

**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	D3.1(g); E2.6; E3.4 (f) i, ii, iii.	Each	125		
2.	Machine Folding various flat sheet paper sizes for insert	E2.7	Thousand	1,650		
3.	Machine Inserting & Sealing 1 insert	E2.8	Thousand	329		
4.	Machine Inserting & Sealing 2 inserts	E2.8	Thousand	680		
5.	Machine Inserting & Sealing 3 inserts	E2.8	Thousand	390		
6.	Machine Inserting & Sealing 4 inserts	E2.8	Thousand	46		
7.	Machine Sealing Only (no folding)	E2.9	Thousand	5		
8.	Manual Folding Various Flat Sheet Paper Sizes for Insert	E2.10	Thousand	1		
9.	Manual Inserting 1 -4 inserts per envelope	E2.11	Thousand	1		
10.	Manual Inserting 5 – 9 inserts per envelope	E2.11	Thousand	1		
11.	Manual Inserting 10 – 20 inserts per envelope	E2.11	Thousand	1		
12.	Manual Sealing	E2.12	Thousand	1		
13.	Form Bursting and Breaking	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
14.	Hand Matching and Collating	E2.14	Thousand	1		
15.	Paper Cutting	E2.15	Thousand	20		
16.	Inkjet Addressing	E2.16	Thousand	5		
17.	Address Correction / Verification	E2.17	Thousand	17		
18.	Incentive Rate Sortation	E2.18	Thousand	17		
19.	Postal Indicia	E2.19	Thousand	51		
20.	Unaddressed Admail (bundling, containerizing and labelling)	E2.20	Thousand	4		
21.	Unaddressed Admail (admail delivery slip)	E2.20	Each	10		
22.	Label Printing	E2.21	Thousand	27		
23.	Label Affixing	E2.22	Thousand	27		
24.	Job Pick-Up	E2.23	Each	150		
25.	Job Delivery	E2.24	Each	500		

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

SUPPLY AND DELIVERY OF DIRECT MAIL SERVICES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE
TOTAL BID PRICE (GST and MRST extra) (in figures)			\$	_____	
(in words)	_____				
Name of Bidder _____					