Annex 6 – Client Reference Form

**Client Reference Request Form**

**Ref.: UA1-2017-301**

The company that is requesting you to fill out this form (the Applicant) is applying for bidder prequalification to supply various IT equipment and software to the International Organization for Migration Mission in Ukraine (IOM Ukraine). The Bids Evaluation and Awards Committee (BEAC) of IOM Ukraine is requesting your assistance in the evaluation of the Applicant’s prequalification application.

Kindly answer the questions below and email the filled out document to iomkievtenders@iom.int with subject line: “**Client Reference/UA1-2017-301/Applicant’s company name/your company name**”. Your input shall be treated confidentially.

Thank you.

**Bids Evaluation and Awards Committee**

**IOM Ukraine**

**Applicant’s Company Name**:

Applicant’s Client Company Name:

Reference Person:

Official Title:

Phone:

Email:

**Project Title:**

**Total Project Value in Euro:**

**Implementation Date: (indicate start date and completion date):**

Was the Applicant the main contractor for the project?

If no, what was the Applicant’s role?

How much was the sub-contract value of the Applicant (in Euro)?

What equipment did the Applicant supply?

Did the Applicant complete the project on time?

If no, please indicate the delay in calendar days.

Kindly indicate 3 positive characteristics of the applicant. Please provide some detailed experience related to the Applicant’s performance in the project(s) he implemented for you.

What problems did you encounter with the Applicant and their performance during the implementation of the project? Please provide some details.

Would you contract the Applicant again?

Why/Why not?

Kindly summarize the Applicant’s overall performance during the contract:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Reference Person

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_