

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

1. Contract Title SUPPLY, INSTALL & DELIVERY OF OFFICE FURNITURE FOR ARCHIVES AND RECORDS MANAGEMENT
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)

(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 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 By submitting a bid in response to this Tender, the Bidder certifies that it has read, understands, and agrees to the terms and conditions of this Tender and that the Tender, 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 Sixty (60) Calendar Days following the Submission Deadline.

10. Indigenous Self-Declaration The City is requesting that Bidders identify if their business is at least 51% owned by one or more Indigenous persons of Canada.

YES, 51% or more Indigenous ownership

NO, it is not

This information is being gathered for statistical purposes only and will not be used for purposes of evaluation.

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)

**SUPPLY, INSTALL & DELIVERY OF OFFICE FURNITURE FOR ARCHIVES AND RECORDS  
MANAGEMENT**

**UNIT PRICES**

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	AMOUNT
1.	OFFICE DESK TYPE 1	E2.3	EA	3		
2.	OFFICE DESK TYPE 2	E2.4	EA	1		
3.	OFFICE DESK TYPE 3	E2.5	EA	2		
4.	OFFICE DESK TYPE 4	E2.6	EA	1		
5.	TABLE-TB-1	E2.7	EA	1		
6.	TABLE TB-2	E2.8	EA	1		
7.	HEIGHT ADJUSTABLE BASES	E2.9	EA	4		
8.	SINGLE MONITOR ARM	E2.10	EA	3		
9.	DOUBLE MONITOR ARM	E2.11	EA	1		

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

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