

FORM A: BID
(See B6.1)

1. Contract Title SUPPLY AND DELIVERY OF OFFICE SUPPLIES

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 purchase order 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 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_____.

(If no corporate seal)
Signed and sealed in
the presence of:

(Witness)

(Witness)

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(R2): PRICES
 (See B8)

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

ITEM NO.	DESCRIPTION	SPEC REF. 2007 Lyreco Catalogue Item No. & Page	SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount- Off (in %)
Pens							
1.	Bic Grip Roller Ball Fine Black (rubberized grip represents ink color)	1876434 Page 155	B8, B13, D2, D9, Part E	10000	Each		
2.	Bic Grip Roller Ball Fine Blue (rubberized grip represents ink color)	1876445 Page 155	B8, B13, D2, D9, Part E	1650	Each		
3.	Bic Grip Roller Ball Fine Red (rubberized grip represents ink color)	1876456 Page 155	B8, B13, D2, D9, Part E	4.50	Each		
4.	Bic Round Stick Ball Point Pen Medium Black (color-coded cap, tungsten carbide tip, smooth writing)	510002 Page 147	B8, B13, D2, D9, Part E	700	Box of 12		
5.	Bic Round Stick Ball Point Pen Medium Blue (color-coded cap, tungsten carbide tip, smooth writing)	510024 Page 147	B8, B13, D2, D9, Part E	325	Box of 12		
6.	Bic Round Stick Grip Ball Point Pen Medium Black (rubber grip, tungsten carbide tip, smooth writing)	1004591 Page 146	B8, B13, D2, D9, Part E	1750	Box of 12		
7.	Bic Round Stick Grip Ball Point Pen Medium Blue (rubber grip, tungsten carbide tip, smooth writing)	1004578 Page 146	B8, B13, D2, D9, Part E	625	Box of 12		
8.	Zebra Jimnie Roller Ball Medium Black (soft rubber grip, acid free)	540299 Page 152	B8, B13, D2, D9, Part E	4500	Each		
9.	Zebra Jimnie Roller Ball Medium Blue (soft rubber grip, acid free)	540277 Page 152	B8, B13, D2, D9, Part E	294	Each		
10.	Zebra Jimnie Refill for Roller Ball Medium Black	540142 Page 171	B8, B13, D2, D9, Part E	1250	Each		
11.	Zebra Z Grip Retractable Ball point Medium Blue (soft rubber grip, visible ink supply, metal clip)	2802961 Page 138	B8, B13, D2, D9, Part E	325	Each		
12.	Papermate Flexgrip Ultra Ball Point with cap Medium Blue (rubberized barrel, ringed grip area)	132302 Page 141	B8, B13, D2, D9, Part E	2250	Each		
13.	Papermate Flexgrip Ultra Retractable Ball Point Medium Black	132324 Page 141	B8, B13, D2, D9, Part E	1700	Each		

