# **Appendix B - Proposal Submission Form**

**1. Respondent Information**

Please fill out the following form, naming one person to be the Respondent’s contact for the RFSO process and for any clarifications or communication that might be necessary. This should be included in the Technical Response.

|  |  |
| --- | --- |
| Full Legal Name of Respondent: |  |
| Any Other Relevant Name under which Respondent Carries on Business: |  |
| Street Address: |  |
| Municipality/Town, Region, Country: |  |
| Postal Code: |  |
| Phone Number (including country and area code): |  |
| Company Website (if any): |  |
| Respondent Contact Name and Title: |  |
| Respondent Contact Phone: Respondent Contact Email: |  |

**2. Acknowledgment of Non-Binding Procurement Process**

The Respondent acknowledges that the RFSO process will be governed by the terms and conditions of the RFSO, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between CAGBC and the Respondent unless and until CAGBC and the Respondent execute a written agreement for the Appendix A – Services.

1. **Confirmation of Meeting Mandatory Technical Requirements**

In accordance with Part 3, Section 3.1, Respondents must receive a PASS in Stage 1B – Mandatory Technical Requirements to proceed to Stage 2. To receive a PASS in Stage 1B – Mandatory Technical Requirements, the Respondent’s Proposal must be complete and compliant with the Mandatory Technical Requirements indicated below **by answering YES to each**.

|  |  |  |
| --- | --- | --- |
| Mandatory Technical Requirements | YES | NO |
| * + 1. The Respondent confirms that it has delivered **ALL** of the following marketing services in the last five (5) years.        1. Brand Equity / Brand Reputation;        2. Brand Messaging;        3. Creative; and   c) Product and Services Marketing |  |  |
| * + 1. The Respondent confirms that it has delivered **ALL** of the marketing services identified above to not-for-profit organization clients. |  |  |

**NOTE:** CAGBC will use the Respondent’s responses in the Rated Criteria in Stage 2 to verify YES responses.

1. **Ability to Provide Deliverables**

The Respondent has carefully examined the RFSO documents and has a clear and comprehensive knowledge of the Appendix A – Services required. The Respondent represents and warrants its ability to provide the Appendix A – Services in accordance with the requirements of the RFSO.

1. **Non-Binding Pricing**

The Respondent has submitted its pricing in accordance with the instructions in the RFSO and in Pricing (Appendix C) in particular. The Respondent confirms that the pricing information provided is accurate. The Respondent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its Proposal or its eligibility for future work.

1. **Addenda**

The Respondent is deemed to have read and taken into account all addenda issued by CAGBC prior to the Deadline for Issuing Addenda.

1. **No Prohibited Conduct**

The Respondent declares that it has not engaged in any conduct prohibited by this RFSO.

1. **Conflict of Interest**

The Respondent must declare all potential Conflicts of Interest, as defined in section 3.13 of the RFSO. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the Proposal; **AND** (b) were employees of CAGBC within one (1) year prior to the Proposal Submission Deadline.

If the box below is left blank, the Respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its Proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFSO.

Otherwise, if the statement below applies, check the box.

* + The Respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its Proposal, and/or the Respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFSO.

If the Respondent declares an actual or potential Conflict of Interest by marking the box above, the Respondent must set out below details of the actual or potential Conflict of Interest:

**8. Disclosure of Information**

The Respondent hereby agrees that any information provided in this quotation, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court. The Respondent hereby consents to the disclosure, on a confidential basis, of this Proposal by CAGBC to the advisors retained by CAGBC to advise or assist with the RFSO process, including with respect to the evaluation of this Proposal.

Authorized Signature:

Print Name:

Title:

I/We have authority to bind the Respondent

Authorized Signature:

Print Name:

Title:

I/We have authority to bind the Respondent