

**FORM OF BID**  
**Sale of Surplus Office Equipment and Furniture**  
**LEG-01-2025**

I/We \_\_\_\_\_ hereby offer to purchase  
(Name of Individual/Company)

from the Town of Petawawa, on an "As is, Where is" basis and in accordance with the Sale Document, the described goods for the indicated Bid amount, as follows:

Item No.	Description of Item	Quantity Available	Quantity Requested	Bid Amount per Item (\$) (enter 'NIL' if not bidding)	*Order of Preference (1 = highest) — only if bidding on multiple items
1.	Office Desk	9			
2.	Office Chair	10			
3.	Conference Table	1			
4.	Stackable Chairs	30			
5.	Mobile Podium/ Lectern	1			
6.	HP Print Cartridge 16A, BLACK	1			
7.	HP Print Cartridge 304A, BLACK	2			
8.	HP Print Cartridge 304A, YELLOW	1			
9.	HP Print Cartridge CC533A, MAGENTA	1			
10.	HP Print Cartridge CC532A, YELLOW	1			
11.	HP Print Cartridge CC531A, CYAN	1			
12.	HP Colored Printer	1			
13.	Computer Monitor	1			
14.	Rolling Cart	1			
15.	Typewriter	1			
16.	Mobile Blueprint Rack	1			
<b>TOTAL:</b>					

I/We hereby agree to remove the equipment or furniture at our expense, within five (5) working days of notification of award, providing correct payment has been provided to the Town in accordance with Clause 2.4 of the Terms and Conditions.

I/We recognize the right of the Town to accept or reject any or all Bids.

**Offered By:**

Individual or Company: \_\_\_\_\_

Signature: \_\_\_\_\_

*If Company submission:*

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Date:** \_\_\_\_\_