

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

1. Contract Title SUPPLY AND DELIVERY OF FLAT SHEET PAPER

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 notice of award 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.

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 The Bidder or the Bidder's authorized official or officials have signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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 FLAT SHEET PAPER**

**UNIT PRICES**

| ITEM NO. | DESCRIPTION   | SPEC. REF.   | UNIT        | APPROX. QUANTITY for Year 1 | UNIT PRICE Initial 3 month Period |
|----------|---|--------------|-------------|-----------------------------|-----------------------------------|
| 1.       | Bond Paper 20# White (8.5 x 11)                               | E3.1<br>D2.1 | Per Package | 32,000                      |                                   |
| 2.       | Bond Paper 20# White 3 hole punch (8.5 x 11)                  | E3.1<br>D2.1 | Per Package | 10                          |                                   |
| 3.       | Bond Paper 20# White (8.5 x 14)                               | E3.1<br>D2.1 | Per Package | 6000                        |                                   |
| 4.       | Bond Paper 20# White (11 x 17)                                | E3.1<br>D2.1 | Per Package | 1000                        |                                   |
| 5.       | Bond Paper 20# Assorted Pastel Colours (8.5 x 11)             | E3.2<br>D2.1 | Per Package | 2000                        |                                   |
| 6.       | Bond Paper 20# Assorted Pastel Colours (8.5 x 14)             | E3.2<br>D2.1 | Per Package | 300                         |                                   |
| 7.       | Bond Paper 20# Assorted Pastel Colours (11x 17)               | E3.2<br>D2.1 | Per Package | 100                         |                                   |
| 8.       | Bond Paper 20# Brite Hue (8.5 x 11)                           | E3.2<br>D2.1 | Per Package | 40                          |                                   |
| 9.       | Bond Paper 60# Vellum Brite Hue assorted Colours (8.5 x 11)   | E3.2<br>D2.1 | Per Package | 70                          |                                   |
| 10.      | Bond Paper 60# Vellum Brite Hue assorted Colours (8.5 x 14)   | E3.2<br>D2.1 | Per Package | 10                          |                                   |
| 11.      | Bond Paper 60# Vellum Brite Hue assorted Colours (11 x 17)    | E3.2<br>D2.1 | Per Package | 10                          |                                   |
| 12.      | 25 % Cotton Bond Smooth/wove finish pure white 24# (8.5 x 11) | E3.3<br>D2.1 | Per Package | 70                          |                                   |
| 13.      | Laser Printer Paper 20# White (8.5 x 11)                      | E3.4<br>D2.1 | Per Package | 300                         |                                   |

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

**SUPPLY AND DELIVERY OF FLAT SHEET PAPER**

**UNIT PRICES**

| ITEM NO. | DESCRIPTION   | SPEC. REF.   | UNIT        | APPROX. QUANTITY for Year 1 | UNIT PRICE Initial 3 month Period |
|----------|---|--------------|-------------|-----------------------------|-----------------------------------|
| 14.      | Laser Printer Paper White Pre-Punched<br>20# (8.5 x 11)                               | E3.4<br>D2.1 | Per Package | 10                          |                                   |
| 15.      | No. 1 Offset Paper White<br>60# (8.5 x 11)  | E3.5<br>D2.1 | Per Package | 100                         |                                   |
| 16.      | No. 1 Offset Paper White<br>60# (11 x 17)   | E3.5<br>D2.1 | Per Package | 10                          |                                   |
| 17.      | Vellum Bristol Paper White<br>67# (8.5 x 11) <b>(250/pkg)</b>                         | E3.6<br>D2.1 | Per Package | 200                         |                                   |
| 18.      | Vellum Bristol Paper Assorted Colours<br>67# (8.5 x 11) <b>(250/pkg)</b>              | E3.6<br>D2.1 | Per Package | 100                         |                                   |
| 19.      | Copy Cover Brite white<br>80# (8.5 x 11) <b>(250/pkg)</b>                             | E3.7<br>D2.1 | Per Package | 40                          |                                   |
| 20.      | NCR <b>or Mead</b> Product - carbonless 2 part form (white w/color)<br>20# (8.5 x 11) | E3.8<br>D2.1 | Per Package | 200                         |                                   |
| 21.      | NCR <b>or Mead</b> Product carbonless 2 part form (white w/color)<br>20# (8.5 x 14)   | E3.8<br>D2.1 | Per Package | 10                          |                                   |
| 22.      | NCR <b>or Mead</b> Product - carbonless 3 part form (white w/color)<br>20# (8.5 x 11) | E3.8<br>D2.1 | Per Package | 100                         |                                   |
| 23.      | NCR <b>or Mead</b> Product - carbonless 3 part form (white w/color)<br>20# (8.5 x 14) | E3.8<br>D2.1 | Per Package | 50                          |                                   |
| 24.      | NCR <b>or Mead</b> Product - carbonless 4 part form (white w/color)<br>20# (8.5 x 11) | E3.8<br>D2.1 | Per Package | 10                          |                                   |

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