EVALUATION SCHEDULE: CLIENT REFERENCES (SCHEDULE 1)

REPORT ON CONTRACTOR COMPETENCE & PERFORMANCE ON PROJECT IN SIMILAR CATEGORY FOR BID RECOMMENDATIONS PURPOSES

The following are to be completed by the Client and is to be supported in each case by a letter of award and proof of service rendered and completed.

Project Name:……

Client:……

Contract Amount:……

Contract Duration:……

Actual Contract Duration:……

Description/Performance	**Excellent**	**Very Good**	**Good**	**Fair**	**Poor**
Communication and Reporting					
Efficiency (e.g., Delivery Timelines)					
Knowledge of applicable regulations					
Quality of Work/ Service Rendered					
Team Work					

Any other remarks considered necessary to assist in the evaluation of the service provider?

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……
……

Client Name:……

Telephone:……Email:……

I hereby declare that the information completed above is true and correct, and I understand that I will be held responsible for any misrepresentation.

Client Signature:……

Date:……. STAMP