FORM A: BID
(See B7)

1. Contract Title   PROVISION OF DIRECT MAIL SERVICES

2. Bidder

_____
Name of Bidder

_____
Street

_____
City   Province   Postal Code

_____
Facsimile Number

(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.

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 notice of award authorizing the commencement of the Work.

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.

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

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)

SEAL

FORM B: PRICES
(See B8)

PROVISION OF DIRECT MAIL SERVICES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY EACH YEAR	UNIT PRICE	
					Year 1	**Year 2**
1.	Set-up Costs for Complete Jobs less than 1 Thousand Pieces	D3.1(e); E2.6; E3.4 (f) i, ii, iii.	Each	20		
2.	Machine Folding various flat sheet paper sizes for insert	E2.7	Thousand	1000		
3.	Machine Inserting & Sealing 1 insert	E2.8	Thousand	425		
4.	Machine Inserting & Sealing 2 inserts	E2.8	Thousand	720		
5.	Machine Inserting & Sealing 3 inserts	E2.8	Thousand	11		
6.	Machine Inserting & Sealing 4 inserts	E2.8	Thousand	1		
7.	Machine Sealing Only (no folding)	E2.9	Thousand	9		
8.	Manual Folding Various Flat Sheet Paper Sizes for Insert	E2.10	Thousand	1		
9.	Manual Inserting 1 -4 inserts per envelope	E2.11	Thousand	9		
10.	Manual Inserting 5 – 9 inserts per envelope	E2.11	Thousand	1		
11.	Manual Inserting 10 – 20 inserts per envelope	E2.11	Thousand	1		
12.	Manual Sealing	E2.12	Thousand	1		
13.	Form Bursting and Breaking	E2.13	Thousand	1		

FORM B: PRICES
(See B8)

PROVISION OF DIRECT MAIL SERVICES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY EACH YEAR	UNIT PRICE	
					Year 1	**Year 2**
14.	Hand Matching and Collating	E2.14	Thousand	1		
15.	Paper Cutting	E2.15	Thousand	40		
16.	Inkjet Addressing	E2.16	Thousand	5		
17.	Address Correction / Verification	E2.17	Thousand	17		
18.	Incentive Rate Sortation	E2.18	Thousand	17		
19.	Postal Indicia	E2.19	Thousand	51		
20.	Unaddressed Admail (bundling, containerizing and labelling)	E2.20	Thousand	50		
21.	Unaddressed Admail (admail delivery slip)	E2.20	Each	2		
22.	Label Printing	E2.21	Thousand	27		
23.	Label Affixing	E2.22	Thousand	27		
24.	Job Pick-Up	E2.23	Each	20		
25.	Job Delivery	E2.24	Each	130		

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

(in words) _____

_____

_____

Name of Bidder