

PART A

BID SUBMISSION

FORM A: BID
(See B7)

1. Project Title PROVISION OF DIRECT MAIL SERVICES

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 D3 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_____.

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)

FORM B: PRICES
 (See B8)

PROVISION OF DIRECT MAIL SERVICES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE (Per Thousand Envelopes)	AMOUNT
INSERTING AND SEALING (items no. 1-4)						
1.	1 insert (with envelope)	E2	Envelope	352k		
2.	2 inserts (with envelope)	E2	Envelope	293k		
3.	3 inserts (with envelope)	E2	Envelope	100k		
4.	4 inserts (with envelope)	E2	Envelope	937k		

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE (Per Thousand Pieces)	AMOUNT
5.	Folding various flat sheet paper sizes for insert	E3	Ea	1.7 Mil		
6.	Form Bursting and Breaking	E4	Ea	200k		
7.	Hand matching and collating	E5	Ea	200k		

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
8.	Set-up costs for jobs less than 1Thousand pieces	E6	Ea	80		
9.	Job pick-up	E7	Ea	600		
10.	Job delivery	E8	Ea	800		

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

(in words) _____

 Name of Bidder