

BIDDERS CUSTOMER REFERENCE LETTER TEMPLATE

Each contactable reference letter must be on the Bidder's Customers letterhead, signed, and must provide the information outlined here below.

The below-mentioned Bidding Company is in the process of submitting a Bid for _____ requested by the South African State Theatre (SAST). If your company had prior exposure with the Bidding Company, as part of the evaluation process for this bid, SAST requires your company to confirm goods/services supplied by the above Bidding Company as per below questionnaire.

NAME OF BIDDING COMPANY	
CUSTOMER (REFERENCE) NAME	
TENDER/BID NUMBER OF CONTRACT/PROJECT	
DESCRIPTION OF CONTRACT/ PROJECT (SCOPE OF WORK)	
CONTRACT AMOUNT	
DURATION (START AND END DATE)	
Were the goods/ services supplied according to the required quality as per the description/specification and were delivered on time?	Select applicable rating <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Satisfactory, <input type="checkbox"/> Poor
Kindly, indicate their overall performance on the project.	Select applicable rating <input type="checkbox"/> Excellent, <input type="checkbox"/> Good, <input type="checkbox"/> Satisfactory, <input type="checkbox"/> Poor

.....
Full Name of Authorised Signatory

.....
Designation

.....
Signature

.....
Date

.....
Contact Number

.....
Email address

Important Information:

- Incomplete and/or unsigned reference letters will not be accepted.
- SAST reserves the right to contact any Customer Reference.
- Reference letters that do not include the information outlined here above will be rejected.