**ANNEXURE A - EXAMPLE OF THE REFERENCE LETTER**

**The Bidder must use the reference letter template provided below to obtain clear and easily verifiable references that address the bid requirements. This template is to be completed by the Bidder’s current or former clients, providing references for past or ongoing projects.**

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| --- | --- |
| BID DESCRIPTION |  |
| **BIDDERS DETAILS** | |
| BIDDERS LEGAL NAME |  |
| **CLIENT DETAILS** | |
| CLIENT’S LEGAL NAME |  |
| PROJECT DESCRIPTION (relevant to the bid) |  |
| RECOMMENDATION (YES/NO) (provide reasons if the response is no) |  |
| PROJECT DURATION (Start and end date) |  |
| CONTACT PERSON NAME |  |
| CONTACT PERSON CONTACT DETAILS |  |
| REFERENCE DATE |  |
| SIGNATURE |  |