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# WATER RESEARCH COMMISSION

# Panel of Experts: Application Form

**SECTION A: Organization and personnel details**

1. Organization Information

|  |  |
| --- | --- |
| Organization Name |  |
| SMME  Characteristics of a SMME:   * fewer than 200 employees * an annual turnover of less than R64 million * capital assets of less than R23 million * direct managerial involvement by owners. | YES / NO |
| HDI  Historically Disadvantaged Institutions in SA  All University of Technologies, University of Limpopo, Fort Hare, Zululand, Venda, Western Cape and Walter Sisulu Universities | YES / NO |
| Department |  |
| Contributions |  |
| Postal Address | (When you select the lead organization, the address already captured will be retrieved and displayed. If you organization does not appear in the list, or the address details are incorrect, please email correct details to gerdak@wrc.org.za) |
| City |  |
| Postal code |  |
| Physical Address |  |
| City |  |
| Postal code |  |
| BEE Certificate | (Compulsory) |
| Tax Clearance Certificate | (Compulsory) |
| Company Registration Certificate | (Compulsory) |

1. CONTRACT SIGNATORY (Refers to the individual mandated to sign contracts obo Lead Organization)

|  |  |
| --- | --- |
| Title |  |
| Initials |  |
| First name |  |
| Last Name |  |
| Position |  |
| Gender |  |
| Race |  |
| Nationality |  |
| Citizenship |  |
| Country of origin |  |
| Email |  |
| Telephone |  |
| Cell |  |
| Physical Address |  |
| City |  |
| Postal Code |  |

1. Contact Person (Refers to the contact charged with managing the proposed contracts for the organization as well as follow-ups regarding supporting documentation i.e. tax clearance certificates, BEE certificates etc.)

|  |  |
| --- | --- |
| Title |  |
| Initials |  |
| First name |  |
| Last Name |  |
| Position |  |
| Department |  |
| Email |  |
| Telephone |  |
| Cell |  |
| Physical Address |  |
| City |  |
| Postal Code |  |

1. Finance Office Contact Person (Refers to the person charged with financial management on the WRC-funded project i.e. invoicing, auditing)

|  |  |
| --- | --- |
| Title |  |
| Initials |  |
| First name |  |
| Last Name |  |
| Position |  |
| Department |  |
| Email |  |
| Telephone |  |
| Cell |  |
| Physical Address |  |
| City |  |
| Postal Code |  |

1. Key personnel information / details (please complete the table below for each personnel who would be involved in the services to be offered for technology categories and services to be considered for)

|  |  |
| --- | --- |
| Organisation |  |
| Role |  |
| Title |  |
| Initials |  |
| First Name |  |
| Surname |  |
| ID/Passport Number |  |
| Gender |  |
| Race |  |
| Nationality |  |
| Citizenship |  |
| Country of origin |  |
| Years’ experience |  |
| Qualifications |  |
| Email |  |
| Telephone |  |
| Cell |  |

**Section B: Technical Information**

**TECHNOLOGY CATEGORY AND SERVICES TO BE OFFERED**

* Please provide technology categories under which this application should be considered and the indicate the services they intent to offer (Technology evaluation and/or Market/Economic studies and/or Business Support and/or Social Studies, etc…). Note that necessary supporting documents should be submitted for each category and services considered.
* It is not compulsory to apply for all categories or services, application should be for technology categories and services which the applicant is most qualified and competent for.
* If multiple categories are listed. List in the order of preference / importance
* Refer to the expression of interest for a list of technology categories

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Technology Category | Technology  Evaluation | Market/Economic studies | Business Support | Etc… | Etc… |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
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**METHODOLOGY**

* A detailed methodology for technology evaluation and/or market/economic studies and/or business support and/or social studies etc…
* Provide methodology for each technology category, if the methodology differs.

2000 words max/ category

**LIST OF PREVIOUS EXPERIENCE**

* Provide a list of previous experience in technology evaluation and/or market/economic studies and/or business support and/or social studies, etc….
* List should cover each category listed above.

**SCHEDULE OF COST**

* Provide indicative cost of providing technology evaluation and/or market/economic studies and/or business support and/or social studies, etc….
* This should include but not limited to personnel costs and other admin cost. Kindly note that S&T cost would be as per gazetted government rates
* Personnel costs should be in day rates for each category of personnel

**ATTACHMENTS**

1. Table of contents for a sample report showing areas that will be considered and reported for each of the services to be considered for
2. Detailed CV of key personnel for each of the services to be considered for
3. B-BBEE status level verification certificate
4. Tax Clearance Certificate
5. Company Registration Certificate