## RE: eTender form for Procurement of Portable Weigh Scales - Published

From:	"Prasad, Nirupa" <nirupa.prasad@transport.nsw.gov.au></nirupa.prasad@transport.nsw.gov.au>
To:	LEE Alex <alex.lee@rms.nsw.gov.au>, "Cruz, Gemma" <gemma.cruz@transport.nsw.gov.au></gemma.cruz@transport.nsw.gov.au></alex.lee@rms.nsw.gov.au>
Cc:	"Koirala, Aparna" <aparna.koirala@transport.nsw.gov.au></aparna.koirala@transport.nsw.gov.au>
Date:	Mon, 03 Sep 2018 12:35:18 +1000

Hi Alex

We do not have access to RMS objective and all Tender responses are saved in TfNSW Objective.

Please bring your USB this afternoon and Gemma will save the responses.

#### Nirupa Prasad

Team Leader Contract Administration Procurement Services | Transport Shared Services People and Corporate Services **Transport for NSW** 

T: 02 8574 3313

Level 1, 2-14 Elsie St, Burwood NSW 2134



Use public transport...plan your trip at transportinfo transportnsw.info Get on board with Opal at opal.com.au

From: LEE Alex [mailto:Alex.LEE@rms.nsw.gov.au] Sent: Monday, 3 September 2018 11:56 AM To: Prasad, Nirupa; Cruz, Gemma; Koirala, Aparna Subject: RE: ETender form for Procurement of Portable Weigh Scales - Published Importance: High

#### Good morning Nirupa

I tried to call and email Gemma but no luck to reach her. I would like to ask you could you be able to save the responses in RMS Objective rather than in TfNSW objective? Or can you save in an USB drive and I come over to Burwood to pick up?

Petar Vodogaz from EDM team provide me access the file, however I would not be able to login to TfNSW objective until tomorrow. I booked everyone in for the open tender meeting this afternoon which I need the tender responses ASAP.

Please advise which option is available.

#### Thanks

Alex Lee Project Engineer – Heavy Vehicle Programs Compliance Monitoring | Compliance Branch | Compliance and Regulatory Services T 02 8848 8225 F 02 8848 8399 E <u>alex.lee@rms.nsw.gov.au</u> www.ms.nsw.gov.au Every journey matters

Roads and Maritime Services 110 George Street Parramatta NSW 2150

#### From: Prasad, Nirupa [mailto:NIRUPA.PRASAD@transport.nsw.gov.au] Sent: Wednesday, 29 August 2018 11:21 AM To: LEE Alex; Cruz, Gemma; Koirala, Aparna Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published

Hi Alex

Gemma will be opening the tender on Friday morning and will send you the link.

#### Nirupa Prasad

A/Manager Contract Administration Procurement Services | Transport Shared Services People and Corporate Services **Transport for NSW** 

T: 02 8574 3313 Level 1, 2-14 Elsie St, Burwood NSW 2134



for NSW

Use public transport...plan your trip at transportinfo <u>transportnsw.info</u> Get on board with Opal at <u>opal.com.au</u>

From: LEE Alex [mailto:Alex.LEE@rms.nsw.gov.au] Sent: Wednesday, 29 August 2018 8:43 AM To: Prasad, Nirupa Cc: Cruz, Gemma Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published Importance: High

Good morning Nirupa

Could you please provide me the responses list of RFT - RMS 2018/001 on Friday morning.

Thanks

Alex Lee Project Engineer – Heavy Vehicles Programs Compliance Monitoring | Compliance Branch | Compliance and Regulatory Services T 02 8848 8225 F 02 8848 8399 E <u>alex.lee@rms.nsw.gov.au</u> www.ms.nsw.gov.au *Every journey matters* 

Roads and Maritime Services 110 George Street Parramatta NSW 2150

From: Cruz, Gemma [mailto:Gemma.Cruz@transport.nsw.gov.au] Sent: Tuesday, 28 August 2018 3:33 PM To: LEE Alex

Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published

Hi Alex

Apologies for late response as I've been in training.

We will open the tender on Friday morning and should be able to provide you with the Responses list.

If you can please send the request to my Manager Nirupa Prasad so she can allocate the task.

Thanks Alex.

Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134

## Transport for NSW

Use public transport...plan your trip at transportinfo transportnew.info Get on board with Opal at opal.com.au

From: LEE Alex [mailto:Alex.LEE@rms.nsw.gov.au] Sent: Tuesday, 28 August 2018 11:45 AM To: Cruz, Germa Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published Importance: High

Good morning Gemma

RFT - RMS 2018/001 will close this Thursday 5pm.

