

*cidb*

*Women in Construction Excellence Awards 2010*

## **NOMINATION FORM**

### **Who should be nominated?**

- **Successful women-owned contractors in grades 1 to 7, that are more than 3 years in operation, who are delivering exceptional value to clients and are growing their enterprises into sustainable, profitable businesses**

And

- **Established contractors in grades 8 and 9 who are providing exceptional support to grow and develop women-owned contractors**

Only contractors registered with the cidb may be nominated. Nominations of past candidates and winners are also welcome.

Contractors in grades 1 to 7 must be +51% women owned. The nominated enterprise must have completed a project between April 2008 and March 2010. (Project completion period also applies to multi-year projects).

Contractors in grades 8 and 9 are exempted from any ownership requirements and need not have completed a project in the period stated above for women owned contractors. (See guidelines on pg 3).

### **Who should nominate?**

Nominations may be submitted by anyone including the nominee.

Date: \_\_\_\_\_

**NOMINEE (identifying information)**

Name (of enterprise nominated) \_\_\_\_\_

Physical Address \_\_\_\_\_

City: \_\_\_\_\_ Province \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact person's tel: \_\_\_\_\_

Contact person's e.mail address \_\_\_\_\_

cidb grading \_\_\_\_\_ percentage of women ownership \_\_\_\_\_

Awards category and level contractor is being nominated for: \_\_\_\_\_

\_\_\_\_\_

**NOMINATOR'S (information):**

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Tel: \_\_\_\_\_

e.mail address: \_\_\_\_\_

## What information to submit and when?

The quality and completeness of information submitted for each nomination will impact on the evaluation of the nomination. The following information is required in each category:

### Information requirements per category and level:

Award level/ cidb grades	Section 1: Nomination form	Section 2: Background information	Section 3: Performance on completed project	Section 4: Business management	Section 5: BEE rating	Section 6: Support for enterprise development
<b>CATEGORY 1 (EPWP CONTRACTORS)</b>						
Grades 3 – 4	X	X	X	X	X	
Grades 5 – 6	X	X	X	X	X	
<b>CATEGORY 2 (CONTRACTORS IN DEVELOPMENT PROGRAMMES OTHER THAN EPWP)</b>						
Grades 1 – 2	X	X	X	X	X	
Grades 3 - 4	X	X	X	X	X	
Grades 5 - 6	X	X	X	X	X	
Grades 7 –	X	X	X	X	X	
<b>CATEGORY 3 (MAINSTREAM CONTRACTORS)</b>						
Grades 1 – 2	X	X	X	X	X	
Grades 3– 4	X	X	X	X	X	
Grades 5 - 6	X	X	X	X	X	
Grade 7	X	X	X	X	X	
<b>CATEGORY 4 ( ESTABLISHED (LARGE) CONTRACTORS)</b>						
Grades 8 – 9	X				X	X

All information provided will be treated with the strictest confidentiality and will not be used for any other purpose other than for adjudication of the awards.

Completed nomination forms must be submitted to the Construction Contact Centres and marked for the attention of the CCC Manager in the relevant province. The deadline for submission of nomination forms and all the supporting documentation is **15 July 2010**. The completeness of information provided and the manner in which it addresses the criteria impact on the evaluation of the nomination.

**Other criteria: Interview (total points 20)**

The first five candidates shortlisted in any one category and level will go through a panel interview as part of the adjudication criteria. Interview points will be awarded on the basis of the candidates' financial competence, understanding of the social, economic, political, regulatory and legislative environment the business operates in.

**GUIDELINES ON INFORMATION REQUIRED:**

**Section 2 Background information (total 20 points)**

- 2.1 Corporate profile giving a brief description of the services/ products offered by the company;
- 2.2 Company vision/ mission/ values
- 2.3 The site management/ supervision structure of the organisation
- 2.4 Brief CVs of the company directors (not more than a page per director)
- 2.5 Employee headcount and UIF numbers
- 2.6 Date the company was established
- 2.7 Proud achievements of the company
- 2.8 Practical completion and final payment certificate on one project the company wishes to have its performance evaluated on as part of the awards criteria. The project must have been completed between April 2008 and March 2010
- 2.9 Enterprise development programmes the company is currently engaged in

**Section 3 Performance on completed project (total 30 points)**

The project selected by the nominee/ nominator for evaluation must be evaluated by the client agent who was directly responsible for supervising the project. Only a project completed between April 2008 and March 2010 may be nominated for evaluation. The performance report will assess the nominee's performance on management of time, cost, quality, Health & Safety and site condition on the nominated project.

Assessment of the project must be submitted on the cidb Performance Report form available from the cidb website or at any CCC office.

#### **Section 4 Business management: (total points 20)**

- 4.1 Copies of financial statements of the last three years (Financial periods 07/08, 08/09, 09/10)
- 4.2 Role of the main woman shareholder in the company

#### **Section 5 BEE Rating: (total 10)**

Copy of nominee's rating certificate. Points will be awarded for possession of a rating certificate, including contractors that are legally exempt from the BBBEE scorecard.

#### **Section 6 Support for enterprise development: (total points 90)**

- 6.1 Number of women subcontractors employed between April 2008 and March 2010
- 6.2 Contact details of women sub-contractors employed (contact person, contact numbers, e.mail address)
- 6.3 Value of subcontracts awarded to women contractors in the same period
- 6.4 Description of subcontracts awarded to women contractors in the same period
- 6.5 Description of development support provided to women subcontractors in the same period
- 6.6 Impact of development support provided to women subcontractors
- 6.7 Proud achievements of the company with regards to empowerment of emerging contractors, particularly women contractor