**Annex 4: Design team (Core team and additional design team members)**

List of forms:

* Form 1 – List of Core Team members (minimum 3 if bidding for 1 Lot and minimum 6 if bidding for 2 lots) of the designs and the list of additional design team members
* Form 2 - CVs of Core Team Members (either 3 or 6)

Form 1 – List of Core Team members (minimum 3 if bidding for 1 Lot and minimum 6 if bidding for 2 lots) of the designs and the list of additional design team members (minimum 2 if bidding for 1 Lot or 4 if bidding for 2 Lots)

Table 1: List of Core team members + mandatory additional team members

|  |  |  |  |
| --- | --- | --- | --- |
| No | Role | Name & Surname | Registration number and copy of the valid membership to the relevant chamber is attached (Yes/No) |
| 1 | Senior Architect (**team leader)** |  |  |
| 2 | Architect  |  |  |
| 3 | Senior Civil/structural engineer  |  |  |
| 4 | Civil/structural engineer  |  |  |
| 5 | Conservator |  | n/a |

Table 2: List of other design team members

|  |  |  |
| --- | --- | --- |
| No | Role | Name & Surname |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Name: ............................................. Signature: .......................................

*[the authorized person to sign on behalf of the bidder]*

Date …………………………………. (Seal)

 **Form 2**

**CVs of the Core Team Members**

**CV of ………………**

The CV should show details to enable assessment of the CV against the required qualifications. The proposed site supervision personnel must sign and commit his/her availability.

**Proposed position in the contract**: ……………………………………………………………………..

1. Surname incl. title:
2. Name:
3. Date and place of birth:
4. Nationality:
5. Civil status:
6. Address (phone/ fax/ e-mail): …………………………………….
7. Education:

|  |  |
| --- | --- |
| **Institution:** |  |
| Date: **from** (mm/yy) **to** (mm/yy) |  |
| Degree: |  |

1. Language skills (On a scale of 1 to 5, with 5 being fluent):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Overall Level** | **Reading** | **Spoken** | **Written** |
|  | Mother tongue |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Membership of professional bodies:

1. Other skills (e.g. computer literacy, etc.):

1. Present position in the company:
2. Years of professional experience:
3. Key qualifications:
4. Specific experience related to this Works Contract:

|  |  |  |
| --- | --- | --- |
| **Country** | Date: **from** (mm/ yy) **to** (mm/ yy) | **Name and brief description of the project**, incl. client, value of project and role in project2 |
|  |  | * Name:
* Description:
* Client:
* Value:
* Role:
 |
|  |  | * Name:
* Description:
* Client:
* Value:
* Role:
 |
|  |  | * Name:
* Description:
* Client:
* Value:
* Role:
 |
|  |  | ….. |

1. Professional experience:

|  |  |
| --- | --- |
| Company/ organization |  |
| Date: **from** (mm/ yy) **to** (mm/ yy) |  |
| Place |  |
| Position |  |
| Job description |  |

1. Others (e.g. publications and seminars)
2. Confirmation of subject person:

**I, the undersigned…………………………………………………………………......., hereby confirm the accuracy of the information entered within this CV.**

Signature

*[Signature of subject person]*

Date

Name: ............................................. Signature: .......................................

*[a person or persons authorized to sign on behalf of the bidder]*

Date …………………………………. (Seal)