## FORM A: PROPOSAL

(See B8)

1. Contract Title

SUPPLY AND DELIVERY OF OFFICE SUPPLIES
2. Bidder


The Bidder is:a sole proprietora partnershipa 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 |  |

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D3.
5. Offer
6. Execution of Contract
7. Commencement of the Work
8. 7 Contract
9. Addenda
10. Time
11. Signatures

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.

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.

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

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.

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. $\qquad$ Dated $\qquad$
$\qquad$
$\qquad$

This offer shall be open for acceptance, binding and irrevocable for a period of sixty (60) Calendar Days following the Submission Deadline.

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

Signature of Bidder or
Bidder's Authorized Official or Officials
$\overline{\text { (Print here name and official capacity of individual whose signature appears above) }}$
(Print here name and official capacity of individual whose signature appears above)
ITEM DESCRIPTION
NO.

| SPEC REF. | APPROX |  |  |  |
| :--- | :---: | :---: | :---: | :---: |
| 2012 | Annual | UNIT |  |  |
| Staples/Advantage | QTY |  | Catalogue | Discount- <br> Catalogue |
| Item No. \& Page |  |  | Price | Off (in \%) |

Gel Ink Retractable Pens


## Rolling Ball Pens

| 9 | Pilot BXV5 Rolling Ball Point Pen Hi-TECPOINT Advantage |
| :--- | :--- | :--- |
| Extra Fine Point (Black, Red, and Blue) |  |

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| ITEMNO. |  |  | SPEC REF. <br> 2012 <br> Staples/Advantage <br> Catalogue <br> Item No. \& Page | APPROX Annual QTY | UNIT | Catalogue Price | DiscountOff (in \%) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 12 | Pilot HI-TECPOINT Retractable Liquid Ink Rolling Ball Pen (combines style smooth line, sof Extra Fine Poin | silky smooth writing, produces a pure er comfort grip, metla clip) ack, Red and Blue) | $\begin{aligned} & \begin{array}{l} \text { PILBXRTV5BK/BE/RD } \\ \text { Pg } 173 \end{array} \\ & \hline \end{aligned}$ | 3,000 | Each |  |  |
| 13 | Pilot HI-TECPOINT Retractable Liquid Ink Rolling Ball Pen <br> (combines style with silky smooth writing, produces a pure smooth line, soft rubber comfort grip, metla clip) <br> Fine Point (Black, Red and Blue) |  | PILBXRTV7BK/BE/RD Pg173 | 3,000 | Each |  |  |
| 14 | Zebra Jimnie Gel Ink Grip Rolling Ball Pens | al quality, acid free ink, fillable) point Black,Blue and Red | $\begin{aligned} & \text { ZEB44110/120/130 } \\ & \text { Pg } 167 \end{aligned}$ | 13000 | Each |  |  |
| 15 | Zebra Jimnie Gel Ink Grip Rolling Ball Pen REFILLS | al quality, acid free ink, fillable) point Black, Blue and Red | $\begin{aligned} & \text { ZEB84310/20/30 } \\ & \text { Pg 167 } \end{aligned}$ | 2,000 | Each |  |  |
| 16 | Papermate Flexgrip Ultra Retractable Floating Ball Pens | $70 \%$ recycled, unique rubberized barrel with ribbed grip) <br> Medium and Fine Point <br> Black and Blue | $\begin{array}{\|l} \text { PAP95101/301 } \\ \text { PAP95601/801 } \\ \text { Pg 180 } \end{array}$ | 6,000 | Each |  |  |
| 17 | Papermate Profile Retractable Ball Point Pen | Super bold writing .4 mm Black and Blue | $\begin{array}{\|l} \hline \text { PAP89465/66 } \\ \text { Pg } 181 \end{array}$ | 1,400 | Each |  |  |
| 18 | Pentel Retractable Ball Point Pen $\quad$(Large ergonomic triangular barrel, latex free grip) <br> Blue, Red and Black |  | PENBK440C <br> PENBK440B <br> PENBK440A <br> Pg 180 | 500 | Each |  |  |
| 19 | Pentel RSVP RT Ball Point Pen(Products are a <br> latex-free comfo <br> and control, dura <br> clear pocket clip <br> colours) Black | num of $50 \%$ recycled materials, long, e grip offers extended writing comfort stainless steel tip, convenient crystal mm tip writes medium lines with dart , and Blue | $\begin{aligned} & \text { PENBK93A/B/C } \\ & \text { Pg } 181 \end{aligned}$ | 500 | Each |  |  |
| Pencils \& Leads |  |  |  |  |  |  |  |
| 20 | Pentel Side FX <br> (convenient side change writing p comfort) Black | on advances lead without the need to n, finger-moulded rubber grip for .5 mm , and .7 mm | PENPO255A PENPO257C Pg164 | 500 | Each |  |  |

