



Contract Name: **LHDA Photocopiers Replacement**

Date: **5th October 2016**

Subject: Addendum to Bidding Documents
Addendum No. **01**

To: All Prospective Bidders

This Addendum is issued as part of the Request for Proposals for the above-referenced contract. The changes described below supplement the specific information identified in the Request for Proposal.

Bidders shall include acknowledgement of each Addendum received.

1. Section 3, Scope of Services, Page 7

Under 1) and 2) of this section, include at the bottom the following note:

Note: All photocopiers are Black & White (B&W).

All other sections and paragraphs of the subject Request for Proposals remain unchanged.

General:

1. Please immediately confirm receipt of this addendum by **sending an email** to procurement@lhda.co.ls that reads as follows:

“Subject: ADDENDUM NO. [insert issue number] – [insert contract name]

I/We [insert Company Name], herewith acknowledge receipt of Addendum No. [x] for the abovementioned RFP.

Regards,

[Name of Authorised Representative]”

Failure to confirm receipt of this addendum may prejudice your Bid.

All bidders are encouraged to check the LHDA website <http://www.lhda.org.ls/> on a regular basis.