

FORM A: BID
(See B8)

1. Contract Title PROVISION OF DIRECT MAIL SERVICES

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)

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.

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/she 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)

FORM B: PRICES
 (See B9)

PROVISION OF DIRECT MAIL SERVICES

UNIT PRICES

| ITEM NO. | DESCRIPTION | SPEC. REF. | UNIT | APPROX. QUANTITY | UNIT PRICE | AMOUNT |
|----------|---|------------|----------|------------------|------------|--------|
| 1. | Set up Costs for Complete Jobs less than 1 Thousand Pieces | E2.6 | Each | 3 | | |
| 2. | Machine Folding various flat sheet paper sizes for insert | E2.7 | Thousand | 1321 | | |
| 3. | Machine Inserting & Sealing 1 insert | E2.8 | Thousand | 648 | | |
| 4. | Machine Inserting & Sealing 2 inserts | E2.8 | Thousand | 529 | | |
| 5. | Machine Inserting & Sealing 3 inserts | E2.8 | Thousand | 2 | | |
| 6. | Machine Inserting & Sealing 4 inserts | E2.8 | Thousand | 1 | | |
| 7. | Machine Sealing Only (no folding) | E2.9 | Thousand | 7 | | |
| 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 | 7 | | |
| 10. | Manual Inserting 5-9 inserts per envelope | E2.11 | Thousand | 2 | | |
| 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 | | |
| 14. | Hand Matching and Collating | E2.14 | Thousand | 9 | | |
| 15. | Paper Cutting | E2.15 | Thousand | 66 | | |
| 16. | Inkjet Addressing | E2.16 | Thousand | 15 | | |
| 17. | Electronic Address Correction/Verification | E2.17 | Thousand | 2 | | |
| 18. | Manual Address Correction/Verification | E2.18 | Thousand | 6 | | |
| 19. | Incentive Rate Sortation | E2.19 | Thousand | 65 | | |
| 20. | Postal Indicia | E2.20 | Thousand | 51 | | |
| 21. | Unaddressed Admail (bundling, containerizing and labelling) | E2.21 | Thousand | 50 | | |
| 22. | Unaddressed Admail (admail delivery slip) | E2.21 | Each | 2 | | |

FORM B: PRICES
 (See B9)

PROVISION OF DIRECT MAIL SERVICES

UNIT PRICES

| ITEM NO. | DESCRIPTION | SPEC. REF. | UNIT | APPROX. QUANTITY | UNIT PRICE | AMOUNT |
|--|-----------------------------------|------------|----------|------------------|------------|--------|
| 23. | Label Printing | E2.22 | Thousand | 1 | | |
| 24. | Label Affixing | E2.23 | Thousand | 1 | | |
| 25. | Job Pick-up | E2.24 | Each | 3 | | |
| 26. | Job Delivery | E2.25 | Each | 96 | | |
| 27. | Address Accuracy | E2.26 | Thousand | 10 | | |
| 28. | National Change of Address (NCOA) | E2.27 | Thousand | 0 | | |
| 29. | Pre-sort Data Files | E2.28 | Thousand | 10 | | |
| 30. | Bag and Bundle | E2.29 | Each | 10 | | |
| 31. | Intelligent Inserting | E2.31 | Thousand | 0 | | |
| 32. | Importing Additional Data Files | E2.32 | Thousand | 12 | | |
| 33. | Deduplication of Address | E2.33 | Thousand | 2 | | |
| TOTAL BID PRICE (GST and MRST extra) (in figures) \$ _____ _____ _____ | | | | | | |

 Name of Bidder