I would like to know when will I receive all the submission from eTender? Will I receive them by Friday or next Monday?

Regards Alex

From: Cruz, Gemma [mailto:Gemma.Cruz@transport.nsw.gov.au] Sent: Thursday, 16 August 2018 12:09 PM To: CHIU Mark; LEE Alex Cc: SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published

Hi Mark

https://tenders.nsw.gov.au/?event=public.home

Please ensure you correctly entered RFT ID - RMS 2018/001

Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134



Use public transport...plan your trip at transportinfo <u>transportnsw.info</u> Get on board with Opal at <u>opal.com.au</u>

From: CHIU Mark [mailto:Mark.CHIU@rms.nsw.gov.au] Sent: Thursday, 16 August 2018 11:54 AM To: Cruz, Gemma; LEE Alex

Cc: SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published

Thanks Gemma I still cant find it, can you send the URL to us please? Thanks

@Alex - when you draft the supplier invitation email, can you send it to me before you send it, just to check the details?

Many thanks Mark

Mark Chiu RM<u>S P</u>roci Chiu Procurement | Business Services Division E: mark.chiu@rms.nsw.gov.au M: ms.nsw.gov.au

*Every journey matters* Roads and Maritime Services

From: Cruz, Gemma [mailto:Gemma.Cruz@transport.nsw.gov.au] Sent: Thursday, 16 August 2018 11:43 AM To: CHIU Mark; LEE Alex Cc: SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published

Hi Mark

I did try and searched and it is definitely there.

## **Roads and Maritime Services / Restricted RFT Access**

RFT	Access	Passcoo	le:
111 1	ALCOSS	1 433000	

or any enquiries related to this tender, please contact the Conta	
	act Officer below:
RFT ID: RMS 2018/001	
RFT Title: Portable Weigh Scales For Heavy Vehicle Inspections	s

Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134



Use public transport...plan your trip at transportinfo transportnew.info Get on board with Opal at opal.com.au

From: CHIU Mark [mailto:Mark.CHIU@rms.nsw.gov.au] Sent: Thursday, 16 August 2018 11:25 AM To: Cruz, Gemma; LEE Alex Cc: SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published

Hi Gemma. I just went on e-tender and searched, and rightly can't see it because it is restricted. But how does a prospective tenderer see the advert? Is there a link to etender?

Regards Mark



*Every journey matters* Roads and Maritime Services

From: Cruz, Gemma [mailto:Gemma.Cruz@transport.nsw.gov.au] Sent: Thursday, 16 August 2018 11:01 AM To: LEE Alex; CHIU Mark Cc: SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales - Published

HI Alex & Mark

Confirming that RFT RMS 2018/001 has been published.

## Publishing RFT Publish Confirmation - RMS 2018/001

Title: Portable Weigh Scales For Heavy Vehicle Inspections Close Date & Time: 30-Aug-2018 5:00pm Approval Date & Time: 16-Aug-2018 10:55am Publish Date: 16-Aug-2018

The passphrase entered for your secret key was:

## Passphrase for RMS 2018/001

The passphrase MUST be made available at the tenders opening session for responses to be accessible.

Kind regards,

Gemma Cruz

Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134





Use public transport...plan your trip at transportinfo transportnew.info Get on board with Opal at opal.com.au

From: LEE Alex [mailto:Alex.LEE@rms.nsw.gov.au] Sent: Thursday, 16 August 2018 10:49 AM To: Cruz, Gemma; CHIU Mark Cc: SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Gemma

All good to publish.

Regards Alex

From: Cruz, Gemma [mailto:Gemma.Cruz@transport.nsw.gov.au] Sent: Thursday, 16 August 2018 10:33 AM To: LEE Alex; CHIU Mark Cc: SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Alex

I have amended the draft. I have also attached the generated passcode for the invited tenderers.

Please confirm if all good to publish.

## Roads and Maritime Services / Portable Weigh Scales For Heavy Vehicle **RMS 2018/001 (Preview)**

Tender Details	RFT I
	RFT T
RFP for the supply of 425 Portable Weigh Scales for Enforcement Operations Inspections in NSW.	Publis
Portable weigh scales are used by Enforcement Operations Inspectors to weigh heavy vehicles in NSW to meet regulatory and	Close
road safety requirements.	Categ
	41111
Roads and Maritime Services seeks Proposals for the supply of 425 Portable Weigh Scales. The performance requirements for	Agen
the Portable Weigh Scales are described in Part B of the Request for Proposal.	