FORM B(R2): PRICES
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ITEM NO.	DESCRIPTION	SPEC REF. 2007 Lyreco Catalogue Item No. & Page	SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount- Off (in %)
14.	Papermate Flexgrip Ultra Retractable Ball Point Medium Black (with a comfortable rubber grip, refillable)	130087 Page 139	B8, B13, D2, D9, Part E	1200	Each		
15.	Papermate Flexgrip Ultra Retractable Ball Point Medium Blue (with a comfortable rubber grip, refillable)	130076 Page 149	B8, B13, D2, D9, Part E	1050	Each		
16.	Papermate Flexgrip Ultra Ball Point Fine Black (rubberized barrel with ringed grip area)	538931 Page 141	B8, B13, D2, D9, Part E	900	Each		
17.	Papermate Flexgrip Ultra Ball Point Fine Blue (rubberized barrel with ringed grip area)	130338 Page 141	B8, B13, D2, D9, Part E	800	Each		
18.	Papermate Flexgrip Elite Retractable Medium Blue (softer grip for writing comfort, lubriglide ink system provides smooth lines and intense color, anti-bacterial)	2828947 Page 139	B8, B13, D2, D9, Part E	350	Each		
19.	Papermate Flexgrip Elite Retractable Medium Black (softer grip for writing comfort, lubriglide ink system provides smooth lines and intense color, anti-bacterial)	2828958 Page 139	B8, B13, D2, D9, Part E	300	Each		
20.	Pilot G2 Retractable Gel Ink Pen .07 Black (ink flow controller, slip proof rubber grip, easy flow)	125103 Page 150	B8, B13, D2, D9, Part E	800	Each		
21.	Pilot G2 Retractable Gel Ink Pen .07 Blue (ink flow controller, slip proof rubber grip, easy flow)	125114 Page 150	B8, B13, D2, D9, Part E	300	Each		
22.	Impega Stick Ball Point Medium Blue (great quality at an affordable price)	1879412 Page 146	B8, B13, D2, D9, Part E	825	Each		
23.	Uniball Onyx Roller Ball Micro point Black (durable metal point, black plastic barrel)	540368 Page 154	B8, B13, D2, D9, Part E	425	Each		
24.	Uniball Onyx Roller Ball Fine Blue (durable metal point, black plastic barrel)	540404 Page 154	B8, B13, D2, D9, Part E	300	Each		
25.	Pentel RSVP Ball Point Pen Medium Blue (large round ergonomic barrel w/rubberized comfort grip, stainless steel tip with dark vivid ink formula)	558187 Page 147	B8, B13, D2, D9, Part E	630	Each		
Pencils							
26.	Impega Rubber Grip Mechanical Pencil .5mm (rubberized non-slip grip, cushion point, large size erasor)	535931 Page 166	B8, B13, D2, D9,	425	Each		

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			Part E				
27.	Impega Wood Pencil (premium quality, with eraser)	127155 Page 168	B8, B13, D2, D9, Part E	360	Box of 12		
28.	Pilot Spotliter Fluorescent Yellow (pen style hi-liter)	540882 Page 162	B8, B13, D2, D9, Part E	2000	Each		
29.	Pilot Spotliter Fluorescent Green (pen style hi-liter)	540916 Page 162	B8, B13, D2, D9, Part E	675	Each		
30.	Pilot Spotliter Fluorescent Pink (pen style hi-liter)	540927 Page 162	B8, B13, D2, D9, Part E	5500	Each		
Hi-Liters							
31.	Pilot Spotliter Fluorescent Blue (pen style hi-liter)	540893 Page 162	B8, B13, D2, D9, Part E	525	Each		
32.	Impega Hi-lighter Yellow (chisel tip for a broad or fine line, round barrel, brilliant translucent fluorescent ink, odorless and non-toxic)	3374466 Page 163	B8, B13, D2, D9, Part E	325	Each		
33.	Avery Hi-Liter Fluorescent Pink (chisel tip)	540814 Page 163	B8, B13, D2, D9, Part E	308	Each		
34.	Avery Hi-Liter Fluorescent orange (chisel tip)	532816 Page 163	B8, B13, D2, D9, Part E	300	Each		
35.	Avery Hi-Liter Fluorescent yellow (chisel tip)	540803 Page 163	B8, B13, D2, D9, Part E	1260	Each		
36.	Avery Hi-Liter Fluorescent Green (chisel tip)	540791 Page 163	B8, B13, D2, D9, Part E	320	Each		
37.	Avery Hi-Liter Fluorescent Blue (chisel tip)	540789 Page 163	B8, B13, D2, D9, Part E	290	Each		
Markers							

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38.	Sharpie Fine Black (tough resilient tip quick drying water resistant ink)	183887 Page 160	B8, B13, D2, D9, Part E	12600	Each		
39.	Sharpie Twin Tip Black (2 durable tips on 1 marker, fine and ultra fine bullet tip)	2217274 Page 160	B8, B13, D2, D9, Part E	350	Each		
40.	Papermate Permanent Marker (chisel tip for broad or fine lines, quick drying ink, long lasting jumbo barrel)	2557542 Page 160	B8, B13, D2, D9, Part E	700	Each		
41.	Impega Permanent Marker Black (chisel tip, quick drying, light-fast smudge proof, water resistant)	151103 Page 160	B8, B13, D2, D9, Part E	675	Each		
42.	Bic Mark-It Permanent Marker Fine Black (rubber grip, will not dry out even if cap is left off up to 2 weeks)	2191491 Page 161	B8, B13, D2, D9, Part E	650	Each		
Paper pads and Paper rolls							
43.	Impega Perforated Pad Wide Ruled 3-Hole Letter 8.5" x 11"	2541343 Page 124	B8, B13, D2, D9, Part E	2600	Each		
44.	Impega Perforated Pad Wide Ruled 5/16" Letter 11" x 14"	2541332 Page 124	B8, B13, D2, D9, Part E	455	Each		
45.	Impega Yellow notes 100 sheets per pad 3" x 3"	103596 Page 135	B8, B13, D2, D9, Part E	600	Pkg of 12		
46.	Impega Yellow Notes 100 sheets per pad 1 1/2" x 2"	103687 Page 135	B8, B13, D2, D9, Part E	345	Pkg of 12		
47.	Hilroy White Figuring Pad Wide Ruled 5/16", (96 sheets per pad, 16 lb.) 8.5" x 11"	520451 Page 124	B8, B13, D2, D9, Part E	1550	Pkg of 10		
48.	Hilroy White Figuring Pad Wide Ruled 5/16 (96 sheets per pad, 16 lb.) 8.5" x 14"	520507 Page 124	B8, B13, D2, D9, Part E	360	Each		
49.	Hilroy White Bond Scratch Pads (96 sheets per pad) 5" x 8"	520611 Page 124	B8, B13, D2, D9, Part E	550	Pkg of 10		
50.	3M Yellow post-it note pads (100 sheets per pad) 3" x 3"	106175 Page 135	B8, B13, D2, D9, Part E	550	Each		

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51.	3M Yellow post-it note pads (100 sheets per pad)	2" x 3"		106107 Page 135	B8, B13, D2, D9, Part E	450	Each		
52.	NCR White thermal paper 1 ply (225' Length)	3 1/8" x 3"		1482364 Page 111	B8, B13, D2, D9, Part E	950	Each		
53.	NCR Duplicate Carbonless Paper Rolls (95' Length, white original, yellow copy)	3 1/4" x 3"		565683 Page 111	B8, B13, D2, D9, Part E	800	Each		
Clips									
54.	Silver Corrugated Paper Clips, Rust Proof, Medium(#1)	1 3/16"		534697 Page 179	B8, B13, D2, D9, Part E	1260	Box of 100		
55.	Silver Corrugated Paper Clips Rust Proof, Large (#4),	2"		534653 Page 179	B8, B13, D2, D9, Part E	1100	Box of 100		
56.	Silver Plain Paper Clips Rust-proof #3	15/16"		534675 Page 179	B8, B13, D2, D9, Part E	300	Box of 100		
57.	Silver Plain Paper Clips Rust-proof #1	1 3/16"		534686 Page 179	B8, B13, D2, D9, Part E	1200	Box of 100		
58.	Black Fold-Back Clips (5/8" cap)	1 1/4" L		534755 Page 179	B8, B13, D2, D9, Part E	600	Box of 12		
59.	Fold Back Clips (1/2" cap)	1" L		534744 Page 179	B8, B13, D2, D9, Part E	600	Box of 12		
60.	Fold Back Clips (1/4" cap)	9/16" L		565182 Page 179	B8, B13, D2, D9, Part E	450	Box of 12		
61.	Fold Back Clips (3/8" cap)	3/4" L		534733 Page 179	B8, B13, D2, D9, Part E	1250	Box of 12		
Tape, Glue, and Correction products									
62.	Scotch Magic Tape 810 with dispenser	19mm	3/4"	184799 Page 189	B8, B13, D2, D9, Part E	1200	Each		

