



268-2007 ADDENDUM 4

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE BID
OPPORTUNITY**

ISSUED: June 1, 2007
BY: Rachel Eccles
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**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID OPPORTUNITY AND SHALL
FORM A PART OF THE CONTRACT
DOCUMENTS**

Template Version: A20070419

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

PART A – BID SUBMISSION

Replace: 268-2007 Bid Submission with 268-2007 Addendum 4- Bid Submission. The following is a summary of changes incorporated in the replacement Bid Submission:

Form B(R2): Add "SPEC REF" (specification reference) to the Form B: column beginning with "2007 Lyreco Catalogue Item No. & Page"

Correction for Item No. 76, Catalogue Item Number correction.

PART B – BIDDING PROCEDURES

Revise B5.4 to read:

The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
 - (i) The bidder shall further refer to the current Contractor catalogue Item No. and Page, for a more detailed ITEM NO. DESCRIPTION