



Quotation Invitation For the Supply of Office Paper

General Conditions

In accordance with the following, sealed quotations are invited and will be received up to **June 20, 2019**, for the supply of office / copier paper, to the attention of:

Secretary-Treasurer
Rolling River School Division
Administration Office Box 1170
Minnedosa, MB R0J 1E0

"OFFICE PAPER QUOTATION"

- a) Specifications for Multipurpose paper as attached:
Separate quotes are required for:
 - i. Paper manufactured from virgin materials
 - ii. Paper manufactured from virgin materials and FSC certified
 - iii. Paper manufactured from recycled materials – must specify content : POST CONSUMER FIBRE CONTENT = _____%
- b) Quantities required are attached (cases).
- c) Price quotations are to be submitted on the Quotation Forms in an envelope marked "OFFICE PAPER QUOTATION ". The quotation form must be completed to identify:
 - i. the trade name of the paper
 - ii. the number of sheets of paper per package
 - iii. the number of packages per case
 - iv. the price per case of paper
 - v. the name of the company
 - vi. be submitted with name, title and signature of an authorized signing officer of the company.
- d) DO NOT include Provincial Sales or Goods and Services Tax on unit prices quoted.
- e) All material to be delivered without freight charges (F.O.B.) to School or Office Location as indicated on the specifications and quantities sheet / purchase orders when received.
Invoicing and delivery to occur as is indicated below.
 - Paper for Deerboine Colony, Hillside Colony, Oak River Elementary, Oak River Colony, Westview Colony and Cool Spring Colony schools and the Division Office to be delivered to the Division Maintenance Shop at 21 - 1st Ave. S.W. in Minnedosa, Manitoba between July 15 – August 2, 2019 with invoicing to follow delivery. Division Office will issue a purchase order for these school / office orders.
 - Paper for all other locations/schools to be delivered to each school location between August 27-30, 2019 or on another date as mutually agreed between the vendor and the School Secretary with invoicing to follow delivery. Separate purchase orders for each school's order will be issued.
- f) Prices to be guaranteed from July 1, 2019 to June 30, 2020. Please indicate the criteria and formula for any price adjustment that may occur during this period.
- g) Samples of goods to be provided upon request.
- h) Quantities are approximate and may vary on actual orders submitted.
- i) Quotations to be awarded in whole or part
- j) Late quotations will not be accepted
- k) The lowest or any quotation will not necessarily be accepted

For further information, please contact:

Joana Dear
Administrative Assistant
Rolling River School Division
Box 1170, Minnedosa, MB
R0J 1E0
Telephone: (204) 867-2754 Ext. 221
E-mail: jdear@rrsd.mb.ca

Rolling River School Division Paper Tender
July 1, 2019 – June 30, 2020

Section A: Bond - White - Virgin - FSC Certified

Paper Specifications	Trade Name	Sheets per Package	Packages per Case	Case Unit Price (net taxes)
Bond –White-8.5" X 11"; 20 lb. Multipurpose, Manufactured from Virgin materials -FSC Certified				
Bond –White-8.5" X 14"; 20 lb. Multipurpose, Manufactured from Virgin materials FSC Certified				
Bond –White-11" X 17"; 20 lb. Multipurpose, Manufactured from Virgin materials FSC Certified				

Section B: Bond - White Recycled

Paper Specifications	Trade Name	Sheets per Package	Packages per Case	Case Unit Price (net taxes)
Bond –White-8.5" X 11"; 20 lb. Multipurpose, Manufactured from Recycled materials – FSC, SFI or PEFC Cert. Yes / No PCF Bleaching Yes / No Specify Post Consumer Fibre Content: <input type="text"/> %				
Bond –White-8.5" X 14"; 20 lb. Multipurpose, Manufactured from Recycled materials – FSC, SFI or PEFC Cert. Yes / No PCF Bleaching Yes / No Specify Post Consumer Fibre Content: <input type="text"/> %				
Bond –White-11" X 17"; 20 lb. Multipurpose, Manufactured from Recycled materials – FSC, SFI or PEFC Cert. Yes / No PCF Bleaching Yes / No Specify Post Consumer Fibre Content: <input type="text"/> %				

Date: _____ Firm Name: _____

Name of Authorized Signing Officer/Quote Completed by: _____

Job Title of Authorized Signing Officer/Quote Completed by: _____

Signature of Authorized Signing Officer /Quote Completed by: _____

State or attach a list of standard and bright colours available: _____

Section C: Bond – Colour - Virgin - FSC Certified

Paper Specifications	Trade Name	Sheets per Package	Packages per Case	Case Unit Price (net taxes)
Bond –Colour-8.5" X 11"; 20 lb. Multipurpose, Manufactured from Virgin materials -FSC Certified				
Bond –Colour-8.5" X 14"; 20 lb. Multipurpose, Manufactured from Virgin materials FSC Certified				
Bond –Colour-11" X 17"; 20 lb. Multipurpose, Manufactured from Virgin materials FSC Certified				

Section D: Bond – Colour Recycled

Paper Specifications	Trade Name	Sheets per Package	Packages per Case	Case Unit Price (net taxes)
Bond –Colour-8.5" X 11"; 20 lb. Multipurpose, Manufactured from Recycled materials – FSC, SFI or PEFC Cert. Yes / No PCF Bleaching Yes / No Specify Post Consumer Fibre Content: _____%				
Bond – Colour--8.5" X 14"; 20 lb. Multipurpose, Manufactured from Recycled materials – FSC, SFI or PEFC Cert. Yes / No PCF Bleaching Yes / No Specify Post Consumer Fibre Content: _____%				
Bond – Colour--11" X 17"; 20 lb. Multipurpose, Manufactured from Recycled materials – FSC, SFI or PEFC Cert. Yes / No PCF Bleaching Yes / No Specify Post Consumer Fibre Content: _____%				

Section E: Bright Colour

Paper Specifications	Trade Name	Sheets per Package	Packages per Case	Case Unit Price (net taxes)
Multipurpose, Manufactured from Recycled materials – FSC, SFI or PEFC Cert. Yes / No PCF Bleaching Yes / No Specify Post Consumer Fibre Content: _____%				

Date: _____ Firm Name: _____

Name of Authorized Signing Officer/Quote Completed by: _____

Job Title of Authorized Signing Officer/Quote Completed by: _____

Signature of Authorized Signing Officer /Quote Completed by/: _____

**ROLLING RIVER SCHOOL DIVISION
OFFICE PAPER QUANTITIES & SPECIFICATIONS
2019-2020 School Year**

		TOTAL ANNUAL		
Colours	Size	8.5" X 11"	8.5" X 14"	11" X 17"
Regular	White	425	12	18
20 lb.	Blue	7	0	3
	Green	9	1	0
	Yellow	9	1	0
	Pink	9	0	0
	Gold	6	0	0
	Lilac	5	0	0
	Cherry	3	0	0
	Gray	7	0	0
	Salmon	4	0	0
	Ivory	4	0	0
	Buff	0	0	0
	Tan	2	0	0
Brites	Red	3	0	1
24 lb.	Yellow	8	0	0
	Orange	5	0	0
	Blue	7	0	0
	Lime Green	7	0	0
	Pink	2	0	0
	Very Pink	3	0	0
TOTAL ANNUAL		525	14	22
		561		