

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: PRICES
 (See B8)

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount-Off (in %)
Pens						
1.	Bic Grip Roller Ball	Fine Black	B8, B13, D2, D9, Part E 10000	Each		
2.	Bic Grip Roller Ball	Fine Blue	B8, B13, D2, D9, Part E 1650	Each		
3.	Bic Grip Roller Ball	Fine Red	B8, B13, D2, D9, Part E 4.50	Each		
4.	Bic Round Stick Ball Point Pen	Medium Black	B8, B13, D2, D9, Part E 700	Box		
5.	Bic Round Stick Ball Point Pen (12/box)	Medium Blue	B8, B13, D2, D9, Part E 325	Box		
6.	Bic Round Stick Grip Ball Point Pen (12/box)	Medium Black	B8, B13, D2, D9, Part E 1750	Box		
7.	Bic Round Stick Grip Ball Point Pen (12/box)	Medium Blue	B8, B13, D2, D9, Part E 625	Box		
8.	Zebra Jimnie Roller Ball	Medium Black	B8, B13, D2, D9, Part E 4500	Each		
9.	Zebra Jimnie Roller Ball	Medium Blue	B8, B13, D2, D9, Part E 294	Each		
10.	Jimnie Refill Roller	Medium Black	B8, B13, D2, D9, Part E 1250	Each		
11.	Zebra Z Grip Retractable Ball point	Medium Blue	B8, B13, D2, D9, Part E 325	Each		
12.	Papermate Flexgrip Ultra Ball Point with cap	Medium Blue	B8, B13, D2, D9, Part E 2250	Each		
13.	Papermate Flexgrip Ultra Ball Point retractable	Medium Black	B8, B13, D2, D9, Part E 1700	Each		
14.	Papermate Flexgrip Ball Point	Medium Black	B8, B13, D2, D9, Part E 1200	Each		
15.	Papermate Flexgrip Retractable	Medium Blue	B8, B13, D2, D9, Part E 1050	Each		
16.	Papermate Flexgrip Ball Point	Fine Black	B8, B13, D2, D9, Part E 900	Each		
17.	Papermate Flexgrip Ball Point	Fine Blue	B8, B13, D2, D9, Part E 800	Each		
18.	Papermate Flexgrip Elite Retractable	Medium Blue	B8, B13, D2, D9, Part E 350	Each		
19.	Papermate Flexgrip Elite Retractable	Medium Black	B8, B13, D2, D9, Part E 300	Each		
20.	Pilot G2 Retractable Ball Point	.07 Black	B8, B13, D2, D9, Part E 800	Each		

FORM B: PRICES
 (See B8)

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount-Off (in %)
21.	Pilot G2 Retractable Ball Point .07 Blue	B8, D2, Part E B13, D9,	300	Each		
22.	Impega Round Stick Ball Point Medium Blue	B8, D2, Part E B13, D9,	825	Each		
23.	Sanford Onyx Roller Ball Micro Black	B8, D2, Part E B13, D9,	425	Each		
Pencils						
24.	Sanford Onyx Roller Ball Fine Blue	B8, D2, Part E B13, D9,	300	Each		
25.	Pentel RSVP Medium Blue	B8, D2, Part E B13, D9,	630	Each		
26.	Impega Rubber Grip Mechanical Pencil .5mm	B8, D2, Part E B13, D9,	425	Each		
27.	Berol HB Classic Pencil Box of 12	B8, D2, Part E B13, D9,	360	Box		
28.	Pilot Spotliter Fluorescent Yellow	B8, D2, Part E B13, D9,	2000	Each		
29.	Pilot Pen Style Spotliter Fluorescent Green	B8, D2, Part E B13, D9,	675	Each		
30.	Pilot Pen Style Spotliter Fluorescent Pink	B8, D2, Part E B13, D9,	5500	Each		
Hi-Liters						
31.	Pilot Pen Style Spotliter Fluorescent Blue	B8, D2, Part E B13, D9,	525	Each		
32.	Impega Hi-lighter Yellow	B8, D2, Part E B13, D9,	325	Each		
33.	Avery Desk Top Hi-Liter Fluorescent Pink	B8, D2, Part E B13, D9,	308	Each		
34.	Avery Desk Top Hi-Liter Fluorescent orange	B8, D2, Part E B13, D9,	300	Each		
35.	Avery Desk Top Hi-Liter Fluorescent yellow	B8, D2, Part E B13, D9,	1260	Each		
36.	Avery Desk Top Hi-Liter Fluorescent Green	B8, D2, Part E B13, D9,	320	Each		
37.	Avery Desk Top Hi-Liter Fluorescent Blue	B8, D2, Part E B13, D9,	290	Each		
Markers						
38.	Sharpie (Pkg of 12) Fine Black	B8, D2, Part E B13, D9,	1050	Pkg		
39.	Sharpie Twin Tip Black	B8, D2, Part E B13, D9,	350	Each		

