



## public works & infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

Private Bag X 5007, Umtata, 5100, Tel (047) 5324700  
5<sup>th</sup> Floor, PRD II Building, Sutherland Street, Umtata

### REFERENCE LETTER TEMPLATE

TO		DATE:	
ORGANISATION		REF	MTH03/2025
TEL		E-MAIL	

FROM		POSITION	
TEL		ROOM NO	
CELL		E-MAIL	

**SUBJECT: BIDDER'S REFERENCE CHECKING (QUESTIONARE)**

**MPISI POLICE STATION: CONDITION BASED MAINTENANCE FOR ALL BUILDING UNITS: WCS 055333**

**(Tender No: MTH03/2025)**

Note: "Reference forms" to be completed by each of the respective Project Managers/ Principal Agent for the projects listed in the Functionality (Relevant Experience) returnable schedules. Forms not signed, stamped and completed in full will result in no allocation of points (zero points).

I,.....(Name & Surname) of .....

(Company Name) declare the that I was the Project Manager or Principal Agent on the following construction project successfully executed by:

.....(name of tender)

PROJECT NAME:.....

CONTRCT VALUE:.....DISCIPLINE VALUE:.....

COMPLETION DATE:.....CONTRACT DURATION:.....

1. Please evaluate the performance of the Tenderer on the above-mentioned project, on which you were the Principal Agent or the Project Manager by inserting "Yes" in the relevant box below;

You are kindly requested to assist the Department by providing scores, inputs, remarks of their performance, quality etc. on the projects they have carried out with your company.

Any additional items that you may have that are not listed below are also welcomed,

ITEMS	SCORE 1 - 5 (5 being excellent)	COMMENTS
Quality Performance (Documentation produced)		
Contract Administration		
Track Record / Experience		
Time Performance		
Financial Performance		
Staff capacity		
Ensuring Occupational Health & Safety Compliance on site		
Sub-consultant relations		
<b>ADDITIONAL ITEM</b>	<b>SCORE 1 - 5</b>	<b>COMMENTS</b>

**Was the contract completed within the contract period? Yes or No**

If no, please state reasons

.....  
.....

**Please give comments on the level to which the agreement with the Bidder was/is reached in respect of the adjustment of rates which are considered to be imbalanced, unreasonable, elimination of errors or discrepancies without changing total tender amount.**

.....  
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**Remarks / Recommendations:** .....

.....

Completed by: ..... Signature: .....

Date: .....

Stamp