

DD/MM/YYYY

To Whom It May Concern

Name of the Bidder Entity:

Name of the Client:

Client Contact Details:

Approximate Value of the Contract:

Date of Contract:

Brief on the scope of work (100 words max.):

Quality of Service Provided by Bidder:

Satisfactory (3/5) Very Good (4/5) Excellent (5/5)

Speed of Delivery by Bidder:

Satisfactory (3/5) Very Good (4/5) Excellent (5/5)

Signature of Authorised Client Representative