## Location

Refer to Additional Details / Instructions

## **RFT Type**

Pre-Qualified / Invited - Only those directly invited to tender, may obtain an RFT for the purpose of lodging a tender response. Generally an invitation from a pre-qualified register of approved tenderers who have the ability to undertake the particular work or type of work proposed, a limited number of service providers are known to carry out the work or service (or in emergency or other restricted situations). Tenderers have usually been pre-qualified, accredited, or selected for the type of work and financial alex le range. Competitive bids called from a standing offer (panel / period) contracts would also use this type.

Conta Alex L Phone

## Additional Details / Instructions

Location Sydney

### Multi Agency Access

No

## **Participation Instructions**

Download a softcopy - free

Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134



Use public transport...plan your trip at transportinfo <u>transportnsw.info</u> Get on board with Opal at <u>opal.com.au</u>

From: LEE Alex [mailto:Alex.LEE@rms.nsw.gov.au] Sent: Thursday, 16 August 2018 10:21 AM To: CHIU Mark; Cruz, Gemma Cc: SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales Importance: High

Hi Gemma

The preview looks good except the Closes date should be 30-Aug-2018 5:00pm.

Also we need to make sure the RFP can ONLY be downloaded by the invited tenderers.

#### Hi Mark

The first page of RFP stated the lodgement method is "NSW e\_Tendering website", so I am sure all tenderers will submit their responses to eTendering website.

#### Regards Alex

## Roads and Maritime Services / Portable Weigh Scales For Heavy Vehicle **RMS 2018/001 (Preview)**

RFT

## **Tender Details**

	RFT
RFP for the supply of 425 Portable Weigh Scales for Enforcement Operations Inspections in NSW.	Pub
Portable weigh scales are used by Enforcement Operations Inspectors to weigh heavy vehicles in NSW to meet regulatory and	Clos
road safety requirements.	Cat
	411
Roads and Maritime Services seeks Proposals for the supply of 425 Portable Weigh Scales. The performance requirements for	Age
the Portable Weigh Scales are described in Part B of the Request for Proposal.	
Location	
Refer to Additional Details / Instructions	-
RFT Type	
Pre-Qualified / Invited - Only those directly invited to tender, may obtain an RFT for the purpose of lodging a tender response.	
Generally an invitation from a pre-qualified register of approved tenderers who have the ability to undertake the particular work	Con
or type of work proposed, a limited number of service providers are known to carry out the work or service (or in emergency or	Alex
other restricted situations). Tenderers have usually been pre-gualified, accredited, or selected for the type of work and financial	Pho
range. Competitive bids called from a standing offer (panel / period) contracts would also use this type.	alex

## Additional Details / Instructions

Location Sydney

3				
	Ø	٢	3	٢

From: CHIU Mark Sent: Thursday, 16 August 2018 9:53 AM To: Cruz, Gemma Cc: LEE Alex; SOLIMAN Samer Subject: Re: eTender form for Procurement of Portable Weigh Scales

Do we need to put something in the participation instructions section? Something like:

"Tenderers will be invited to download a copy of the RFP from the e-tender website and will be required to submit their responses via e-tender by the due date. Do not submit responses directly to a Roads and Maritime Services representative."

Want to make sure tenderers do not email a response directly to RMS. Alex, please ensure the RFP also gives adequate instructions for submitting responses.

Regards Mark

#### Sent from my iPhone

On 16 Aug 2018, at 9:43 am, Cruz, Gemma <<u>Gemma.Cruz@transport.nsw.gov.au</u>> wrote:

#### Hi Alex and Mark

Below is the preview of the tender. If you can please review and let me know if all good to publish.

<image003.png>

#### Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134

#### <image004.jpg>

Use public transport...plan your trip at transportinfo transportnew.info Get on board with Opal at opal.com.au

From: LEE Alex [ mailto:Alex.LEE@rms.nsw.gov.au ] Sent: Thursday, 16 August 2018 9:12 AM To: CHIU Mark CC: Cruz, Gemma; SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales Importance: High

Good morning Mark and Gemma

Good news, see attached for the signed off Procurement Strategy document and the updated RFP with new dates.

I believe it can be published by this afternoon.

Thanks Alex

From: LEE Alex Sent: Wednesday, 15 August 2018 11:17 AM To: CHIU Mark Cc: 'Cruz, Gemma'; SOLIMAN Samer Subject: RE: eTender form for Procurement of Portable Weigh Scales

#### Good morning Mark

I am still waiting for Melinda to sign it off, I hope it will be ready by tomorrow. I will then update the RFP and forward to TSS and cc you.

Regards

Alex

From: Cruz, Gemma [<u>mailto:Gemma.Cruz@transport.nsw.gov.au</u>] Sent: Wednesday, 15 August 2018 11:13 AM To: CHIU Mark; LEE Alex Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Mark

It's all been drafted just waiting on the approval & amended document. As soon as I received them, I will send it to you for review and approval and can publish it on the same day.

#### Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134

<image004.jpg>

Use public transport...plan your trip at transportinfo  $\underline{transportnsw.info}$  Get on board with Opal at  $\underline{opal.com.au}$ 

# From: CHIU Mark [ mailto:Mark.CHIU@rms.nsw.gov.au ] Sent: Wednesday, 15 August 2018 11:07 AM To: Cruz, Gemma; LEE Alex Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Gemma/Alex, What are the new dates for publishing this e-tender advert now?

Gemma – have you completed the draft? Alex – have you updated the RFP?

Regards Mark



Every journey matters Roads and Maritime Services

# From: Cruz, Gemma [ mailto:Gemma.Cruz@transport.nsw.gov.au ] Sent: Tuesday, 14 August 2018 11:27 AM To: CHIU Mark Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Mark

The RFX ID is RMS 2018/001 and publish date is today. If you can please update the relevant field in the document before I upload it.

Thank you.

Kind regards,

#### Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134

### <image004.jpg>

Use public transport...plan your trip at transportinfo transportnew.info Get on board with Opal at opal.com.au

#### From: Cruz, Gemma Sent: Tuesday, 14 August 2018 11:17 AM To: CHIU Mark Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Mark

I'm working on this now. Are you able to come around as Nirupa wants to have a word with you about this request.

Thanks Mark.

#### Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services **Transport for NSW** 

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134

<image004.jpg>

Use public transport...plan your trip at transportinfo  $\underline{transportnsw.info}$  Get on board with Opal at  $\underline{opal.com.au}$ 

## From: CHIU Mark [ mailto:Mark.CHIU@rms.nsw.gov.au ] Sent: Tuesday, 14 August 2018 11:02 AM To: Cruz, Gemma Cc: LEE Alex Subject: RE: eTender form for Procurement of Portable Weigh Scales

Thanks Gemma, can you do this today? The business is wanting it to be published asap. As it is a closed select tender, once it is published, will you send a link to the advert and a passcode? Is that how closed/select tenders work on e-tender website?

Regards Mark

Btw: I'm on Level 1 2-14 Elsie St this morning, near the Wirragulla room

## Mark Chiu RMS Procurement | Business Services Division M: 0439 296 184 E: mark.chiu@rms.nsw.gov.au www.rms.nsw.gov.au

*Every journey matters* Roads and Maritime Services

From: Cruz, Gemma [<u>mailto:Gemma.Cruz@transport.nsw.gov.au</u>] Sent: Tuesday, 14 August 2018 10:56 AM To: CHIU Mark Cc: LEE Alex

Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Mark

No worries I will enter the information you have provided and will send you the preview for your review and approval before I publish it. Will also generate the RFx ID.

Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services **Transport for NSW** 

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134

#### <image004.jpg>

Use public transport...plan your trip at transportinfo transportnsw.info Get on board with Opal at opal.com.au

From: CHIU Mark [ mailto:Mark.CHIU@rms.nsw.gov.au ] Sent: Tuesday, 14 August 2018 10:42 AM To: Cruz, Gemma Cc: LEE Alex Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Gemma, Please create an RFx ID for us! Thanks v much.

Mark Chiu RMS Procurement | Business Services Division M: \_\_\_\_\_\_E: mark.chiu@rms.nsw.gov.au www.rms.nsw.gov.au

Every journey matters Roads and Maritime Services

From: Cruz, Gemma [ <u>mailto:Gemma.Cruz@transport.nsw.gov.au</u> ] Sent: Tuesday, 14 August 2018 9:51 AM To: CHIU Mark Subject: RE: eTender form for Procurement of Portable Weigh Scales

Hi Mark

Also, do you have the RFX ID #? If not, let me know so we can create one for you.

## Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services **Transport for NSW** 

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134

#### <image004.jpg>

Use public transport...plan your trip at transportinfo  $\underline{transportnsw.info}$  Get on board with Opal at  $\underline{opal.com.au}$ 

From: Cruz, Gemma Sent: Tuesday, 14 August 2018 9:23 AM To: CHIU Mark Subject: FW: eTender form for Procurement of Portable Weigh Scales Importance: High

Hi Mark

Do you have the Word format for the Tender details for publishing? It will be easier (with less typo error) to copy and paste the information into the eTendering site.

Thanks Mark

Kind regards,

Gemma Cruz Contract Administration Procurement Services | Transport Shared Services People and Corporate Services Transport for NSW

T: 02 8574 3321 Level 1, 2-14 Elsie St, Burwood NSW 2134

<image004.jpg>

Use public transport...plan your trip at transportinfo transportnsw.info Get on board with Opal at opal.com.au

## From: Bedi, Taranjeet Sent: Tuesday, 14 August 2018 9:08 AM To: Cruz, Gemma Cc: Prasad, Nirupa Subject: FW: eTender form for Procurement of Portable Weigh Scales Importance: High

Hi Gemma

Could you please assist with the attached request as priority? This is a selective RMS tender

Thanks

Taranjeet Bedi SSO – Contract Administration

Transport Shared Services - Procurement Services People and Corporate Services Transport for NSW T 02 8574 3305 Level 1 2-14 Elsie Street, Burwood NSW 2134 <image005.jpg>

Use public transport... plan your trip at transportnsw.info

From: CHIU Mark [ mailto:Mark.CHIU@rms.nsw.gov.au ] Sent: Monday, 13 August 2018 10:50 AM To: Bedi, Taranjeet; TenderInfo Cc: LEE Alex; Prasad, Nirupa Subject: FW: eTender form for Procurement of Portable Weigh Scales Importance: High

Hi Taranjeet,

Please let me know if you've received this email requesting e-tender publishing of the RMS RFP for portable weigh scales.

As discussed with Nirupa on Friday, this e-tender is for a SELECT TENDER (INVITE ONLY), and RESTRICTED VIEW. A few points:

- In the attached 5425 form, please DELETE the Other Instructions (standard) info. Tenderers are NOT to contact TSS to bid.
  - As it will be a select tender, I understand once you publish, you will provide us with the link to the e-tender advert, and a passcode? We will send this to our list of select suppliers. Potential suppliers will be asked to access the e-tender advert, and submit their responses via e-
  - tender
- The RFP document (attached) is to be published with the CLOSED e-tender advert, and accessible only when we give access to the select suppliers. Note: I've embedded the goods and services contract into the RFP, so you just need to attach the RFP doc.

Any questions, please let us know. The business would like to publish this asap. As it is a standard goods supply, they have only given them 2 weeks to respond.

Regards Mark

Mark Chiu Procurement | Business Services Division M: E: mark.chiu@rms.nsw.gov.au au

*Every journey matters* Roads and Maritime Services

From: LEE Alex Sent: Monday, 13 August 2018 10:32 AM To: CHIU Mark Subject: FW: eTender form for Procurement of Portable Weigh Scales Importance: High

From: LEE Alex Sent: Friday, 10 August 2018 11:50 AM To: Subject: eTender form for Procurement of Portable Weigh Scales Importance: High

Hi there

Please see attached the signed form 5425, the RFP and the Goods & Services Agreement.

Please be advised, we would like to publish this Select Tender on next Monday 13 August 2018.

Regards

Alex Lee

Project Engineer – Heavy Vehicles Programs Compliance Monitoring | Compliance Branch | Compliance and Regulatory Services T 02 8848 8225 F 02 8848 8399 E <u>alex.lee@rms.nsw.gov.au</u> www.rms.nsw.gov.au Every journey matters

**Roads and Maritime Services** 110 George Street Parramatta NSW 2150

This email is intended only for the addressee and may contain confidential information. If you receive this email in error please delete it and any attachments and notify the sender immediately by reply email. Transport for NSW takes all care to ensure that attachments are free from viruses or other defects. Transport for NSW assume no liability for any loss, damage or other consequences which may arise from opening or using an attachment.

Consider the environment. Please don't print this e-mail unless really necessary.



#### Before printing, please consider the environment

IMPORTANT NOTICE: This email and any attachment to it are intended only to be read or used by the named addressee. It is confidential and may contain legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission to you. Roads and Maritime Services is not responsible for any unauthorised alterations to this email or attachment to it. Views expressed in this message are those of the individual sender, and are not necessarily the views of Roads and Maritime Services. If you receive this email in error, please immediately delete it from your system and notify the sender. You must not disclose, copy or use any part of this email if you are not the intended recipient.