

BIDDER REFERENCE CHECK FORM
(Format for recommendation from previous clients)

Firm name: _____

Please list companies/references, include the name, telephone number and address of private or public sector customers where you have provided similar services and ensure that is stamped.

1. Name of Private/Public Sector Customer: _____

Contract Person/Title: _____

Telephone Number: _____

Contract Period: From _____ To _____

Rate of performance in a scale of 1-10

S/No	Parameter	Rate (1-10 for each)	Remarks
1.	Customer services offered by the staff?		
2.	Payment of salaries to their staff?		
3.	Adherence to wage rate guidelines		
4.	Remittance of statutory deductions		
5.	Does the company provide necessary equipment for staff?		
6.	Are they professional in performance of the duties?		
7.	Are/were there any complaints, malpractices during their performance period?		
Total score			

Overall rate of performance on a scale of 1-10 : _____ / 10

Stamp