



ADDENDUM TO REQUEST DOCUMENTS

REQUEST NO.: CUAITS2017

ADDENDUM NO.: 2

DATE OF ISSUE: 6 June 2017

NO. OF PAGES: 3 (inc this sheet)

IMPORTANT

**Please acknowledge this addendum within 24 hours of receipt.
Failure to acknowledge this addendum prior to the close of offers may constitute grounds for rejection of the offer.**

Acknowledgment may be made if your Offer has been submitted prior to receipt of this addendum. The acknowledgment must state whether the price contained in your sealed Offer is to remain unchanged or by how much it is to be increased or decreased in value. The acknowledgment must be received prior to the specified closing time.

Please acknowledge this addendum whether your organisation is tendering or not.

To: Tendering Services
Ground Floor, Optima Centre
16 Parkland Road
Osborne Park WA 6017

Phone: (08) 6551 2345

Email: tenderingservices@finance.wa.gov.au

We acknowledge receipt of ADDENDUM NO. 2 to the Request Document(s) for:
CUAITS2017: Interpreting and Translating Services

(please print)

Name of Company _____

Person Tendering _____

Address _____

(Postcode)

Signature _____

Date _____

Addendum Advice

A) ADDITIONAL DOCUMENT ISSUED

- CUA ITS2017 Tender Briefing PowerPoint Presentation

B) TENDER BRIEFING – QUESTIONS AND ANSWERS

Q1. Will expansion of operations interstate or joining a network of similar service providers after contract Award allow the Contractor to provide additional services on this CUA?

A1. Only Contractors Awarded to the CUA may provide services and no partners joining Contractors after Award may provide services. The only exception to this may be if a refresh process is initiated following the initial Term.

Q2. Many insurance providers offer **motor vehicle third party** insurance policies with limits of \$20 million and \$25 million. How was the \$30 million threshold determined and can policies with lower limits be accepted for this CUA?

A2. Insurance limits are determined independently of Finance by the Insurance Commission of WA following a risk assessment. Respondents should comply with **all** of the insurance requirements of the Request where possible. If the Respondent is unable to comply with the insurance requirements (to shift existing policies etc) the Offer may still be considered by Finance and resolved as a negotiation item.

Q3. How should insurance coverage of subcontractors be managed?

A3. It is the responsibility of Contractors to ensure that any subcontractors have appropriate levels of coverage. The Contract Authority and Customers have a direct contractual relationship with the Contractors and not their subcontractors.

Q4. With reference to Schedule 3 – Pricing please confirm the meaning of the “Customer”.

A4. The Customer is the Public Authority or other approved CUA user (as defined in the Approved CUA Users List on the finance website).

Q5. What constitutes acceptable evidence for the **Independent Evidence of Financial Solvency** requirement?

A5. Please refer to this requirement on page 29 of the Request. A letter signed by an independent accountant within the last six (6) months will suffice. Please note that a template for acceptable wording is also contained within this section of the Request.

Q6. How can other components of price that do not apply to all transactions (such as regional travel) be specified?

A6. Pricing components that do not apply to all transactions (such as regional travel) should be specified in the “Additional Pricing” sections of the pricing worksheets of the Electronic Response Schedule. Please note that this is distinct from the interpreting **base price** which comprises of factors such as administration, matching, briefing, parking and travel (if applicable).

Q7. What is the approximate date that Respondents will be notified if successful (either as a preferred or recommended Respondent)?

A7. Notification, including the commencement of any negotiations (if applicable) is anticipated to be in September 2017. The specific date will depend upon the Evaluation process, so a specific date cannot be provided.

Q8. What is the most appropriate method of Tender Submission?

A8. Please refer to section 1.2 – Submission of Offer within Part A of the Request (page four (4)). Respondents may either:

- Mail or hand in responses to the Tenders Office; or
- Upload the response onto TendersWA.

All Offers must be submitted no later than 2.30pm on Thursday 22 June 2017, Perth Western Australia time. **Late Offers will not be accepted.**

C) RESPONSE TO ADDITIONAL QUESTION

Q1. My business does not maintain a fleet of vehicles and as a result does not hold motor vehicle third party insurance. All private vehicles driven by personnel are covered by compulsory third party insurance. Is this sufficient and can my business be considered for the CUA without this insurance?

A1. Respondents should comply with **all** of the insurance requirements of the Request where possible. Notwithstanding motor vehicle third party is typically a fleet insurance policy and Offers from Respondents without this insurance may be considered where no fleet of vehicles is maintained to be resolved as a negotiation item.

The Contractor must, however ensure that all private vehicles are insured.

END OF ADDENDUM 2