

ANNEXURE A

[Client's Letterhead]

Client's Company Name	
Client's Contact Person's Name	
Position of Client's Contact Person	
Client's Address	
Town/City	
Postal Code	
Email Address of the Contact Person	
Phone Number of the Contact Person	

Reference Letter for [Bidder's Company Name]

Date: [Date]

To Whom It May Concern,

1. Project Information

1.1. Project Title: [Title of the Project]

1.2. Project Duration (month & year): [Start Date] to [End Date]

1.3. Scope of Work: [Brief scope of work undertaken by the bidder]

2. Was the project successfully completed by the company?

YES		NO		Comment:	
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Signature of Person Authorised to sign

Name: _____

Date: _____

Instructions for Bidders:

1. Send this template to your clients for which you have successfully completed a project(s) to complete and return to you on their company letterhead.
2. Ensure all information required is provided.
3. Include the signed and dated reference letter in your proposal submission.