

CATERING – 2023 ANNUAL GENERAL ASSEMBLY

Tahltan Central Government (TCG) is tendering the market for proposals regarding a four-day catering opportunity (**with the possibility of a fifth day**) for the TCG - Annual General Assembly July 1–5, 2023. Please provide your proposal as per the scope of service described below, to the Chief Financial Officer, Michael Shaker, at CFO@tahltan.org. Please submit your proposal by **11:59 AM on May 31** (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 TCG and the Dease Lake School have agreed to.
2. Provide breakfast at 7:30 AM on July 2 - 5, 2023, for 350 people.
3. Provide snacks at 10:15 AM and 3:15 PM on July 2 - 4, 2023 for 350 people.
4. Provide lunch at 12:00 PM on July 2 - 5, 2023, for 350 people.
5. Provide dinner at 5:30 PM – 7:00 PM on July 1 - 4, 2023 for 350 people.
6. Provide coffee, tea, water, and soft drinks throughout the entire contract dates July 1 - 4, 2023 (Starting at 5:00 pm on July 1 and until 7:00 pm on July 4).
7. **To be confirmed:** Provide breakfast, lunch, and morning snack on July 5, 2023.
8. For every meal listed above, we will need food for 20 people at the daycare center.
9. Provide their own cleaning and kitchen/cooking equipment.
10. TCG is to first agree to the menu you wish to propose, after which, the TCG will pay for the grocery supplies that are needed for the entire event, including drinks, and food supplies. Groceries must be on order the first week of June.
11. Overall, provide the labor and equipment required in implementation of the contract. Example: head chef, sous-chef, prep chef/kitchen assistant, dish washers, etc.

If you have any questions, email Michael Shaker – Chief Finance Officer at CFO@tahltan.org