# Appendix 2 - Submission Form

To: **BC Housing**

Attention: **Karine Akopova, SCMP**

Re: **Submission Form: RFP #1070-2324-042**

**PROPONENT INFORMATION:**

Proponents should provide the following information:

|  |  |
| --- | --- |
| Legal name of Proponent: |       |
| Any other relevant name under which the Proponent carries on business: |      |
| Street Address: |       |
| City, Province/State: |       |
| Postal Code/Zip Code: |       |
| Phone Number: |       |
| Fax Number:  |       |
| Company Website (If Any):  |       |
| Proponent’s Contact Person and Title: |       |
| Proponent’s Contact Person Phone: |       |
| Proponent’s Contact Person email: |       |

The Proponent hereby agrees and acknowledges that:

**1. Proposal**

(a) this Submission Form has been duly authorized and validly executed and is binding on the Proponent.

(b) the Proponent is bound by all statements and representations in its Proposal.

(c) its Proposal strictly conforms to the RFP and that BC Housing may, in its discretion, reject the Proposal if it fails to strictly conform to the RFP.

(d) its Proposal is in all respects a fair submission made without solicitation, collusion or fraud; and

(e) BC Housing reserves the right to verify information in the Proposal and conduct any background investigations including criminal record investigations, verification of the Proposal, credit enquiries, litigation searches, bankruptcy registrations and taxpayer information investigations or other investigations on any or all of the Proponent team members and by submitting a Proposal, the Proponent agrees that they consent to the conduct of all or any of those investigations by BC Housing.

**2. Acknowledgements with Respect to the RFP**

(a) the Proponent has received, read, examined and understood the entire RFP including all of the terms and conditions, all documents listed in the RFP table of contents, and any and all Addenda.

(b) the Proponent has provided the information requested on the last page of this Submission Form.

(c) the Proponent agrees to be bound by the RFP, including but not limited to the provisions related the limits placed on the ability of the Proponent to make a claim against BC Housing.

(d) the Proponent has had sufficient time to consider, and has satisfied itself as to the applicability of, the content in the RFP and any and all conditions that may in any way affect its Proposal.

(e) the Proponent has disclosed all relevant relationships of the Proponent, in accordance with the instructions and format outlined in the Relationship Disclosure Form; and

(f) the Proponent has received, and based its Proposal, on all Addenda issued by BC Housing.

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Name of Proponent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of Authorized Signatory

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title of Authorized Signatory



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature of Authorized Signatory

(*Insert signature image*)

**ELECTRONIC FUNDS TRANSFER:**

BC Housing implemented direct deposit payment (EFT) that requires all vendors to set up direct deposits as the method of receiving payments from BC Housing. Please identify your current payment status:





If the Proponent is a partnership or joint venture – provide a form for each of its partners or joint venturers, as applicable.