

Annexure 2
ELIDZ RFP –Details of previous similar work experience

PLEASE NOTE:

- Similar work is determined by the contract period for Domestic Travel and Accommodation services provided to a company.
- The referees are to complete the entire Annexure 2 **(Part A & Part B)**.
- It is critical for the referees to include their signatures and company stamps in the spaces provided;
- It is critical for the referees to include their contact details to enable verification of the reference.
 - The ELIDZ will not give scores for incomplete forms.
- 0 - for poor services received, 5 – for satisfactory services received, 8- for good services received, 10 - for excellent services received)
- Copies of this annexure is to be provided to at least 3 referees for completion and then returned by the respondent / tenderer as part of the RFP submission.

PART A

<u>Biographical Information</u>	
Company name of Respondent / tenderer:	
Company name of client / referee:	
Nature of business of company of client / referee:	
Location / address of client / referee:	
Company stamp of client / referee:	
Client / referee: Representative	
Client / referee: Representative - Contact details:	Cell: Landline: Alternate Number:
Client / referee: Representative - Signature	

<u>Contract Information</u>	
Contract start date: date/month/year	
Contract end date: date/month/year	

Annexure 2 – Continued

PART B

Referee to score the attributes listed in the below table

Item	(0 - for poor services received, 5 – for satisfactory services received, 8- for good services received, 10 - for excellent services received)
A. Compliance with contract terms and conditions	
B. Overall rating of performance	
A + B = Total Score	