

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

1. Project Title SUPPLY AND DELIVERY OF PRINTED ENVELOPES

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 PRINTED ENVELOPES**

**UNIT PRICES PART A: ENVELOPE COSTS**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
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Open Side Whitewove Item 1

1.	24 lb. #23 4 1/2" x 6 5/8" Invitation	Part E, E2.4	7	500	
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Open Side Recycled White Plain Items 1 - 11

2.	24 lb. #8 3 5/8" x 6 1/2"	Part E	2	M	
3.	24 lb. #8 3 5/8" x 6 1/2" AVP Window	Part E	2	M	
4.	24 lb. #9 4" x 9"	Part E	2	M	
5.	24 lb. #9 4" x 9" AVP Window	Part E	2	M	
6.	24 lb. #10 4 1/8" x 9 1/2"	Part E	262	M	
7.	24 lb. #10 4 1/8" x 9 1/2" AVP Window	Part E	237	M	
8.	24 lb. #10 4 1/8" x 9 1/2" Ultra White Mohawk Superfine Text	Part E	2	M	
9.	24 lb. Cheque 3 3/4" x 8 3/4" AVP Window Grey Decco	Part E	2	M	
10.	24 lb. T4 Window 4 1/8" x 9" Grey Decco	Part E	28	M	
11.	24 lb. T4 Window 5 3/4" x 9" Grey Decco	Part E	12	M	

Open End Recycled Kraft Plain Items 12 - 18

12.	24 lb. 5 3/4" x 9 1/2"	Part E	5	M	
13.	24 lb. 7 1/2" x 10 1/2"	Part E	2	M	
14.	20 lb 9" x 12"	Part E	22	M	
15.	24 lb. 9 1/2" x 14 3/4"	Part E	2	M	
16.	24 lb. 10" x 13"	Part E	2	M	
17.	24 lb. 11 1/2" x 14 1/2"	Part E	4	M	
18.	32 lb. 12" x 16"	Part E	2	M	

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

**SUPPLY AND DELIVERY OF PRINTED ENVELOPES**

**UNIT PRICES PART B: ENVELOPE PRINTING COSTS**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
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Single Colour

**Printing For Items 1 - 10 Part A**

19.	If print job is for 1 Thousand	Part E		M	
20.	If print job is for 2 Thousand	Part E		M	
21.	If print job is for 3 Thousand	Part E		M	
22.	If print job is for 4 Thousand	Part E		M	
23.	If print job is for 5 Thousand	Part E		M	
24.	If print job is for 6 Thousand	Part E		M	
25.	If print job is for 7 Thousand	Part E		M	
26.	If print job is for 8 Thousand	Part E		M	
27.	If print job is for 9 Thousand	Part E		M	
28.	If print job is for 10 Thousand	Part E		M	
29.	If print job is for 11 – 15 Thousand	Part E		M	
30.	If print job is for 16 – 20 Thousand	Part E		M	
31.	If print job is for 21 – 25 Thousand	Part E		M	
32.	If print job is for 26 – 35 Thousand	Part E		M	
33.	If print job is for 36 – 50 Thousand	Part E		M	
34.	If print job is for 51 – 100 Thousand	Part E		M	

Four Spot Color

**Printing For Item 11 Part A**

35.	If print job is for 1 Thousand	Part E		M	
36.	If print job is for 2 Thousand	Part E		M	
37.	If print job is for 3 Thousand	Part E		M	
38.	If print job is for 4 Thousand	Part E		M	
39.	If print job is for 5 Thousand	Part E		M	
40.	If print job is for 6 Thousand	Part E		M	
41.	If print job is for 7 Thousand	Part E		M	
42.	If print job is for 8 Thousand	Part E		M	
43.	If print job is for 9 Thousand	Part E		M	

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

**SUPPLY AND DELIVERY OF PRINTED ENVELOPES**

**UNIT PRICES PART B: ENVELOPE PRINTING COSTS**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
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Four Spot Color **Printing For Item 11 Part A**

44.	If print job is for 10 Thousand	Part E		M	
45.	If print job is for 11 – 15 Thousand	Part E		M	
46.	If print job is for 16 – 20 Thousand	Part E		M	
47.	If print job is for 21 – 25 Thousand	Part E		M	
48.	If print job is for 26 – 35 Thousand	Part E		M	
49.	If print job is for 36 – 50 Thousand	Part E		M	
50.	If print job is for 51 – 100 Thousand	Part E		M	

Single Colour **Printing For Items 12 - 16 Part A**

51.	If print job is for 1 Thousand	Part E		M	
52.	If print job is for 2 Thousand	Part E		M	
53.	If print job is for 3 Thousand	Part E		M	
54.	If print job is for 4 Thousand	Part E		M	
55.	If print job is for 5 Thousand	Part E		M	
56.	If print job is for 6 Thousand	Part E		M	
57.	If print job is for 7 Thousand	Part E		M	
58.	If print job is for 8 Thousand	Part E		M	
59.	If print job is for 9 Thousand	Part E		M	
60.	If print job is for 10 Thousand	Part E		M	
61.	If print job is for 11 - 15 Thousand	Part E		M	
62.	If print job is for 16 - 20 Thousand	Part E		M	
63.	If print job is for 21 - 25 Thousand	Part E		M	
64.	If print job is for 26 - 35 Thousand	Part E		M	
65.	If print job is for 36 - 50 Thousand	Part E		M	
66.	If print job is for 51 - 100 Thousand	Part E		M	

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

**SUPPLY AND DELIVERY OF PRINTED ENVELOPES**

**UNIT PRICES PART B: ENVELOPE PRINTING COSTS**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
Single Colour <b>Printing For Items 17 &amp; 18 Part A</b>					
67.	If print job is for 1 Thousand	Part E		M	
68.	If print job is for 2 Thousand	Part E		M	
69.	If print job is for 3 Thousand	Part E		M	
70.	If print job is for 4 Thousand	Part E		M	
71.	If print job is for 5 Thousand	Part E		M	

**UNIT PRICES PART C: ADDITIONAL**

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
72.	Setup costs per Run	Part E, E4		RUN	
73.	Proof Costs per Run	Part E, E3		RUN	
74.	RUSH ORDERS Please indicate the % (percent) increase in cost, for processing a Rush Order	Part E, E6.3	3	RUN	%
75	Indicia if printed at same time as envelope address	Part E, E5	62	M	
76	Indicia if printed as separate Work (at different time than envelope address)	Part E, E5	1	M	

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 Name of Bidder