FORM B: PRICES
 (See B8)

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount-Off (in %)
40.	Papermate Permanent Marker Chisel Tip	Black	B8, B13, D2, D9, Part E	700	Each	
41.	Berol Liquid Tip Marker	Black	B8, B13, D2, D9, Part E	675	Each	
42.	Bic Permanent Grip Marker	Fine Black	B8, B13, D2, D9, Part E	650	Pkg	
Paper pads and Paper rolls						
43.	Impega Perforated Pad Wide Rule 3-Hole	Letter	B8, B13, D2, D9, Part E	2600	Each	
44.	Impega Perforated Pad Wide Rule	Letter	B8, B13, D2, D9, Part E	455	Each	
45.	Impega Yellow note pads	Box of 12 3" x 3"	B8, B13, D2, D9, Part E	600	Box	
Paper pads and Paper rolls						
46.	Impega Yellow Note Pad	50mm x 40mm	B8, B13, D2, D9, Part E	345	Each	
47.	Figuring Pad Wide Ruled 5/16	(Pkg of 10) 8.5" x 11"	B8, B13, D2, D9, Part E	1550	Pkg	
48.	Figuring Pad Wide Ruled 5/16	8.5" x 14"	B8, B13, D2, D9, Part E	360	Each	
49.	Scratch Pads White bond	(Pkg of 10) 5" x 8"	B8, B13, D2, D9, Part E	550	Pkg	
50.	3M Yellow post-it note pads	3" x 3"	B8, B13, D2, D9, Part E	550	Each	
51.	3M Yellow post-it note pad	76mm x 51mm	B8, B13, D2, D9, Part E	450	Each	
52.	NCR thermal roll 1 ply	3 1/8" x 3"	B8, B13, D2, D9, Part E	950	Each	
53.	NCR Duplicate Carbonless Paper Rolls	3 1/4" x 3"	B8, B13, D2, D9, Part E	800	Each	
Clips						
54.	Corrugated Clips	Medium Box of 100	1 3/16"	B8, B13, D2, D9, Part E	1260	Box
55.	Corrugated Clips	Large Box of 100	2"	B8, B13, D2, D9, Part E	1100	Box
56.	Plain Paper Clips	#3 Box of 100	15/16"	B8, B13, D2, D9, Part E	300	Box
57.	Plain Paper Clips	#1 Box of 100	1 3/16"	B8, B13, D2, D9, Part E	1200	Box
58.	Fold Back Clips	Box of 12	1 1/4"	B8, B13, D2, D9, Part E	600	Box

FORM B: PRICES
 (See B8)

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ITEM NO.	DESCRIPTION		SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount-Off (in %)
59.	Fold Back Clips	Box of 12	1"	B8, B13, D2, D9, Part E	600	Box	
60.	Fold Back Clips	Box of 12	9/16"	B8, B13, D2, D9, Part E	450	Box	
61.	Fold Back Clips	Box of 12	3/4"	B8, B13, D2, D9, Part E	1250	Box	
Tape, Glue, and Correction products							
62.	Scotch	Magic Tape 810	33mm x 19mm	B8, B13, D2, D9, Part E	1200	Each	
63.	Scotch	Magic Tape Refill 810	19mm	B8, B13, D2, D9, Part E	450	Each	
64.	Scotch	Transparent Tape Refill 600	19mm	B8, B13, D2, D9, Part E	1350	Each	
65.	Scotch	3M Tape 2" Clear	48mm	B8, B13, D2, D9, Part E	360	Each	
66.	Scotch	Masking Tape 2020	24mm	B8, B13, D2, D9, Part E	725	Each	
67.	Impega	Invisible Tape	33mmx19mm	B8, B13, D2, D9, Part E	600	Each	
68.	Impega	Invisible Tape Refill	33mmx19mm	B8, B13, D2, D9, Part E	330	Each	
Tape, Glue, and Correction products							
69.	Impega	Transparent Tape Dispenser	18mm	B8, B13, D2, D9, Part E	300	Each	
70.	Tartan	3M Tape 2" Clear	48mm	B8, B13, D2, D9, Part E	700	Each	
71.	Brother	Tape TZ231 Black/White	12mm	B8, B13, D2, D9, Part E	300	Each	
72.	Lepage	Bondfast Glue Stick	10g	B8, B13, D2, D9, Part E	600	Each	
73.	UHU	WH Glue Stick	8g	B8, B13, D2, D9, Part E	500	Each	
74.	Liquid Paper	Dryline Correction Roll		B8, B13, D2, D9, Part E	1800	Each	
75.	Liquid Paper	Correction Fluid	20ml	B8, B13, D2, D9, Part E	300	Each	
76.	Impega	Lat Correction Roll	5mm	B8, B13, D2, D9, Part E	550	Each	
77.	Lepage	Pritt Cover-Up Tape, single Line		B8, B13, D2, D9, Part E	370	Each	
78.	Hilroy	Blue Presentation Binder	11" x 8 1/2"	B8, B13, D2, D9, Part E	2250	Each	

