

**FORM A: BID/PROPOSAL**  
(See "Bid/Proposal" clause in Tender/RFP)

1. Contract Title

SUPPLY, DELIVERY, AND ASSEMBLY OF CONFERENCE CHAIRS

2. Bidder/Proponent

\_\_\_\_\_  
Legal Name of Bidder/Proponent

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

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Email Address of Bidder/Proponent

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

(Mailing address if different)

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

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
GST Registration Number (if applicable)

(Choose one)

The Bidder/Proponent is:

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder/Proponent hereby authorizes the following contact person to represent the Bidder/Proponent for purposes of the Bid/Proposal.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

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

4. Definitions

All capitalized terms used in the Contract Documents shall have the meanings ascribed to them in the General Conditions and Tender/RFP documents.

- 5. Offer  
 The Bidder/Proponent hereby offers to perform the Work in accordance with the Contract for the price bid, in Canadian funds, set out in the Bid/Proposal.
- 6. Bid Security  
 Where Bid Security is required, the Bidder/Proponent provides bid security in the form of a bid bond (Form G1: Bid Bond and Agreement to Bond) in accordance with the Bid Security clause in the Tender document and agrees that it shall be held by the City in accordance with the Contract.
- 7. Execution of Contract Documents  
 If required pursuant to C4, the Bidder/Proponent agrees to execute and return the Contract Documents no later than seven (7) Calendar Days after receipt of the Contract Documents, in the manner specified in C4.
- 8. Commencement of the Work  
 The Bidder/Proponent 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.
- 9. Contract  
 By submitting a Bid/Proposal in response to this Tender/RFP, the Bidder/Proponent certifies that it has read, understands, and agrees to the terms and conditions of this Tender/RFP and that the Tender/RFP, 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 the Tender/Proposal.
- 10. Addenda  
 The Bidder/Proponent certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:

No.	Dated
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 11. Time  
 This offer shall be open for acceptance, binding and irrevocable for a period of THIRTY (30) Calendar Days following the Submission Deadline.
- 12. Indigenous Self-Declaration  
 The City is requesting that Bidders/Proponents 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.

13. Signatures

The Bidder/Proponent or the Bidder's/Proponent's authorized official or officials have signed this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Bidder/ Proponent or  
Bidder's/Proponent'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)