

**FORM A: PROPOSAL**  
(See B9)

1. Contract Title REQUEST FOR PROPOSAL FOR THE PROVISION OF EVENT PLANNING SERVICES FOR THE FEDERATION OF CANADIAN MUNICIPALITIES (FCM) WINNIPEG CONFERENCE

2. Bidder

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

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

\_\_\_\_\_  
Street

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
Email Address of Bidder

\_\_\_\_\_  
Facsimile Number

(Mailing address if different)

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
GST Registration Number (if applicable) Province Postal Code

(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 C4.1.
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 B10)

REQUEST FOR PROPOSAL FOR THE PROVISION OF EVENT PLANNING SERVICES FOR THE  
FEDERATION OF CANADIAN MUNICIPALITIES (FCM) WINNIPEG CONFERENCE

LUMP SUM PRICE

TOTAL BID PRICE (GST and MRST extra) (in figures) \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST).

**Note B10.3:**

**Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Contract and shall not be considered an allowable disbursement.**

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