

## Annexure 2: Reference Letter

### PART A – To be completed by respondent for RFP submission

Company name of Respondent:		
Details of client for reference purposes:	Name:	
	Company name:	
	Contact details:	
	Reference project brief scope of work	

### PART B – To be completed by reference and returned to ELIDZ evaluation team

If the Service Provider has not done any of the tasks below for the Referee, please place Not Applicable (N/A).

Please indicate and rate whether the respondent has performed the attributes/tasks listed below.	Has the service been rendered (Yes / No)	Poor	Average	Good
		1	2	3
Did the service provider implement their last project successfully?				
Was the solution delivered in the required time frame?				
Was conformance to a project management standard adhered to?				
Was the skill competency of the team relevant and adequate to deliver on the solution?				

## Annexure 2: Reference Letter

Please indicate and rate whether the respondent has performed the attributes/tasks listed below.	Has the service been rendered (Yes / No)	Poor	Average	Good
		1	2	3
Were all meetings schedules adhered to?				
Were you satisfied with the technical support provided during the project?				

**\* The ELIDZ reserves the right to verify references”**

Referee name: \_\_\_\_\_ Referee signature: \_\_\_\_\_

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

**Company Stamp**

--