

REFERENCE LETTER FORMAT



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 VAT Reg: 478 020 6787 CK: 2003/014098/23

Referee Legal Name:

REFERENCE ON COMPANY:

Bid Number: RFQ: 4-2024/25

Bid Description Appointment of a panel of service providers to supply general computer equipment, peripherals, consumables, software licenses and consultation services as and when required for a period of 5 years

Describe the service/work the above bidder provides to you below

Criteria / risks	Below requirements	Meets requirements	Exceeds requirements
Professionalism			
Delivery/Completion times			
Satisfaction with work done			
Equipment sourced meets needed requirements			
Management of costs			
Project management			
Overall Impression	Other comments		
Approximate value of contract			

Would you use the provider again? ☐ YES ☐ NO

Completed by:

Signature:

Company Name:

Contact Telephone Number:

Date: