

**SUBMISSION FORM**

**RFEI No. 24-068**

**Lights at Lafarge Winter Lights Display – Corporate Partnership Opportunities**

**Proposals will be received as per date and time in** [**Key Dates Section**](#kdates)

**INSTRUCTIONS FOR SUBMISSION**

Submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

1. **In the “Subject Field”** enter: RFEI Number and Name

2. **Add files and “Send Files”**

 (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required, phone 604-927-3037.

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| **Legal Name of Respondent** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

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| 1. Structure of the Respondent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
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| 1. Respondent is to state any value added benefits and activities they can provide in sponsorship. Provide details:
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| 1. What policies does your organization have to support reconciliation with indigenous peoples:
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| 1. **Sponsorship Level Applying for (yes or no):**
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| **Presenting Partner:** |  |
| **“Night at the Lights” Supporting Partner:** |  |

**Attention Purchasing Manager:**

1. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Proposal documents, including the RFEI and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/140/Bid-Opportunities) , and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services~~,~~ submit this Proposal in response to the RFEI.
2. **I/We**  agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, agree to the City’s **Appendix A – The City’s Sponsorship Agreement** attached and will accept the City’s Contract as defined within this RFEI document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**This Proposal** is submitted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

**I/We have the authority to sign on behalf of the Respondent and have duly read all documents.**

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| --- | --- |
| **Name of Respondent** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |