

**PART A**

**BID SUBMISSION**

**FORM A: BID**  
(See B7)

1. Project Title SUPPLY AND DELIVERY OF PRINTED ENVELOPES

2. Bidder

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

(Mailing address if different)

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

The Bidder is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder hereby authorizes the following contact person to represent the Bidder for purposes of the Bid.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D4 unless the context otherwise requires.

5. Offer

The Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out on Form B: Prices, appended hereto.

6. Commencement of the Work

The Bidder agrees that no Work shall commence until he is in receipt of a purchase order authorizing the commencement of the Work.

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7. Contract

The Bidder agrees that the Bid Opportunity in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid Submission.

8. Addenda

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:

No.	_____	Dated	_____
	_____		_____
	_____		_____

9. Time

This offer shall be open for acceptance, binding and irrevocable for a period of thirty (30) Calendar Days following the Submission Deadline.

10. Signatures

In witness whereof the Bidder or the Bidder's authorized official or officials have signed this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

Signed and sealed in  
the presence of:

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

Signature of Bidder or  
Bidder's Authorized Official or Officials

\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

SEAL

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**FORM B: PRICES**  
 (See B8)

**SUPPLY AND DELIVERY OF PRINTED ENVELOPES**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
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**PART A: ENVELOPE COSTS**

Open Side	Whitewove	Item 1				
1.	24 lb. #23	4 1/2" x 6 5/8" Invitation	E4.1	10	M	

Open Side	Recycled White	Plain	Items 1 - 11			
2.	24 lb. #8	3 5/8" x 6 1/2"		10	M	
3.	24 lb. #8	3 5/8" x 6 1/2" AVP Window		5	M	
4.	24 lb. #9	4" x 9"		25	M	
5.	24 lb. #9	4" x 9" AVP Window		5	M	
6.	24 lb. #10	4 1/8" x 9 1/2"		350	M	
7.	24 lb. #10	4 1/8" x 9 1/2" AVP Window		350	M	
8.	24 lb. Cheque	3 3/4" x 8 3/4" AVP Window Grey Decco		10	M	
9.	24 lb. T4 Window	4 1/8" x 9" Grey Decco		40	M	
10.	24 lb. T4 Window	5 3/4" x 9" Grey Decco		25	M	
11.	24 lb. #10	4 1/8" x 9 1/2" Ultra White Mohawk Superfine Text	E3.3.2	15	500	

Open End	Recycled Kraft	Plain	Items 12 - 18			
12.	24 lb.	5 3/4" x 9 1/2"		30	M	
13.	24 lb.	7 1/2" x 10 1/2"		10	M	
14.	20 lb	9" x 12"		45	M	
15.	24 lb.	9 1/2" x 14 3/4"		10	M	
16.	24 lb.	10" x 13"		10	M	
17.	24 lb.	11 1/2" x 14 1/2"		5	M	
18.	32 lb.	12" x 16"		5	M	

**PART B: PRINTING COSTS**

Single Colour	Printing For Items 1 - 10				
19.	If print job is for 1 Thousand			M	
20.	If print job is for 2 Thousand			M	
21.	If print job is for 3 Thousand			M	
22.	If print job is for 4 Thousand			M	

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**FORM B: PRICES**  
 (See B8)

**SUPPLY AND DELIVERY OF PRINTED ENVELOPES**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
<b>Single Colour</b>					
<b>Printing For Items 1 – 10</b>					
23.	If print job is for 5 Thousand			M	
24.	If print job is for 6 Thousand			M	
25.	If print job is for 7 Thousand			M	
26.	If print job is for 8 Thousand			M	
27.	If print job is for 9 Thousand			M	
28.	If print job is for 10 Thousand			M	
29.	If print job is for 11 – 15 Thousand			M	
30.	If print job is for 16 – 20 Thousand			M	
31.	If print job is for 21 – 25 Thousand			M	
32.	If print job is for 26 – 35 Thousand			M	
33.	If print job is for 36 – 50 Thousand			M	
34.	If print job is for 51 – 100 Thousand			M	
<b>4 Spot Color</b>					
<b>Printing For Item 11 E3.3.2</b>					
35.	If print job is for 1 Thousand			M	
36.	If print job is for 2 Thousand			M	
37.	If print job is for 3 Thousand			M	
38.	If print job is for 4 Thousand			M	
39.	If print job is for 5 Thousand			M	
40.	If print job is for 6 Thousand			M	
41.	If print job is for 7 Thousand			M	
42.	If print job is for 8 Thousand			M	
43.	If print job is for 9 Thousand			M	
44.	If print job is for 10 Thousand			M	
45.	If print job is for 11 – 15 Thousand			M	
46.	If print job is for 16 – 20 Thousand			M	
47.	If print job is for 21 – 25 Thousand			M	
48.	If print job is for 26 – 35 Thousand			M	
49.	If print job is for 36 – 50 Thousand			M	
50.	If print job is for 51 – 100 Thousand			M	

**FORM B: PRICES**  
 (See B8)

**SUPPLY AND DELIVERY OF PRINTED ENVELOPES**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
<b>Single Colour Printing For Items 12 - 16</b>					
51.	If print job is for 1 Thousand			M	
52.	If print job is for 2 Thousand			M	
53.	If print job is for 3 Thousand			M	
54.	If print job is for 4 Thousand			M	
55.	If print job is for 5 Thousand			M	
56.	If print job is for 6 Thousand			M	
57.	If print job is for 7 Thousand			M	
58.	If print job is for 8 Thousand			M	
59.	If print job is for 9 Thousand			M	
60.	If print job is for 10 Thousand			M	
61.	If print job is for 11 - 15 Thousand			M	
62.	If print job is for 16 - 20 Thousand			M	
63.	If print job is for 21 - 25 Thousand			M	
64.	If print job is for 26 - 35 Thousand			M	
65.	If print job is for 36 - 50 Thousand			M	
66.	If print job is for 51 - 100 Thousand			M	
<b>Single Colour Printing For Items 17 &amp; 18</b>					
67.	If print job is for 1 Thousand			M	
68.	If print job is for 2 Thousand			M	
69.	If print job is for 3 Thousand			M	
70.	If print job is for 4 Thousand			M	
71.	If print job is for 5 Thousand			M	

**PART C:**

72.	Setup costs per Run			RUN	
73.	Proof Costs per Run	E3.2		RUN	
74.	RUSH ORDERS	D7.4		RUN	%
	Please indicate the % (percent) increase in cost, for processing a Rush Order				

TOTAL BID PRICE (GST and PST extra) (in figures) \$ \_\_\_\_\_

(in words) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Bidder