

FORM A: BID
(See B8)

1. Contract Title PROVISION OF DIRECT MAIL SERVICES

2. Bidder

Name of Bidder

Usual Business Name of Bidder as it appears on Invoice (if different from above)

(Mailing address if different)

Street

City

Province

Postal Code

Email Address of Bidder

Facsimile Number

Street or P.O. Box

(Choose one)

City

Province

Postal Code

GST Registration Number (if applicable)

The Bidder is:

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/she 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)

FORM B: PRICES
 (See B9)

PROVISION OF DIRECT MAIL SERVICES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1.	Set-up Costs for Complete Jobs less than 1 Thousand Pieces	E2.6	Each	3		
2.	Machine Folding various flat sheet paper sizes for insert	E2.7	Thousand	1321		
3.	Machine Inserting & Sealing 1 insert	E2.8	Thousand	648		
4.	Machine Inserting & Sealing 2 inserts	E2.8	Thousand	529		
5.	Machine Inserting & Sealing 3 inserts	E2.8	Thousand	2		
6.	Machine Inserting & Sealing 4 inserts	E2.8	Thousand	1		
7.	Machine Sealing Only (no folding)	E2.9	Thousand	7		
8.	Manual Folding Various Flat Sheet Paper Sizes for Insert	E2.10	Thousand	1		
9.	Manual Inserting 1 -4 inserts per envelope	E2.11	Thousand	7		
10.	Manual Inserting 5 – 9 inserts per envelope	E2.11	Thousand	2		
11.	Manual Inserting 10 – 20 inserts per envelope	E2.11	Thousand	1		
12.	Manual Sealing	E2.12	Thousand	1		
13.	Form Bursting and Breaking	E2.13	Thousand	1		
14.	Hand Matching and Collating	E2.14	Thousand	9		
15.	Paper Cutting	E2.15	Thousand	66		
16.	Inkjet Addressing	E2.16	Thousand	15		

FORM B: PRICES
 (See B9)

PROVISION OF DIRECT MAIL SERVICES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
17.	Electronic Address Correction / Verification	E2.17	Thousand	2		
18.	Manual Address Correction / Verification	E2.18	Thousand	6		
19.	Incentive Rate Sortation	E2.19	Thousand	65		
20.	Postal Indicia	E2.20	Thousand	51		
21.	Unaddressed Admail (bundling, containerizing and labelling)	E.2.21	Thousand	50		
22.	Unaddressed Admail (admail delivery slip)	E2.21	Each	2		
23.	Label Printing	E2.22	Thousand	1		
24.	Label Affixing	E2.23	Thousand	1		
25.	Job Pick-Up	E2.24	Each	3		
26.	Job Delivery	E2.25	Each	96		

Name of Bidder