**Annexure 2**

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

**PLEASE NOTE:**

* Similar work is determined by the contract period for Provision of 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, 2 – for satisfactory services received, 4- for good services received, 5 - 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.
* 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**

|  |  |
| --- | --- |
| **Biographical Information** | |
| 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 |  |
| **Contract Information** | |
| 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, 2 – for satisfactory services received, 4- for good services received, 5 - for excellent services received) |
| 1. Compliance with contract terms and conditions |  |
| 1. Overall rating of performance |  |
| A + B = Total Score |  |