

LSETF-USADF Employability Programme Proposal Template

Applicant Background Information					
Application Form duly filled and printed out- Handwritten forms will not be accepted					
Applicant Name					
Owner(s) & Director(s)	<i>Name</i>	<i>Nationality</i>	<i>Verification document (document type)</i>	<i>% of shares (if applicable)</i>	<i>Home address</i>
<i>Add more lines on a separate sheet as necessary</i>					
Registration Details	<i>Legal form</i>				
	<i>Date of Registration</i>				
	<i>Registration Number</i>				
	<i>Tax Clearance Certificate (past 3 years)</i>				
Applicant History <i>(please provide a brief overview of activities and milestones to date)</i>					
Address					
Telephone Number					
Email Address					

Applicant Profile		
Current Activity		
Past track record of accomplishments <i>(please list 3 noteworthy accomplishments)</i>	1.	
	2.	
	3.	
Describe Past Financial performance <i>(attach audited financial statements for the past 2 years If available)</i>		
Business references <i>(please list 2 including Name, Address, Cell phone number)</i>	1.	
	2.	

Management & Technical Team (Attach CVs) <i>Provide nationality and qualifications of each member of the management team</i>		
Enterprise Ownership & Governance <i>Describe the ownership and governance structure of the enterprise.</i>		
Relevant Expertise <i>Describe the expertise you have to successfully achieve the proposed outcomes or how you will acquire the necessary expertise.</i>		



Technical Proposal Shall Be Submitted As Described in RFP. One original plus three copies

(As described in Terms of Reference)



Financial Proposal Shall Be Submitted As Described in RFP. One original plus three copies

(As described in Terms of Reference)



Attachments (Please include, even if also a part of sealed technical and financial proposals):

1. Nationality verification documents of owners and managers
2. Proof of registration (registration document)
3. Referral letters
4. Prior audited financial statements for the past 2 years (where available)
5. CV of Key Management & Technical Personnel
6. Signed USADF Compliance Form (Template included in RFP)