FORM B: PRICES
 (See B8)

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount-Off (in %)
Binders and Folders						
79.	Hilroy Red Presentation Binder	B8, D2, Part E, B13, D9,	11" x 8 1/2"	350	Each	
80.	Hilroy Black Presentation Binder	B8, D2, Part E, B13, D9,	11" x 8 1/2"	300	Each	
81.	Acco Black Round Ring Binder 368	B8, D2, Part E, B13, D9,	1" Letter	800	Each	
82.	Acco White Customizer O-Ring Binder	B8, D2, Part E, B13, D9,	Box of 12 1"	400	Box	
83.	Acco White Customizer O-Ring Binder	B8, D2, Part E, B13, D9,	1 1/2"	300	Each	
84.	Oxford Plus File Picket	B8, D2, Part E, B13, D9,	Legal 5 1/4"	1350	Each	
85.	Oxford Expanding Envelope	B8, D2, Part E, B13, D9,	Legal 5 1/4"	375	Each	
Staples and Rubber Bands						
86.	Swingline Staples, SF-1 Full Strip	B8, D2, Part E, B13, D9,	Box of 5000	950	Box	
87.	Impega Rubber Bands 6T	B8, D2, Part E, B13, D9,	Box of 150	350	Box	
Miscellaneous						
88.	Index Tab Extra-Wide Insertable	B8, D2, Part E, B13, D9,	5-Tab Asstd	900	Each	
89.	Avery Index Tab, Worksaver	B8, D2, Part E, B13, D9,	8-Tab Asstd	550	Each	
90.	Impega Insert Tabs	B8, D2, Part E, B13, D9,	8-Tab Clear	500	Each	
91.	Impega Insert Tabs	B8, D2, Part E, B13, D9,	8 Asstd Col	365	Each	
92.	Blueline Economy Daily Diary C2504.81T	B8, D2, Part E, B13, D9,		365	Each	
93.	AAG Daily Desk Calendar Refill E717-50	B8, D2, Part E, B13, D9,	3 1/2 "x 6"	300	Each	
94.	Blueline Black Spiral Diary C1504.1T	B8, D2, Part E, B13, D9,		300	Each	
95.	Masonite Clipboard	B8, D2, Part E, B13, D9,	Large 8.5 "x 11"	305	Each	
96.	Sony CD-R W/Slim Case	B8, D2, Part E, B13, D9,	80mn 700MB	600	Each	
97.	Sony CDQ-80CN CD-R	B8, D2, Part E, B13, D9,	80Min 700MB	300	Each	

FORM B: PRICES
 (See B8)

SUPPLY AND DELIVERY OF OFFICE SUPPLIES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QUANTITY	UNIT	Catalogue Price	Discount-Off (in %)
Miscellaneous						
98.	Fellowes 90661 CD Sleeve	B8, D2, Part E	B13, D9,	300	Pkg	
	pack of 25					

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	Discount Off (in %)
Miscellaneous				
99.	Annual Published Catalogue items not listed above – excluding Net items	B8, D2, Part E	B13.6, D9,	Per Item
100.	Annual Published Catalogue items not listed above – listed as Net	B8, D2, Part E	B13.6, D9,	Per Item

 Name of Bidder