# Appendix 5 - Submission Form

To: **BC Housing**

Attention: **John Wu, Supply Chain Management**

Re: **Submission Form: RFP #1070-2526-022A**

**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 Mobile Phone: |  |
| Proponent’s Contact Person Email: |  |

**Authorized Signatory Information (**For Contract Signing Purposes**):**

|  |  |
| --- | --- |
| Authorized Signatory’s Name and Title: |  |
| Authorized Signatory’s Email: |  |
| Authorized Signatory’s Mobile Phone: |  |

**Reconciliation, Equity and Diversity Information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does your business identify as Indigenous owned and/or controlled? |  | Indigenous Owned | | | | |
|  | Indigenous Controlled | | | | |
|  | No | | | | |
| Is your business owned and/or controlled by equity-seeking groups (such as racialized individuals, immigrants or refugees, 2SLGBTQIA+ community members, women, disabled individuals)? |  | | Yes | |  | No |
| If yes, specify: | | |  | | |
| Is your business a social enterprise? A social enterprise is a business that pursues a social, cultural or environmental mission through the sale of goods and services, with the majority of net profits directed back to its mission, and with limited distribution to shareholders and owners |  | | Yes | |  | No |
| Is your business a Non-Profit or Society that complies with the Societies Act? |  | | Yes | |  | No |
| Does your business hold Climate Smart, B Corp, or other applicable sustainability related certification/s? |  | | Yes | |  | No |
| If yes, specify: | | | |  | | --- | |  | | | |

**PROPOSED PROJECT INFORMATION:**

**Proponents should provide the following information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Region (Health Authority): | Choose an item. | | | |
| Municipality of the Proposed Project: |  | | | |
| Proposed Project Address: |  | | | |
| Project On or Off Reserve: |  | On-Reserve |  | Off-Reserve |
| Number of Buildings in the Project |  | | | |
| Total Number of Units |  | | | |

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 to 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 the entire RFP and all Addenda issued by BC Housing.

**3. Response to Form of Agreement(s)**

|  |  |
| --- | --- |
|  | Proponent acknowledges its willingness to enter into the form of agreement(s) as attached in **Appendix 3 [Draft Contract/Agreements]** with no changes if the proponent’s project is selected. |
|  | Proponent is proposing modification(s) to the form of agreement(s) as attached in **Appendix 3 [Draft Contract/Agreements]**. Proponent acknowledges the proposed modification(s) may not be accepted by BC Housing and may result in the rejection of the submission.  **Describe the modification(s) and the purpose & nature of the modification(s) below:** |
|  |  |

**4. Response to BC Housing Supplier Code of Conduct**

|  |  |
| --- | --- |
|  | By checking this box, the proponent acknowledges its willingness to comply with BC Housing Supplier Code of Conduct. (<https://www.bchousing.org/sites/default/files/media/documents/Supplier-Code-Conduct.pdf>) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name of Proponent

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

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



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

(*Insert signature image*)

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