

**Notice to Tenderer**

NTT no: 01

Date: 15 January 2025  
Contract Name: Property Services Trades Panel  
Contract No: 500/25/076  
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**Notice to Tenderer:**

Please note the following:

**1.0 Pre-conditions**

As outlined in the RFIP (Appendix 2), respondents must hold SHE Software Ltd / Totika registration or obtain this before the award of the contract.

For your information the following table shows the current rates for SHE Software Ltd registration (as listed on the SHE Software website):

## SHE PreQual Totika Pricing

Pricing for SHE PreQual Totika Pricing - (GST Exclusive)

Price	Validity
Sole Trader \$280.00	Every 2 years
Category 1 \$450.00	Every 2 years
Category 2 \$949.00	Annually
Category 3 \$1,459.00	Annually

You can check what Category your business fits into on the SHE website:

<https://www.sheprequal.co.nz/totika/register>

If you have any queries, please do not hesitate to contact the undersigned. Our Council Health & Safety team is happy to provide guidance on completion of the SHE registration.

## **2.0 Response Form B – UPDATE**

Response Form B (PRICE) has been updated for Plumbing and Electrical Services. The “Call-Out and Stand-By Fees” table (Items 4.1 – 4.4) has been removed.

There is no change to the Response Form B for Builders, as issued in the original document pack.

The updated Response Form B (PRICE) will be sent by email to those that have collected a procurement document pack prior to 15 January 2025. For those that collect a document pack after 15 January 2025 the updated Response Form will already be included in the pack.

A handwritten signature in black ink, appearing to be 'JS' with a long horizontal stroke extending to the right.

Jayne Signal  
**Procurement Advisor (Contractor)**