

Annexure 2

RFP STP20–Details of previous similar work experience

- The respondent / tenderer must complete part A of this form separately for each reference submitted.
- The respondent / tenderer must forward Part B of this form for completion and signing to be completed by the referee, then bind the signed and completed Annexure 2 form with the tender submission.
- It is critical for the referee to include their signature & company stamp in the space provided for these.
- It is critical for the referee to include their contact details to enable verification of the reference. The ELIDZ will not give scores for incomplete forms.
- The referee to please provide a score (0 - for poor services received, 1 – for satisfactory services received, 5 - for good services received, 10 - for excellent services received).

PART A – To be completed by respondent / tenderer for RFP submission

Company name of Respondent / tenderer:		
Name of client / referee:		
Location of project (private or public entity)		
Contract start date: date/month/year		
Contract end date: date/month/year		
Brief description of similar / relevant work experience.		
Details of client / referee for verification purposes:	Name:	
	Company name:	
	Contact details (Cell and Office numbers):	

Annexure 2 – Continued

RFP STP20– Details of previous similar work experience

PART B – To be completed by referee

Client / Referee Name:

1	Professionalism in communication with you during the enquiry stage	0	1	5	10
2	Communication with you during the testing of your product	0	1	5	10
3	Accuracy of results	0	1	5	10
4	Service delivery met – turnaround time (TAT)	0	1	5	10
5	Were we professional in dealing with resolving your queries?	0	1	5	10
6	Compliance with contract terms and conditions	0	1	5	10

Referee name:

Client / Referee signature:

Designation:

Date:

Tel:

Cell:.....

Company Stamp: