CFI-ID/OUT/202[5]/BSXXXXXXXX **[YOU MUST ENSURE OBJECTIVE NUMBER IS REQUIRED]**

**To:** All Tenderers

**ADDENDUM NUMBER [INSERT NUMBER] FOR PROJECT [INSERT NUMBER] – [INSERT NAME]: [INSERT TENDER REFERENCE E.G. PMCA REQUEST FOR PROPOSAL]**

1. Tenderers are advised of the following amendments to the Tender Documents:

**[EXAMPLE ONLY]**

1. Amendments to Part 1 - Request for Proposal
   1. *In section 8, 18 and 26* ***delete*** *email* [*ID.TenderCoordinator@defence.gov.au*](mailto:ID.TenderCoordinator@defence.gov.au)
   2. *In sections 8, 18 and 26* ***insert*** [*ID.TenderCoordinator@defence.gov.au*](mailto:ID.TenderCoordinator@defence.gov.au)
2. Please acknowledge receipt of this Addendum via [insert submission method] by [insert time and date].

**Guidance Note [Remove Prior]:**

All Addendum must be reviewed and cleared by the Project Probity Advisor and Project Legal Advisor.

**[Insert Name]**

[Insert Rank]

[Insert Appointment]

[Insert Date]

**Annex[es]:** [as required]

1. [Insert Annex Name]
2. [Insert Annex Name]

**Enclosure[s]:** [as required]

1. [Insert Annex Name]
2. [Insert Annex Name]