

ANNEXURE B

REFERENCE LETTER TEMPLATE

The bidder is advised to use the attached reference letter template to obtain clear and verifiable references in response to the bid requirements. This reference letter template is not to be completed by the bidder, but must be completed by the bidder's clients, who will provide confirmation of the services rendered in current or previous assignments. IT IS RECOMMENDED THAT THIS TEMPLATE BE COPIED ONTO THE OFFICIAL LETTERHEAD OF THE CLIENT. THIS REFERENCE LETTER must be completed and signed by the client and NOT by the bidder.

REFERENCE LETTER:

Title: Appointment of a Service Provider to a Panel of Legal Experts for the IPP Office (IPPO) for a period of 5 (five) years to provide legal advice and transaction advisory support.

Bid Number: RFPxxxx

REFERENCE LETTER:

Title:

Bid Number:

	REFERENCE LETTER FORMAT
	Clients Letterhead
	Clients Legal Name
	Name of the company you are giving reference about
Bid Number (optional)	
Bid Description: (optional)	
Description of Services Provided	
Contract Start Date	
Contract End Date	
Duration (Months)	
Contract Value (ZAR)	
Country/Location	
Comments (optional)	

Completed by:	
Signature:	
Company Name:	
Position:	
Contact Telephone Number:	
Date:	