Annexure 2
ELIDZ RFP –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 by the referee, then bind the signed and stamped form with the tender submission. The stamp referred to must be the company stamp of the referee. The ELIDZ will not give scores for incomplete forms.
- The referee to please provide a score (0 - for poor services received, 2 – for average services received, 3 - for good services received, 4 - for good services received, 5 - for excellent services received.

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

Bidder name of Respondent / tenderer:		
Name of client / referee:		
Sector of project (private or public entity)		
Contract start date: date/month/year		
Contract end date: date/month/year		
Brief description of work done		
Details of client / referee for verification purposes:	Name:	
	Referee name:	
	Contact details:	

Annexure 2 – Continued

ELIDZ RFP – Details of previous similar work experience

PART B – To be completed by referee

Client / Referee Name: ……

Please verify that information provided by the respondent in Part A above is correct. Comment alongside if necessary:	☐ No ☐ Yes	Comments
Please score and comment on the attributes listed below	Score out of (0 - for poor services received, 2 – for average services received, 3 - for good services received, 4 - for good services received, 5 - for excellent services received)	
ITEM	SCORE	
A. Compliance with contract terms and conditions		
B. Overall rating of service provider's performance		
A + B = Total Score		

Referee name: .....

Designation: ……

Date: ……..

Tel: ……

Client / Referee signature: .....

Referee / Client Signature/Company Stamp:

In the event the referee does not possess a company stamp. The referee should submit a letter on company letterhead confirming sign-off of ELIDZ forms template