

FORM A: PROPOSAL
(See B9)

1. Contract Title PROVISION OF CREDIT/DEBIT CARD PROCESSING SYSTEM

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 Proposal.

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.

6. Execution of Contract

The Bidder agrees to execute and return the Contract no later than seven (7) Calendar Days after receipt of the Contract, in the manner specified in C4.1.

7. Commencement of the Work The Bidder agrees that no Work shall commence until he is in receipt of a notice of award from the Award Authority authorizing the commencement of the Work.

8. Contract The Bidder agrees that the Request for Proposal 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 Proposal.

9. 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	_____
	_____		_____
	_____		_____

10. Time This offer shall be open for acceptance, binding and irrevocable for a period of ninety (90) Calendar Days following the Submission Deadline.

11. 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)

FORM N: SERVICE AND EXPERIENCE
(See B12)

Bidders shall provide a written response, on a separate page, to each item listed on Form N. The written response should be numbered to correspond with each item listed.

- 1) Provide a brief history of your firm, addressing items including company size and growth, organization structure, staffing levels and locations.
- 2) Has your firm had any specific experience during the last five years delivering credit/debit card processing systems to municipal/governmental clients? If yes, please elaborate briefly.
- 3) Who will be assigned ultimate responsibility for the City of Winnipeg account? Elaborate, including name, position, experience, function and location.
- 4) The City requires the credit/debit card support to be available on a daily basis during business hours to provide assistance to the various users. Indicate who will be the City's representative to deliver day-to-day service(s). Elaborate briefly on their experience, qualifications and back-up resources.
- 5) Provide descriptive literature and/or information indicating how your credit/debit card processing system operates and how it meets or exceeds the requirements outline in E2. The Bidder should highlight their program control features and any other special features
- 6) How does your dispute resolution process operate and indicate the average time to correct errors.
- 7) Provide a clear description of the equipment offered, service and support staff proposed to perform the Work of this Contract. With a schedule of prices for all equipment, electronic reports, and services of the credit/debit card processing system being Bid. This must include the cost for purchasing the equipment, renting the equipment and what fees may be applicable if the credit/debit card machine and Pin Pad equipment is purchased from other sources.