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63.	Scotch	Magic Tape 810 Refill Roll only	19mm	3/4"	535953 Page 189	B8, B13, D2, D9, Part E	450	Each		
64.	Scotch	Transparent Tape 600 Refill Roll only	19mm	3/4"	536023 Page 189	B8, B13, D2, D9, Part E	1350	Each		
65.	3M Scotch	Packing Tape, Clear, Industrial quality,	50m Long	2"	537868 Page 119	B8, B13, D2, D9, Part E	360	Each		
66.	Scotch	General Purpose Masking Tape	24mm	1"	1027123 Page 187	B8, B13, D2, D9, Part E	725	Each		
67.	Impega	Invisible Tape with Dispenser	19mm	3/4"	184835 Page 189	B8, B13, D2, D9, Part E	600	Each		
68.	Impega	Invisible Tape Refill Roll Only	19mm	3/4"	536136 Page 189	B8, B13, D2, D9, Part E	330	Each		
69.	Impega	Crystal Clear Tape with Dispenser	19mm	3/4"	184697 Page 189	B8, B13, D2, D9, Part E	300	Each		
70.	3M Tartan	General Purpose, Clear	50m L	2"	537846 Page 119	B8, B13, D2, D9, Part E	700	Each		
71.	Brother	TZ231 Tape for Labeller, Black on White	12mm	(1/2" x 25')	185873 Page 96	B8, B13, D2, D9, Part E	300	Each		
72.	Lepage	Glue Stick (non toxic, acid free, washable, dries clear)		10g	545833 Page 186	B8, B13, D2, D9, Part E	600	Each		
73.	UHU	Glue Stick (smooth one-stroke application, non toxic, acid free, washable, dries clear, photo safe and archival safe)		8.2g	123117 Page 186	B8, B13, D2, D9, Part E	500	Each		
74.	Liquid Paper	Dryline Grip Tape (single line correction, non refillable, ergonomic design, unique tip helps prevent looping, see-through dispenser)		5mm x 8.5m	139772 Page 164	B8, B13, D2, D9, Part E	1800	Each		
75.	Liquid Paper	Fast Drying Bond Correction Fluid, (has excellent coverage, foam applicator)		22ml	139841 Page 165	B8, B13, D2, D9, Part E	300	Each		

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ITEM NO.	DESCRIPTION		SPEC REF. 2007 Lyreco Catalogue Item No. & Page	SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount- Off (in %)
76.	Impega Correction Roller (Dry tape, can be written or typed upon immediately, single line)	5mm x 8m	310887 Page 164	B8, B13, D2, D9, Part E	550	Each		
77.	Lepage Pritt Dry Correction Rollers (single line, clean and accurate)	8.5m L	124474 Page 164	B8, B13, D2, D9, Part E	370	Each		
Binders and Folders								
78.	Hilroy Dark Blue Presentation Binder (with embossed frame for label, leather look finish with 3 metal fasteners, 60% recycled cardboard, soft cover)	½" capacity 11" x 8 ½"	553179 Page 268	B8, B13, D2, D9, Part E	2250	Each		
79.	Hilroy Red Presentation Binder (with embossed frame for label, leather look finish with 3 metal fasteners, 60% recycled cardboard, soft cover)	½" capacity 11" x 8 ½"	553102 Page 268	B8, B13, D2, D9, Part E	350	Each		
80.	Hilroy Black Presentation Binder (with embossed frame for label, leather look finish with 3 metal fasteners, 60% recycled cardboard, soft cover)	½" capacity 11" x 8 ½"	553099 Page 268	B8, B13, D2, D9, Part E	300	Each		
81.	Wilson-Jones(Acco) 368 Round Ring Binder (no-gap ring mechanism, heavy duty versatile, label holder on spine, pocket guard stores loose documents)	1" Capacity Letter	550102 Page 283	B8, B13, D2, D9, Part E	800	Each		
82.	Wilson-Jones (Acco) 362 Round Ring Binder (no-gap heavy-duty customizer binder, transparent pocket on front and back and spine, interior pockets, wide cover for index allowance, pocket guard stores loose documents)	1" Capacity Letter	551468 Page 284	B8, B13, D2, D9, Part E	400	Box of 12		
83.	Wilson-Jones (Acco) 362 Round Ring Binder (no-gap heavy-duty customizer binder, transparent pocket on front and back and spine, interior pockets, wide cover for index allowance, pocket guard stores loose documents)	1½" Capacity Letter	551481 Page 284	B8, B13, D2, D9, Part E	300	Each		
84.	Pendaflex Premium File Pocket (10 ½ point material, coated to resist water, reinforced with laminate and Tyvek at main stress points, red fibre stock)	5¼" 9 ½" x 14 ¾"	518065 Page 299	B8, B13, D2, D9, Part E	1350	Each		
85.	Pendaflex Expanding Wallet (10% post consumer waste, flap and elastic tie cord, red fibre stock)	5 ¼" 10" x 15"	1880848 Page 300	B8, B13, D2, D9, Part E	375	Each		
Staples and Rubber Bands								
86.	Swingline Standard Staples, (for use in all standard staplers,)	¼" staple	534458 Page 178	B8, B13, D2, D9, Part E	950	Box of 5K		

