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**ADDENDUM NO. 1**

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**REQUEST FOR QUOTATIONS (RFQ) NO.:** 1220-040-2019-003

**TITLE:** FILE REGISTRY – SCANNING & ARCHIVING SERVICES

**ADDENDUM ISSUE DATE:** APRIL 10, 2019

**CLOSING DATE:** PREFER TO RECEIVE QUOTATIONS ON OR BEFORE MAY 1, 2019

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**INFORMATION FOR CONTRACTORS**

This Addendum is issued to provide additional information and clarifications to the RFQ for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the contractor not being familiar with this addendum. This Addendum No. 1 contains one (1) page in total.

**Q.1. Whether companies from outside Canada can apply for this? (like from India or USA)**

**A.1. Companies from outside of Canada can respond to this RFQ.**

**Q.2. Whether we need to come over there for meetings?**

**A.2. You may be required to attend meetings for this RFQ during the delivery phase.**

**Q.3. Can we perform the tasks (related to RFP) outside Canada? (like from India or USA)**

**A.3. Review Schedule A of the RFQ. Some aspects of the City's requirements require Contractors to visit City Hall.**

**Q.4. Can we submit the proposals via email?**

**A.4. Refer to Section 2, Address for Delivery, on page 3 of the RFQ.**

END OF ADDENDUM

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All Addenda will become part of the RFQ Documents.

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