

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_____.

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 B: PRICES
 (See B8)

SUPPLY AND DELIVERY OF PRINTED ENVELOPES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
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PART A: ENVELOPE COSTS

Open Side Whitewove Item 1

1.	24 lb. #23 4 1/2" x 6 5/8" Invitation	E2.4	10	500	
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Open Side Recycled White Plain Items 1 - 11

2.	24 lb. #8 3 5/8" x 6 1/2"		10	M	
3.	24 lb. #8 3 5/8" x 6 1/2" AVP Window		10	M	
4.	24 lb. #9 4" x 9"		25	M	
5.	24 lb. #9 4" x 9" AVP Window		5	M	
6.	24 lb. #10 4 1/8" x 9 1/2"		300	M	
7.	24 lb. #10 4 1/8" x 9 1/2" AVP Window		350	M	
8.	24 lb. #10 4 1/8" x 9 1/2" Ultra White Mohawk Superfine Text		15	M	
9.	24 lb. Cheque 3 3/4" x 8 3/4" AVP Window Grey Decco		10	M	
10.	24 lb. T4 Window 4 1/8" x 9" Grey Decco		25	M	
11.	24 lb. T4 Window 5 3/4" x 9" Grey Decco		40	M	

Open End Recycled Kraft Plain Items 12 - 18

12.	24 lb. 5 3/4" x 9 1/2"		10	M	
13.	24 lb. 7 1/2" x 10 1/2"		10	M	
14.	20 lb 9" x 12"		45	M	
15.	24 lb. 9 1/2" x 14 3/4"		10	M	
16.	24 lb. 10" x 13"		10	M	
17.	24 lb. 11 1/2" x 14 1/2"		10	M	
18.	32 lb. 12" x 16"		5	M	

PART B: ENVELOPE PRINTING COSTS

Single Colour Printing For Items 1 - 10

19.	If print job is for 1 Thousand			M	
20.	If print job is for 2 Thousand			M	
21.	If print job is for 3 Thousand			M	
22.	If print job is for 4 Thousand			M	

FORM B: PRICES
 (See B8)

SUPPLY AND DELIVERY OF PRINTED ENVELOPES

UNIT PRICES

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

Printing For Items 1 – 10

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

Four Spot Color

Printing For Item 11

35.	If print job is for 1 Thousand		M	
36.	If print job is for 2 Thousand		M	
37.	If print job is for 3 Thousand		M	
38.	If print job is for 4 Thousand		M	
39.	If print job is for 5 Thousand		M	
40.	If print job is for 6 Thousand		M	
41.	If print job is for 7 Thousand		M	
42.	If print job is for 8 Thousand		M	
43.	If print job is for 9 Thousand		M	
44.	If print job is for 10 Thousand		M	
45.	If print job is for 11 – 15 Thousand		M	
46.	If print job is for 16 – 20 Thousand		M	
47.	If print job is for 21 – 25 Thousand		M	
48.	If print job is for 26 – 35 Thousand		M	
49.	If print job is for 36 – 50 Thousand		M	

FORM B: PRICES
 (See B8)

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UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
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Single Colour Printing For Items 12 - 16

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

Single Colour Printing For Items 17 & 18

67.	If print job is for 1 Thousand			M	
68.	If print job is for 2 Thousand			M	
69.	If print job is for 3 Thousand			M	
70.	If print job is for 4 Thousand			M	
71.	If print job is for 5 Thousand			M	

PART C: ADDITIONAL

72.	Setup costs per Run	E4		RUN	
73.	Proof Costs per Run	E3		RUN	

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UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	APPROX. QTY	UNITS	UNIT PRICE
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PART C: ADDITIONAL

74.	RUSH ORDERS	E6.2		RUN	%
	Please indicate the % (percent) increase in cost, for processing a Rush Order				

75	Indicia if printed at same time as envelope address		20	M	
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76	Indicia if printed as separate Work (at different time than envelope address)		20	M	
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 Name of Bidder