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## SUPPLY AND DELIVERY OF OFFICE SUPPLIES

| ITEMNO. |  |  | SPEC REF. <br> 2012 <br> Staples/Advantage <br> Catalogue <br> Item No. \& Page | APPROX Annual QTY | UNIT | Catalogue Price | DiscountOff (in \%) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 51 | Staples Fold-Back Binder Clip (R | (Rustproof tempered and tell construction provides uniform non-slip grip) 12/box $1^{5 / 8, "}$ width, $7 / 8$ " capacity Black | $\begin{array}{\|l} \text { STP17898 } \\ \text { Pg } 218 \end{array}$ | 200 | $\begin{gathered} \text { Box of } \\ 12 \\ \hline \end{gathered}$ |  |  |
| 52 | Staples Fold-Back Binder Clip (R | (Rustproof tempered and tell construction provides uniform non-slip grip) 12/box 2" width, 1" capacity Black | $\begin{array}{\|l} \text { STP10669 } \\ \text { Pg } 218 \end{array}$ | 200 | $\begin{gathered} \text { Box of } \\ 12 \end{gathered}$ |  |  |
| Adhesive Tape, Glue, and Correction products |  |  |  |  |  |  |  |
| 53 | 3M Scotch Magic Tape (can be written on with pencil or ball-point pen, resists yellowing, cracking and moisture, permanent, premium packs with dispenser) $19 \mathrm{~mm} \times 39.9 \mathrm{~m}$ |  | MMM810PP18 $\text { Pg } 207$ | 1200 | Each |  |  |
| 54 | 3M Scotch Magic Tape REFILL ROLLS | (can be written on with pencil or ball-point pen, resists yellowing, cracking and moisture, permanent, premium packs with dispenser) $\quad 19 \mathrm{~mm} \times 39.9 \mathrm{~m}$ | $\begin{aligned} & \text { MMM810R1833 } \\ & \text { Pg 207 } \end{aligned}$ | 600 | Each |  |  |
| 55 | 3M Scotch Transparent Tape (wis | (widely used, multipurpose tape, premium packs with dispenser ) $19 \mathrm{~mm} \times 32.9 \mathrm{~m}$ | $\begin{aligned} & \text { MMM600PP18 } \\ & \text { Pg } 206 \end{aligned}$ | 1200 | Each |  |  |
| 56 | 3M Scotch Transparent Tape REFILL ROLLS | LS $\quad$ (widely used, multipurpose tape, premium packs with dispenser) $19 \mathrm{~mm} \times 32.9 \mathrm{~m}$ | $\begin{aligned} & \text { MMM600R1833 } \\ & \text { Pg } 206 \end{aligned}$ | 600 | Pk |  |  |
| 57 | 3M Bonus Pack Tape \& Dispenser | (10 rolls of tape) $19 \mathrm{~mm} \times 33 \mathrm{~mm}$ | MMM81010PKC60BK Pg 207 | 400 | Each |  |  |
| 58 | 3M Scotch Standard Shipping Tape $\begin{aligned} & \text { Ho } \\ & \text { (co }\end{aligned}$ | Hot melt tape, good adhesion and clear application (contains up to $45 \%$ recycled materials including the film, core and natural resin) $48 \mathrm{~mm} \times 50 \mathrm{~m}$ | $\begin{aligned} & \text { MMM37311PK } \\ & \text { Pg } 259 \end{aligned}$ | 400 | Each |  |  |
| 59 | Eco-Friendly Scotch Masking Tape <br> (paper in the tape contains $30 \%$ post consumer recycled fibers, and adhesive is made with natural rubber, a renewable resource, General purpose masking tape, an environmentally preferable alternative to regular masking tape, made in Canada from a solvent-free process ) $24 \mathrm{~mm} \times 55 \mathrm{~m}$ |  | MMMPCW3024 <br> Pg 261 | 500 | Each |  |  |

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FORM B(R1): PRICES
(See B9)

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES



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## SUPPLY AND DELIVERY OF OFFICE SUPPLIES

| $\begin{aligned} & \text { ITEM } \\ & \text { NO. } \end{aligned}$ | DESCRIPTION | SPEC REF. <br> 2012 <br> Staples/Advantage <br> Catalogue <br> Item No. \& Page | APPROX Annual QTY | UNIT | Catalogue Price | DiscountOff (in \%) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 69 | Wite-Out Refillable EZ CorrectionTape REFILL CARTRIDGE <br> (Easy to use refill system, tear resistant film based tape) Refill Cartridge 2pack | $\begin{aligned} & \text { BICROWOTRP21 } \\ & \text { P } 191 \end{aligned}$ | 400 | pack |  |  |
| Binders, Folders, Pockets, and Report Covers |  |  |  |  |  |  |
| 70 | Staples Presentation Binder (Round ring view binders, crystal clar overlay on front, spine and <br> back cover, 2 interior storage pockets; letter size, PVC free, <br> $90 \%$ post consumer content) 1" capacity White | $\begin{array}{\|l} \text { STP17972 } \\ \text { Page } 128 \\ \hline \end{array}$ | 70 | Each |  |  |
| 71 | Staples Presentation Binder  <br> $90 \%$ (Round ring view binders, crystal clar overlay on front, spine and <br> back cover, 2 interior storage pockets; letter size, PVC free,  | $\begin{array}{\|l} \text { STP17974 } \\ \text { Page } 128 \end{array}$ | 350 | Each |  |  |
| 72 | Wilson Jones ENVI Heavy Duty Versatile Round Ring Binder(90\% post consumer content) <br> PVC Free, Pocket guard, clear <br> label holder with insert, No-gap <br> rings) 1" capacity Black | $\begin{array}{\|l} \text { ACC13531 } \\ \text { Page } 131 \end{array}$ | 750 | Each |  |  |
| 73 | Pendaflex Cutless / Watershed Folders (made with Cutless paper which decreases the amount of paper cuts, contains $30 \%$ post consumer material), treated with watershed coating so spills wipe clean) 100/box letter size | $\begin{array}{\|l} \text { ESS48430C } \\ \text { Page } 103 \end{array}$ | 120 | box |  |  |
| 74 | Pendaflex Cutless / Watershed Folders(made with Cutless paper which decreases the amount of <br> paper cuts, contains 30\% post consumer material), treated <br> with watershed coating so spills wipe clean) <br> $100 /$ box legal size | $\begin{array}{\|l} \text { ESS48431C } \\ \text { Page } 103 \end{array}$ | 120 | box |  |  |
| 75 | Smead Watershed / Cutless folders(30\% recycled, 30\% post-consumer material) watershed <br> surface will accept writing, dirt and finger oil resistant, <br> water resistant / cut resistant <br> $100 /$ box $\quad$ Legal Size (Blue, Green Red and Yellow) | $\begin{aligned} & \begin{array}{l} \text { SMD16958 } \\ \text { P } 105 \end{array} \\ & \hline \end{aligned}$ | 100 | box |  |  |
| 76 | Smead Watershed / Cutless folders <br> ( $30 \%$ recycled, $30 \%$ post-consumer material) watershed surface will accept writing, dirt and finger oil resistant, water resistant / cut resistant 100/box Letter Size (Blue, Green Red and Yellow) | $\begin{aligned} & \text { SMD11958 } \\ & \text { P } 105 \\ & \hline \end{aligned}$ | 100 | box |  |  |

