The Prequalification Manager  
Auckland Transport  
6 Henderson Valley Road  
Henderson  
Auckland 0612

Private Bag 92250  
Auckland 1142  
  
Insert date

**RE: REFERENCE LETTER (Individual Reference)- Prequalification for Auckland Transport construction category works**

Further to Auckland Transport’s contractor prequalification process I have been asked to provide a reference for the person and contract noted below, for which I was a representative of the client organisation.

Name of person that reference is for:

Name of company that person is currently employed by (the company seeking prequalification):

Name of contract:

Employee’s role in this contract:

Name of company person was working for at the time of working on this contract:

The scope of this contract covered the following work categories (please see Auckland Transport Construction Prequalification – Guide for referees, Table C.1 for definition of work categories:

|  |  |  |
| --- | --- | --- |
| **Ref** | **Work category** | **Please Tick** |
| 1 | Major road works |  |
| 2 | Minor road works |  |
| 3 | Structures |  |
| 4 | Earthworks and geotechnical |  |
| 5 | Wharves and pontoons |  |
| 6 | Rail infrastructure |  |
| 7 | Street furniture |  |
| 8 | Electrical / data installations |  |

I also confirm that I have or have had no financial association with this contractor, and in my opinion no conflict of interests exists.

Yours faithfully

Name:

Title of supervising authority:

Address :

Contact telephone no.:

Email :

**Individual reference for Auckland Transport construction category prequalification**

This reference is for: -

Name of person:

Contract value: $

Contract start date:      /     /      Contract end date:      /     /

**Quantum or size of work**

Based on the individual’s performance on the above contract I believe that the person (named above) has the capability and experience to manage / supervise contracts of the following value:

|  |  |
| --- | --- |
| **Level** | **Description** |
| A | Greater than $5m |
| B | Between $1m and $5m |
| C | Less than $1m |

Please circle the relevant level for each work category applied for. Where a work category is not applied for please circle “N/A”.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Work category** | **Level** |
| 1 | Major road works | N/A A B C |
| 2 | Minor road works | N/A A B C |
| 3 | Structures | N/A A B C |
| 4 | Earthworks and geotechnical | N/A A B C |
| 5 | Wharves and pontoons | N/A A B C |
| 6 | Rail infrastructure | N/A A B C |
| 7 | Street furniture | N/A A B C |
| 8 | Electrical / data installations | N/A A B C |

Signature (supervising authority to sign):

Name (print name):