

(b.) On the receipt of a printed proof of the services to be advertised in his district, the Chief Postmaster will make any additions or alterations necessitated by decisions given subsequent to the despatch of the original manuscript (Mail 70) to the Secretary, and, after carefully checking the proof, will return it with his certificate that the services are in proper form for advertising. In the case of a service running into an adjoining district the Chief Postmaster of the adjoining district should be communicated with.

(c.) On the return of the proofs from all Chief Postmasters a list of all services for which tenders are to be invited is published in the *New Zealand Gazette*, copies of which are supplied to Chief Postmasters. Posters inviting tenders and containing a list of all mail-services in the respective districts will be printed for exhibition at all post-offices, and a short advertisement notifying that tenders are being invited and that a list of the services can be seen or procured at any post-office will be inserted in the newspapers by the Advertising Department. Chief Postmasters will also forward notices to all previous tenderers that tenders are again being invited, and in connection with the larger services Chief Postmasters will, when forwarding copies of the advertisement to prospective tenderers, underline in red ink the proposed services in which such persons are likely to be interested.

(d.) In regard to Tourist services where the special conditions apply, a schedule showing the maximum passenger fares the tenderer intends to charge must be attached to the tender. In cases in which clause 5 of the additional terms and conditions apply, Chief Postmasters must see that a schedule is also attached setting out the maximum rates for which the tenderer will convey parcels for or on behalf of the Department of Tourist and Health Resorts.

(e.) On the expiry of the time for receiving tenders the Chief Postmaster will open and carefully examine all tenders received, particularly in regard to the correctness of the entry of the number, places, and frequency of the service or services to which each tender refers. Should a tender be received for a service in another district, its receipt is to be reported to the Chief Postmaster by telegraph, and it is to be forwarded to him by first mail. In the case of a tender received for a service which runs into an adjoining district, the Chief Postmasters are, if necessary, to confer. The particulars of the tenders received for each service are to be entered on form Mail 71, which should be prepared in skeleton form beforehand. If a tender covering more than one service is received, care should be taken to show the amount allocated to each individual service. If a letter accompanies a tender, reference to it, when necessary, should be made in the schedule and a copy of the letter filed at the chief office. In the schedule, the tenderers' names are to appear in order of the amounts of their tenders, the lowest being first and the highest last. The name of the present contractor, if a tenderer, is to be underlined in red ink. Where no deposit has been received, this should be shown by inserting the word "None" in the column "Amount of Deposit." The remarks are to be concise and definite, but brevity is not to be sought at the cost of omitting information likely to be of value to the Secretary in arriving at a decision. Should a tender be received for a service to commence from the opposite terminal to the existing one, involving a change in time-table, a report is to be furnished as to the suitability of the proposed altered time-table. In no case is the tender recommended for acceptance to be marked with an asterisk or other sign of reference and discussed in a separate place. The file num-