



ADDENDUM TO REQUEST DOCUMENTS

REQUEST NO.: CUAITS2017

ADDENDUM NO.: 3

DATE OF ISSUE: 13 June 2017

NO. OF PAGES: 2 (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. 3 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) RESPONSE TO QUESTIONS RAISED

Q1. It does not appear possible to add extra lines into the Electronic Response Schedule pricing sheets. How can all “Additional Pricing” components be specified if there are insufficient rows?

A1. The intention is for Respondents to present Additional Pricing in a simplified format wherever possible and to specify conditional details in the “Comments” field. Where this is not possible multiple costs can be entered within a single cell and entered onto different rows within the formula bar.

Q2. The Base Price appears to be an initial admin cost with only a flat hourly rate to be charged thereafter. Pricing for every unit of time includes a fee for overheads and profit. This does not appear to be consistent with the “Base Price” method required, what information is being sought and can this still be specified in pricing?

A2. The Base Price is to facilitate single maximum hourly rates for each combination of qualifications and credentials as well as to provide some transparency around the service costs.

Under the existing arrangement the hourly rate for the initial engagement time (typically 60 – 90 mins) is higher than for subsequent hours for many Contractors. This differential should now be disaggregated into the Base Price. For example if a Respondent has a price of \$120 for the first hour and \$80 for every subsequent hour the hourly rate is \$80 and the Base Price is \$40. It is understood that a margin for other overheads and profit will be included in the hourly rate for every unit of time charged.

Respondents may alternatively build all costs into a single hourly rate (where the first and third hourly rates are identical). In this instance a “Base Price” will not be necessary.