Addendum to RFx [Number]

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| --- | --- |
| RFx Name: [Name] | |
| Addendum Number: [Number] | |
| Document Number: [TRIM Record Number] | Date: Thursday, June 21, 2018 |

### Attention all invited respondents

### [Insert title of information/clarification/variation] :

Insert additional information/clarification/variations to RFx.

[Guide Note: Addenda which impact on the ability of respondents to submit their response should be issued with any extension of time which is considered reasonable. Any addendum issued in the last week of the RFx period should only be issued with the agreement of the relevant Category Management Director, otherwise an extension of time must be granted.

All addendums must be loaded and distributed to respondents via the eTendering system.]

Should you have any enquiries, please contact [Name] on telephone (02) [XXXX XXXX] or email [email address].