FORM B(R2): PRICES
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87.	Sunflower T24 Rubber Bands (1/4 lb. box)	6" x 1/16"	536934 Page 120	B8, B13, D2, D9, Part E	350	Box of 150		
Miscellaneous								
88.	PostFax Extra-wide Insertable indexes- Assorted (reinforced with mylar, not for laser or inkjet printers, Tab inserts included, 3-hole punched)	11" x 9 1/2"	552278 Page 291	B8, B13, D2, D9, Part E	900	Each		
89.	Avery Worksaver, Big Tab Insertable Dividers – 8 Tabs Assorted (50% bigger tabs, use your laser or inkjet or typewriter to produce title tabs)	11" x 8 1/2"	551891 Page 291	B8, B13, D2, D9, Part E	550	Each		
90.	Impega Insertable Tab Dividers 8-Tabs Clear (premium insertable tabs, beaded top edge ensure easy insertion and grip of inserts, reinforced binding edge, not for laser and inkjet printers, 3-hole punched)	11" x 8 1/2"	1514809 Page 291	B8, B13, D2, D9, Part E	500	Each		
91.	Impega Insertable Tab Dividers 8-Tabs Assorted (premium insertable tabs, beaded top edge ensure easy insertion and grip of inserts, reinforced binding edge, not for laser and inkjet printers, 3-hole punched)	11" x 8 1/2"	1514797 Page 291	B8, B13, D2, D9, Part E	365	Each		
92.	Staedtler White Vinyl Eraser (for paper and film, comes individually wrapped)		144449 Page 169	B8, B13, D2, D9, Part E	365	Each		
93.	Impega Correction Fluid (all purpose correction fluid, for type or ink or fax or copies, brush application, 20 ml, non-toxic no strong odor)		139418 Page 165	B8, B13, D2, D9, Part E	300	Each		
94.	Jaws Staple Removal (metal with plastic cover)		101954 Page 178	B8, B13, D2, D9, Part E	300	Each		
95.	Acme Masonite Clipboard with large clip	8.5 "x 11"	549494 Page 303	B8, B13, D2, D9, Part E	305	Each		
96.	Impega CD-RW 700MB 80mins (deisgned to be compatible with 4x to 12x write speed, each disk allows up to 1,000 rewrites.		3044934 Page 12	B8, B13, D2, D9, Part E	600	Pkg of 10		
97.	Impega Recordable CD Slim Design Jewel Case 700MB 80mins (premium quality multi-speed discs for maximum performance and reliability, maximum write speed 48x)		1558413 Page 12	B8, B13, D2, D9, Part E	300	Pkg of 10		

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98.	CD Sleeves (durable double-sided fabric lined sleeves, each sleeve holds 2 CDs)	2174162 Page 16	B8, B13, D2, D9, Part E	300	Pkg of 100		
MISCELLANEOUS							
99.	Annual Published Catalogue items not listed above – excluding Net items		B8, B13.6 D2, D9, Part E		Per Item		
100.	Annual Published Catalogue items not listed above – listed as Net		B8, B13.6 D2, D9, Part E		Per Item		

 Name of Bidder