

## Reference Letter Template

The Tenderer shall provide details of their performance on previous projects listed in the Evaluations of the Entity's Experience – Annexure E-1 returnable schedule. Reference letter template to be completed by each of the respective Clients for the projects listed in Annexure E-1. Forms not signed / stamped and completed by the client will result in no allocation of points.

Please note this template is recommended, should an alternate template be provided this will be acceptable as well.

The following are to be completed by the Client:

**Project Name:**

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**Brief Scope of Work Including Description of Work:**

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**Client Name:**

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**Contract Amount:**

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**Contract Duration:**

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**Actual Contract Duration:**

.....

Description / Performance	Very poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)
Quality of site management					
Competence of foreman					
Co-operation during contract					
Quality of workmanship					
Project management					

**Any other remarks to be considered necessary to assist in evaluation of the contractor?**

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**Name of Client Representative:**

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**Designation:**

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**Telephone:**

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**Client Signature:**

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**Date:**

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