

FORM A: PROPOSAL
(See B8)

1. Contract Title REQUEST FOR PROPOSAL FOR THE SUPPLY, DELIVERY,
INSTALLATION AND MAINTENANCE OF A SELF-CHECK-IN DEVICE
AT THE CHARLESWOOD LIBRARY

2. Bidder

Name of Bidder

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

Street

(Mailing address if different)

City

Province

Postal Code

Email Address of Bidder

Facsimile Number

Street or P.O. Box

City

Province

Postal Code

GST Registration Number (if applicable)

(Choose one)

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 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.

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. 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.
7. Commencement of the Work 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.
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 sixty (60) 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 B: PRICES
(See B9)

**REQUEST FOR PROPOSAL FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF
A SELF-CHECK-IN DEVICE AT THE CHARLESWOOD LIBRARY**

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE
1.	Supply, Delivery and Installation of a Self-Check-In Device	E3	LS	1	
2.	Upgrade to support RFID tags	E3.1(c)	Each	1	
3.	One Year Maintenance	E3	Year	1	
4.	Three Years Maintenance	E3	3 Years	1	
5.	Five Years Maintenance	E3	5 Years	1	

Name of Bidder