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FORM B(R1): PRICES
(See B9)
SUPPLY AND DELIVERY OF OFFICE SUPPLIES

| $\begin{aligned} & \text { ITEM } \\ & \text { NO. } \end{aligned}$ | DESCRIPTION |  | SPEC REF. <br> 2012 <br> Staples/Advantage <br> Catalogue <br> Item No. \& Page | APPROX Annual QTY | UNIT | Catalogue Price | DiscountOff (in \%) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 77 | Pendaflex Manila File folders | (Manila File Folders, Reversible Tab, $91 / 2 \mathrm{pt}$ stock, Contains 10\% post-consumer material) 100/box Legal Size | $\begin{array}{\|l} \hline \text { ESSR609 } \\ \text { Page } 103 \end{array}$ | 100 | box |  |  |
| 78 | Pendaflex Manila File folders | (Manila File Folders, Reversible Tab, $91 / 2 \mathrm{pt}$ stock, Contains 10\% post-consumer material) 100/box Letter Size | $\begin{array}{\|l} \hline \text { ESSR409 } \\ \text { Page } 103 \end{array}$ | 100 | box |  |  |
| 79 | Pendaflex Manila File folders | (Manila File Folders, Straight cut Tab, $91 / 2 \mathrm{pt}$ stock, Contains 10\% post-consumer material) 100/box Letter Size | $\begin{aligned} & \text { ESSR409SC } \\ & \text { Page } 103 \end{aligned}$ | 100 | box |  |  |
| 80 | Pendaflex Manila File folders | (Manila File Folders, Reversible Tab, $91 / 2 \mathrm{pt}$ stock, Contains 10\% post-consumer material) 100/box Letter Size | $\begin{aligned} & \text { ESSR609SC } \\ & \text { Page } 103 \end{aligned}$ | 100 | box |  |  |
| 81 | Pendaflex File Pocket | (Reb Fibre, vertical, contains 10\% post consumer material, back of pocket extends $1 / 2$ " above front for indexing $51 / 4$ " expansion Legal Size | $\begin{aligned} & \text { ESS1536G } \\ & \text { Page } 109 \end{aligned}$ | 25 | Each |  |  |
| 82 | Pendaflex Coloured File Pockets | (Perfect for color-coding, Contains at least $10 \%$ postconsumer material, Double thick front and back, colourmatched gusset is nylon reinforced, special moisture resistant coating) $31 / 2^{\prime \prime}$ expansion Letter Size | $\begin{aligned} & \text { ESS1524EGOX/BOX/ } \\ & \text { ROX/YOX } \\ & \text { Pg } 109 \end{aligned}$ | 400 | Each |  |  |
| 83 | Pendaflex Coloured File Pockets | (Perfect for color-coding, Contains at least $10 \%$ postconsumer material, Double thick front and back, colourmatched gusset is nylon reinforced, special moisture resistant coating) $31 / 2^{\prime \prime}$ expansion Legal Size | $\begin{aligned} & \text { ESS1526EGOX/BOX/ } \\ & \text { ROX/YOX } \\ & \text { Pg } 109 \end{aligned}$ | 400 | Each |  |  |
| 84 | Pendaflex Expanding File Pockets | Contains $10 \%$ post- consumer material, fully lined gussets with extra reinforcements at top and bottom for added protection, reinforcement strips at critical wear points to prevent bursting or tearing, moisture resistant coating, guaranteed for life <br> 7" expansion <br> Legal Size | $\begin{aligned} & \text { ESS45303 } \\ & \text { Page } 109 \end{aligned}$ | 100 | Each |  |  |

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## SUPPLY AND DELIVERY OF OFFICE SUPPLIES



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| ITEM NO. | DESCRIPTION | SPEC REF. <br> 2012 <br> Staples/Advantage <br> Catalogue <br> Item No. \& Page | APPROX Annual QTY | UNIT | Catalogue Price | DiscountOff (in \%) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Discount for Catalogue Items other than Items 1-100 |  |  |  |  |  |  |
| 101 | Percent off Items not listed above but found in the Annual Published Catalogue as List Items |  |  | Per Item |  |  |
| 102 | Percent off Items not listed above but found in the Annual Published Catalogue as Market (or Net) Items |  |  | Per Item |  |  |

