRACTOR DEVELOPMENT PROGRAMME (CDP)

### APPLICATION FORM

**Programme:** Contractor Development Programme

Reference number:.....

#### SECTION A: BUSINESS INFORMATION

Information Required	Details
Registered Business Name	
Trading Name (if applicable)	
Company Registration Number	
CIDB Registration Number	
CIDB Grade and Class of Works	
Central Supplier Database (CSD) Number	
VAT Number (if applicable)	
Income Tax Number	
Year Business Established	
Physical Business Address	
Postal Address	





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### SECTION B: CONTACT DETAILS

Information Required	Details
Contact Person	
Position in the Company	
Telephone Number	
Cellphone Number	
Email Address	

### SECTION C: BUSINESS OWNERSHIP

Information Required	Details
Name of Owner / Director	
ID Number	
Gender	
Youth-Owned (Yes/No)	
Women-Owned (Yes/No)	
Historically Disadvantaged Individual (HDI) (Yes/No)	

### SECTION D: BUSINESS EXPERIENCE

#### Years of Business Registered

- 0–1 Years
- 2–3 Years
- 4–5 Years
- More than 5 Years





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## Type of Construction Work

- General Building
- Civil Engineering
- Electrical Works
- Mechanical Works
- Other: \_\_\_\_\_

## Previous Projects Completed

Project Name	Client	Value	Year

## SECTION E: CURRENT BUSINESS CAPACITY

Question	Response
Number of Permanent Employees	
Number of Temporary Employees	
Does the company own construction equipment? Yes / No	
If yes, list equipment	





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### SECTION F: TRAINING NEEDS

Please indicate areas where support is required:

- Tendering and procurement
- Construction project management
- Financial management
- Health and safety compliance
- CIDB grading improvement
- Contract administration
- Quality control
- Other: \_\_\_\_\_

### SECTION G: SUPPORTING DOCUMENTS

Applicants must attach:

- Company Registration Documents
- CIDB Registration Certificate
- CSD Registration Report
- Certified Copy of ID of Director(s)
- Proof of Business Address
- Valid Tax Compliance Status
- Company Profile

### DECLARATION

I hereby declare that the information provided in this application is **true and correct**.

<b>Name of Applicant</b>	
<b>Capacity</b>	
<b>Name of the Company</b>	
Signature	
Date	





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### SECTION H: FUNCTIONALITY EVALUATION

Applications will be evaluated based on functionality criteria to determine suitability for participation in the Contractor Development Programme.

Bidder must score at least 70 points to be considered.

#### Functionality Evaluation Criteria

Evaluation Criteria	Weight	Scoring Guide
Motivation	20	A written motivation letter(20 pts)
Years of Business Registered	30	1–2 year =10 , 2–3 years = 15, 4–5 years = 20, >5 years = 30
Previous Project Experience	5	No projects = 0, 1–2 projects = 5
Business Capacity (Academic qualifications)	20	Relevant Tertiary Qualification (20 pts) Grade 12 (15 pts) Grade 9-11 (10 pts) Attach certified qualification certificates or School Reports)
Company profile	25	Detailed company profile (20 pts)

