Details of previous similar work experience

Dear Valued client

Kindly assist us by completing the document below for our tender submission.

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

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):	

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:

In the absence of company stamp the reference letter should be accompanied with letter with company letterhead confirming the above scores