

TESTIMONIAL TEMPLATE

This format is provided as a guideline for the compilation of the testimonial/ reference letters only. Bidders **may** use their own formats, on condition that it covers the minimum requirements for testimonials as specified in the addenda.

1. Testimonial for (Name of bidder) _____

2. Name of Client/ Employer: _____

3. Project description _____

4. Contract start date _____

5. Contract End date _____

6. Contract Sum _____

7. Client contact number _____

8. Client Business address _____

Office No _____

9. Client Work E-mail address _____

10. Performance rating of the bidder in respect of 1) quality, 2)time and 3) adherence to Contractual obligations (complete table below)

Description	Rating of Bidder's performance				
	Rating: 1 Unacceptable performance	Rating: 2 Performance not unacceptable, but needs Improvement	Rating: 3 Satisfactory Performance	Rating: 4 Above Satisfactory performance	Rating: 5 Excellent performance
1. Quality of work					
2. Time					
3. Adherence					

11. Name of the Authorised Signatory _____
(Full Name and Surname)

12. Rank of Signatory _____

13. ID number of Signatory _____

14. Authorised Client signature _____

15. Date of testimonial _____

Client Stamp here

Please note:

- a) This testimonial must be for a completed project only and
- b) The project must have been **completed** within the last five years, before the closing date of the bid.