

## Annexure 2

### ELIDZ RFP –Details of previous similar work experience

**PLEASE NOTE:**

- Similar work is determined by the contract period for International 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.
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**PART A**

<b><u>Biographical Information</u></b>	
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	
<b><u>Contract Information</u></b>	
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	