

**FORM A: PROPOSAL**  
(See B8)

1. Contract Title REQUEST FOR PROPOSALS FOR THE PROVISION OF PROCESS SERVING

2. Bidder

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

\_\_\_\_\_  
Usual Business Name of Bidder as it appears on Invoice (if different from above)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

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

\_\_\_\_\_  
Email Address of Bidder

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

(Mailing address if different)

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

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

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

\_\_\_\_\_  
GST Registration Number (if applicable)

(Choose one)

The Bidder is:

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 Proposal.

\_\_\_\_\_  
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. Execution of Contract The Bidder agrees to execute and return the Contract no later than seven (7) Calendar Days after receipt of the Contract, in the manner specified in C4.1.
7. Commencement of the Work The Bidder agrees that no Work shall commence until he/she is in receipt of a notice of award from the Award Authority authorizing the commencement of the Work.
8. Contract The Bidder agrees that the Request for Proposal 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 Proposal.
9. 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 |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
10. Time This offer shall be open for acceptance, binding and irrevocable for a period of sixty (60) Calendar Days following the Submission Deadline.
11. 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)

**FORM B: PRICES**  
(See B9)

REQUEST FOR PROPOSALS FOR THE PROVISION OF PROCESS SERVING

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1.	Local Process Serving in Winnipeg which includes: - necessary investigation, - serve documents as required, - prepare affidavit of service or attempted service, and - pickup/return on routine basis	E2 and E3	each	850		
1. a	Mileage for Item 1		km	850		
2.	Long Distance Process Serving in Manitoba (outside Winnipeg) which includes: - necessary investigation, - serve documents as required, - arrange for agent to conduct service, - prepare affidavit of service or attempted service, and - pickup/return on routine basis	E3.5	each	10		
2. a	Mileage for Item 2		km	10		
2. b	Agent fee for Item 2		each	10		
3.	Long Distance Process Serving in Canada which includes: - necessary investigation, - serve documents as required, - arrange for agent to conduct service, - prepare affidavit of service or attempted service, and - pickup/return on routine basis	E3.5	each	5		
3. a	Agent fee for Item 3		each	5		
4.	Long Distance Process Serving in continental U.S.A. which includes: - necessary investigation, - serve documents as required, - arrange for agent to conduct service, - prepare affidavit of service or attempted service, and - pickup/return on routine basis	E3.5	each	5		
4. a	Agent fee for Item 4		each	5		

**FORM B: PRICES**  
(See B9)

REQUEST FOR PROPOSALS FOR THE PROVISION OF PROCESS SERVING

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
5.	Long Distance Process Serving in foreign countries which includes: - necessary investigation, - serve documents as required, - arrange for agent to conduct service, - prepare affidavit of service or attempted service, and - pickup/return on routine basis	E3.5	each	2		
5. a	Agent fee for Item 5		each	2		
6.	Hourly rate for detective work, which includes: - staking out a property or parties to be served.	E3	hour	100		
7.	Hourly Rate for additional investigation, which includes: - conducting searches or interviews.	E2 and E3	hour	100		
8.	Posting a notice at a property for substitutional service purposes	E3	each	10		
9.	Obtaining Death Certificate	E3.7	each	50		
10.	Obtaining Grant of Probate	E3.7	each	30		

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

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

\_\_\_\_\_

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