



**BRANDON SCHOOL DIVISION
TENDER
STATIONERY SUPPLIES**

GENERAL CONDITIONS:

Sealed tenders will be received up to **2:00 pm on Wednesday, May 20, 2026**, at the Brandon School Division, 1031 – 6th Street, Brandon, Manitoba, R7A 4K5, in accordance with the following:

- a. The complete tender package is available on the Division's website at www.bsd.ca/tenders-requests-for-proposals.
- b. Submit one copy in a sealed envelope marked "**TENDER – STATIONERY SUPPLIES.**" Ensure the sealed envelope clearly indicates the firm's name and address.
- c. Tender form must show the name of the firm and must be signed by a person duly authorized to sign on behalf of the firm. The office held by the person signing should be shown on the tender form.
- d. On the inventory spreadsheet provided, please indicate the Vendor Name at the top in the provided space as well as the brand name, stock number, unit cost and any additional comments on items tendered in the spaces provided under the columns labeled "Vendor".
- e. Note that a "manufacturer" or "brand" name may be indicated as a preference on the quotation form for some items. Substitutions may or may not be considered. The material or product selected is left to the choice of the Division.
- f. The estimated quantities are provided for information purposes only. No commitment is given with respect to the actual quantities that may be ordered during the period of the contract by the Division.
- g. Substitution of material or product of inferior quality to that accepted in the tender shall be grounds for cancellation of the contract. Should a product become unavailable, and substitution is required, or a catalogue number is changed during that period of the tender, it is the responsibility of the successful bidder to notify the Division immediately.
- h. All tenders are to be firm for the order period **July 1, 2026 – June 30, 2027**.
- i. Schools will issue individual purchase orders within the designated order period. Back ordered items from orders received during the price period must be shipped at the quoted price.

- j. In the event of bona-fide cost increases that occur after the stated period, it is understood that the Division will be notified of the price changes and will have the option to accept or reject prices quoted on further orders.
- k. All items are to be delivered F.O.B. directly to specified locations as advised on purchase order. No additional shipping/handling charges or fuel surcharges will be paid.
- l. Do not include PST or GST in prices.**
- m. Each purchase order must be invoiced separately.
- n. Samples may be requested on various items.
- o. Tenders may be accepted in whole or in part.
- p. The lowest or any tender will not necessarily be accepted.
- q. Faxed, emailed or late tenders will **not** be accepted.
- r. Please ensure any additional vendor information, not outlined in the above general conditions, is supplied with the tender.

Contact the Office of the Secretary-Treasurer at 204-729-3115 for further information.



**BRANDON SCHOOL DIVISION
TENDER
STATIONERY SUPPLIES**

Bidder's Incorporated Name: _____

Bidder's Operating Name: _____

Bidder's Mailing Address: _____

Authorized Contact's Name: _____

Authorized Contact's Designation: _____

Authorized Contact's Telephone Number: _____

Authorized Contact's Email Address: _____

Certification

The Bidder certifies that all the statements and representations made in this Bid submission are complete, true, and accurate.

This Bid is valid and irrevocable for **sixty (60) days** from the closing Date and Time.

I/We certify that we comply with all federal, provincial, and municipal laws and regulations in performing any services.

I/We have noted no discrepancies, errors, or omissions in the Tender except those previously brought in writing to the attention of the Brandon School Division and which have been clarified by an addendum, if any.

I/We have carefully examined the documents and have a clear and comprehensive knowledge of the requirements including all addendum, all terms, and conditions, and have submitted all relevant data.

I/We certify that the substitute product (s) proposed is fully interchangeable with the item specified.

As authorized signing officer for my company, I hereby submit this Bid to perform the Work requested in this Tender document in accordance with the General conditions, Term and Conditions and detailed specifications of this Tender.

Name/Position (please print): _____

Authorized Signature: _____ Date: _____