

**WHO MAY BID**

9 Any person or organisation may bid. A bid should be made in a name which is ordinarily used by the tenderer.

**HOW TO BID**

10 All bids must be made on the form prescribed (form RFT 1). A form has been provided with this notice. More than one form may be used if this is necessary to express bidding intentions. A cheque should accompany each form used. It should be noted that a tenderer may make only one bid for a particular lot.

11 The bid form must be signed.

12 The bid form should be completed in accordance with the directions on the bid form. It is the responsibility of the tenderer to ensure that information provided on the bid form is complete in all respects and is legible. **THE BID FORM SHOULD BE COMPLETED IN TYPED CAPITALS.** The Secretary does not accept responsibility for errors or omissions arising from bid information which is not clearly stated.

13 Bids may be posted, or delivered by hand. Bids should be addressed: 'Radio Frequency Tender, The Manager, Administration, Corporate Services Department, Reserve Bank of New Zealand, PO Box 2498, Wellington.' Bids being hand delivered should be delivered to the Receptionist, 1st Floor, Reserve Bank of New Zealand Building, No. 2 The Terrace, Wellington. In both cases, bids should be in a sealed, addressed envelope. A pre-addressed envelope is provided with this notice. Only the bid form(s) and the required bank cheque with each bid form should be put in the bid envelope. Sending a bid by facsimile is not acceptable, as a bank cheque must accompany the bid form. Bids should not be presented to the Ministry of Commerce.