

## Using the standard cidb templates

Templates are available on the CIDB Web for each of the component documents and a wide range of standard forms of contract supported by the CIDB. It is important that a new template is downloaded from the website every time a procurement document is developed. This will ensure that the most up to date templates are used.

The compiler should on the first page of any component document either insert the employer's logo in the box provided or delete the box (see Figure 2). The compiler should also replace the headings to the left of the logo box with the name of the employer, the contract / tender number and the title of the contract.



*Name of employer .....*

*Contract / tender no .....*

*Title of contract*

**Figure 2: Employer and tender / contract particulars**

The compiler should also insert the contract / tender number in the footer of the page in the space provided. (See Figure 1). The footers should be included in the documents as they enable the component documents to be readily identified. The page numbers and total number of pages in a component document is automatically inserted.

<b>Tender</b> <b>Part T1: Tendering procedures</b> <b>Reference no .....</b>	1 of 3	<b>T1.2</b> <b>Tender Data</b>
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Provision is made here for the insertion of a document reference number

**Figure 3: Footer details**

Most of the templates are in tabular format in landscape which allows the deletion of the guidance notes in the far right column once the documents have been compiled and the deletion of rows which contain options which do not apply. Form fields have been provided to facilitate the entry of data wherever possible.

Once the template has been completed, the guidance notes column needs to be deleted and the document the page reset to **portrait** using **page setup** under the **file** menu. The component document will then be ready to use.

Compilers are required to double click on the form field and to enter the relevant data in the box which pops up. (See Figure 2.) The form field with the text remains on the screen. The form field does not print.

Double click on box to open up window below and fill in default text. Then click on OK to close window.

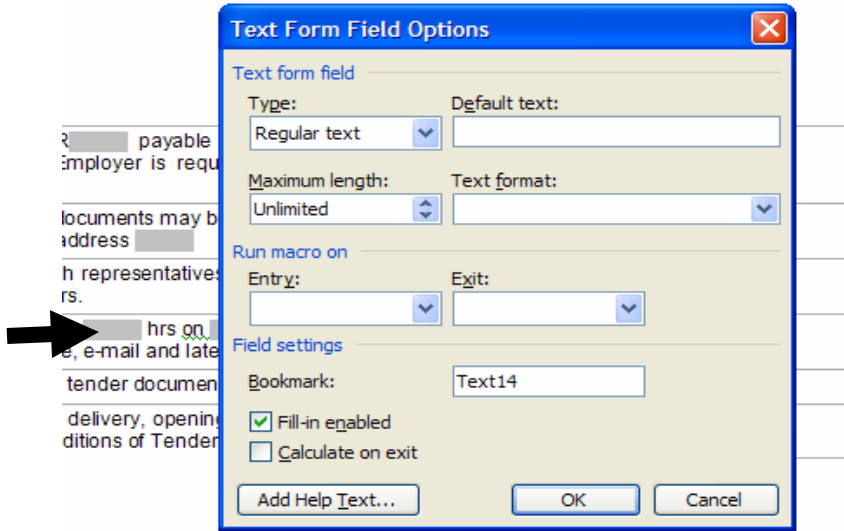


Figure 2: Using form fields