

FORM A: BID
(See B7)

1. Contract Title PROVISION OF MEDIA DESTRUCTION SERVICES

2. Bidder

Name of Bidder

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

Street

City

Province

Postal Code

(Mailing address if different)

Email Address of Bidder

Facsimile Number

Street or P.O. Box

City

Province

Postal Code

(Choose one)

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 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(R2): PRICES
 (See B8)**

PROVISION OF MEDIA DESTRUCTION SERVICES

UNIT PRICES

Item No.	Description	Spec. Ref.	Approx. Annual Quantity	Unit (for calculating unit price basis)	Unit Price Bid
1	Paper shredding Services OFF-SITE	E1.2	34,250 lbs.	Per Lb.	_____
2	Paper Shredding Services ON-SITE				
2a	Approved Container Size for 2a is a 65 gallon tote Indicate Container size _____	E1.2	34,250 lbs	Per container	_____
2b	Approved Container Size for 2b is a 95 gallon tote Indicate Container size _____	E1.2	34,250 lbs.	Per container	_____
2c	Approved Container Size for 2c is a 100 lb. melamine console Indicate Container size _____	E1.2	34,250 lbs.	Per container	_____
3	Archival Record Destruction Services	E2.2	1000 boxes	Box	_____
4	Destruction of Audio, Video and Computer Records (OFF SITE)	E2.3	500 lbs.	Per Lb.	_____
5	Minimum Order Charge	E2.3 D3.1(f)	110	ea.	_____

Name of Bidder