



Contract Name: **Supply and Photocopiers of Photocopiers**

Date: **5<sup>th</sup> October 2016**

Subject: Addendum to Bidding Documents  
Addendum No. **02**

To: All Prospective Bidders

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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 2), Scope of Services, Page 7**

*Under 2) of this section, replace **Monthly load (Min 30 000 pages)** with:  
**Monthly load (Min 15 000 pages).***

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](mailto: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.**