

**FORM A: PROPOSAL**  
(See B8)

1. Project Title SUPPLY AND DELIVERY OF SCANNERS, AND A DOCUMENT  
MANAGEMENT AND RECORD MANAGEMENT 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 D4.

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.

Template Version: Gr120050301

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 GC.3.01.
7. Commencement of the Work The Bidder agrees that no Work shall commence until he is in receipt of a letter of intent 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 Submission.
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 sixty (60) Calendar Days following the Submission Deadline.
11. 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 B9)

**SUPPLY AND DELIVERY OF SCANNERS, AND A DOCUMENT MANAGEMENT AND RECORD MANAGEMENT SYSTEM**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1.	Scanners	E4	Lot	2		
2.	Document Management and Record Management Software	E6	Lot	1		
3.	Information Capture Software	E5	Lot	1		
4.	Software Support & Professional Services	E7	Lot	1		
<p>TOTAL BID PRICE (GST and MRST extra) (in figures)\$ _____</p> <p>(in words) _____</p> <p>_____</p>						

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