

REQUEST FOR PROPOSAL: CATERING – ANNUAL GENERAL ASSEMBLY

Tahltan Central Government is tendering the market for proposals regarding a four-day catering opportunity for the Tahltan Central Government - Annual General Meeting June 29, 30, July 1, and July 2, 2019. Please provide your proposal as per the scope of service described below, to the Executive Director – Calvin Carlick at executivedirector@tahtlan.org. Please submit your proposal by **May 31 at 11:59 AM** (just before lunch hour). Late proposals will not be accepted. All proposals need to include pricing.

Contractor will perform the Services as set out below:

1. The catering contractor will be given access (at no-cost to the caterer) to the Dease Lake School Kitchen area for cooking purposes and will be expected to operate within the terms that the Tahltan Central Government and the Dease Lake School has agreed to.
2. Provide Breakfast at 7:30 AM on June 29, 30, and July 2, 2019 for 400 people. (Not July 1).
3. Provide snacks at 10:45 AM and 3:30 PM on June 29, 2019, 10:30 AM and 3:15 PM on June 30, 2019, 2:00 PM on July 1, 2019 and 10:30 AM on July 2, 2019, for 400 people.
4. Provide Lunch at 12:00 PM on June 29, 30 2019 and July 2, 2019 for 400 people.
5. Provide dinner at 5:30 PM – 7:00 PM on June 29-30, 2019 and July 1, 2019 for 400 people.
6. Provide coffee, tea, water and soft drinks throughout the entire contract dates starting at breakfast and ending at 11:00 PM on June 29, 30, 2019, starting at 2:00 PM and ending at 8:00 PM on July 1, 2019, starting at breakfast and ending at 2:00 PM on July 2, 2019.
7. For every meal listed above, we will need food for 20 people at the day care center located in the head start building in Dease Lake.
8. Provide their own cleaning and kitchen/cooking equipment.
9. TCG is to first agree to the menu you wish to propose, and then TCG will pay for the grocery supply that is needed for the whole event, including drinks, and food supplies. Groceries must be on order the first week of June.

Overall provide the labor and equipment required in implementation of the contract.
Example: Head Chef, Sue Chef, Prep' Chef, Dish washers, etc.

If you have any questions, call me at 250.641.3993, Calvin Carlick – Executive Director