FORM A: PROPOSAL (See B8)

1.	Contract Title	DIGITIZATION OF BOARD OF COMMISSIONERS MICROX MICROFICHE		
2.	Proponent			
		Name of Proponent		
		Usual Business Name of Proponent as it appears on Invoice (if different from above)		
		Street		
		City	Province	Postal Code
		Email Address of Proponent		
		Facsimile Number		
	(Mailing address if different)	Street or P.O. Box		
		City	Province	Postal Code
		GST Registration Number (if applicable) Province Postal Code		
		The Proponent is:		
	(Choose one)	a sole proprietor		
		a partnership		
		a corporation		
		carrying on business under the above name.		
3.	Contact Person	The Proponent hereby authorizes the following contact person to represent the Proponent 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 D4.		

5.	Offer	The Proponent 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 Proponent 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 Proponent 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	By submitting a bid in response to this RFP, the Proponent certifies that it has read, understands, and agrees to the terms and conditions of this RFP and that the RFP, 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 Proponent 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			
10.	Time	This offer shall be open for acceptance, binding and irrevocable for a period of thirty (120) Calendar Days following the Submission Deadline.	
11.	Indigenous Self- Declaration	The City is requesting that Proponents identify if their business is at least 51% owned by one or more Indigenous persons of Canada.	
		NO, it is not	

This information is being gathered for statistical purposes only and will not be used for purposes of evaluation.

12. Signatures The Proponent or the Proponent's authorized official or officials have signed this

_____ day of _____ , 20_____ .

Signature of Proponent or Proponent'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)

DIGITIZATION OF BOARD OF COMMISSIONERS MICROX MICROFICHE

LUMP SUM PRICE

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

Name of Proponent