

**FORM A: BID**  
(See B7)

1. Project Title SUPPLY AND DELIVERY 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 purchase order authorizing the commencement of the Work.

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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: PRICES**  
 (See B8)

**SUPPLY AND DELIVERY OF DIRECT MAIL SERVICES**

**UNIT PRICES**

| ITEM NO. | DESCRIPTION  | SPEC. REF. | UNIT     | APPROX. QUANTITY | UNIT PRICE |        |
|----------|--|------------|----------|------------------|------------|--------|
|          |  |            |          |                  | Year 1     | Year 2 |
| 1.       | Set-up Costs for Complete Jobs less than 1 Thousand Pieces | E2.5       | Each     | 240              |            |        |
| 2.       | Machine Folding various flat sheet paper sizes for insert  | E2.6       | Thousand | 1,650            |            |        |
| 3.       | Machine Inserting & Sealing 1 insert                       | E2.7       | Thousand | 329              |            |        |
| 4.       | Machine Inserting & Sealing 2 inserts                      | E2.7       | Thousand | 680              |            |        |
| 5.       | Machine Inserting & Sealing 3 inserts                      | E2.7       | Thousand | 390              |            |        |
| 6.       | Machine Inserting & Sealing 4 inserts                      | E2.7       | Thousand | 46               |            |        |
| 7.       | Machine Sealing Only (no folding)                          | E2.8       | Thousand | 5                |            |        |
| 8.       | Manual Folding Various Flat Sheet Paper Sizes for Insert   | E2.9       | Thousand | 1                |            |        |
| 9.       | Manual Inserting 1 -4 inserts per envelope                 | E2.10      | Thousand | 1                |            |        |
| 10.      | Manual Inserting 5 – 9 inserts per envelope                | E2.10      | Thousand | 1                |            |        |
| 11.      | Manual Inserting 10 – 20 inserts per envelope              | E2.10      | Thousand | 1                |            |        |
| 12.      | Manual Sealing   | E2.11      | Thousand | 1                |            |        |
| 13.      | Form Bursting and Breaking                                 | E2.12      | Thousand | 1                |            |        |
| 14.      | Hand Matching and Collating                                | E2.13      | Thousand | 1                |            |        |

**FORM B: PRICES**  
 (See B8)

**SUPPLY AND DELIVERY OF DIRECT MAIL SERVICES**

**UNIT PRICES**

| ITEM NO. | DESCRIPTION   | SPEC. REF. | UNIT     | APPROX. QUANTITY | UNIT PRICE |        |
|----------|---|------------|----------|------------------|------------|--------|
|          |   |            |          |                  | Year 1     | Year 2 |
| 15.      | Paper Cutting   | E2.14      | Thousand | 20               |            |        |
| 16.      | Inkjet Addressing   | E2.15      | Thousand | 5                |            |        |
| 17.      | Address Correction / Verification                           | E2.16      | Thousand | 17               |            |        |
| 18.      | Incentive Rate Sortation                                    | E2.17      | Thousand | 17               |            |        |
| 19.      | Postal Indicia  | E2.18      | Thousand | 51               |            |        |
| 20.      | Unaddressed Admail (bundling, containerizing and labelling) | E2.19      | Thousand | 4                |            |        |
| 21.      | Unaddressed Admail (admail delivery slip)                   | E2.19      | Each     | 10               |            |        |
| 22.      | Label Printing  | E2.20      | Thousand | 27               |            |        |
| 23.      | Label Affixing  | E2.21      | Thousand | 27               |            |        |
| 24.      | Job Pick-Up   | E2.22      | Each     | 150              |            |        |
| 25.      | Job Delivery  | E2.23      | Each     | 500              |            |        |

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

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

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