



ADDENDUM NO. 1 to TENDER NO. 508-2003

SUPPLY AND DELIVERY OF WELDING RODS, WIRE AND GASES

ISSUED: December 23, 2003
BUYER: Ken M. Stelmack, C.P.P., C.I.M./sm
TELEPHONE NO. (204) 986-3855

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
TENDER PACKAGE**

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE TENDER PACKAGE AND SHALL
FORM A PART OF THE CONTRACT
DOCUMENTS**

v. 20031021

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Tender Package, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Tender may render your Tender Submission non-responsive.

PART B – BIDDING PROCEDURES

Replace Part B – Bidding Procedures with:

PART B – BIDDING PROCEDURES ADDENDUM 1 (508-2003 Addendum 1 Part B)

PART D – SUPPLEMENTAL CONDITIONS

Revise D11 to read:

D11 INVOICES

- D11.1 Further to D6.3., the Contractor shall submit invoices to the locations designated at the time of ordering.
- D11.2 The Contractor should invoice the City on a monthly basis. A summary statement shall accompany the invoices and include:
- (a) the invoice number;
 - (b) amount of invoice; and
 - (c) total statement value.
- D11.3 Invoices must clearly indicate, as a minimum:
- (a) the City's order (Purchase Order or Standing Purchase Order Release Authorization) number;
 - (b) date of delivery;
 - (c) delivery address;
 - (d) type and quantity of goods delivered;
 - (e) the amount payable with GST and PST shown as separate amounts; and
 - (f) the Contractor's GST registration number.
- D11.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D11.5 Table A of these Supplemental Conditions, listing current invoicing addresses, is provided for the convenience of the Contractor only. The City reserves the right to revise locations as required by changes in its operations during the term of the Contract.