



**LNW15/23/24  
DECLARATION FOR PROJECT REFERENCE FORM**

Project Name:.....

Project Number:.....

Project amount:.....

**Name of Service Provider** .....

**Name of Organisation / Employer / Client:**  
.....

**Project Start Date:** ..... **Project Completion Date:** .....

**Project Description / Brief Summary of the project:**  
.....  
.....

**Current Clients Contact Details:**

Department / Service Provider	Name and surname	Position	Cellphone number	Telephone number	Email address	Any Comment
User dept						
SCM official						
Consultant (if applicable)						



**Note:** The above table must be fully completed and where there is no consultant that was managing the project, indicate as not applicable. The contact details for the client to be provided in the above table must not be more than **6 months old** from date of the closing of the tender / RFQ . Each reference letter must be accompanied by this declaration of project reference form.

Failure to complete this declaration will result in reference letters not being considered and the bidder will be allocated zero points on experience where reference letters are required.

**Certification:**

I, the undersigned, certify that, to the best of my knowledge and belief, this data is correct and a true reflection of our company experience. The information provided above is verifiable and traceable.

.....

Name and Surname of Service Provider

.....

Signature

.....

Name of the Company / Bidder

.....

Date

**NB:** It remains the bidder’s responsibility to provide traceable, updated contact details of previous all employers or clients where company experience points are to be scored. LNW may allocate score zero points to any service providers/bidder whom LNW has failed to receive confirmation of verification from their references provided on the above table within 10 working days. Bidders are to provide accurate contact details (both telephone and email address) of traceable projects with the clients. LNW reserves the right to extend the 10 working days where necessary on discretion. The information provided will be subjected to verification and vetting.