

FORT ALBANY FIRST NATION

REQUEST FOR PROPOSAL: CATERING SERVICES

RFP - 121818

EVENT: Christmas Staff Dinner 2018
POSTED DATE: Friday, December 7, 2018
DEADLINE DATE: Monday, December 10, 2018 at 4:00PM
CONTACT PERSON: Willy Metat, Christmas Staff Dinner Coordinator, wmetat@fortalbany.ca

Fort Albany First Nation is inviting qualified contractors to submit a proposal regarding this potential business opportunity. We are hosting a Christmas Staff Dinner and inviting all local organizations to attend in this year's festivities. The event will be held at the Peetabeck Academy Gymnasium on December 18, 2018 at 6:00PM. We are expecting approximately 150 people.

Your job as the selected caterer would be to take care of the following services:

- Preparing meals to feed 150 people
- Serving food to people behind set tables
- Setting up tables (2 lanes)
- Preparing kitchen for cooking the serviced food and cleaning kitchen afterwards
- Cleaning servicing area (2 lanes)
- Upkeep of coffee station
- Bake a cake for the event

The First Nation will be providing the materials needed to cook for 150 people. This will consist of the of the following:

- Food such as potatoes, flour, ect. You will have to provided us with a list of groceries needed
- We will be providing the utensils, plates, cups and napkins
- We will also provide 10 turkeys and 10 hams for the event

It is up to the selected caterer to hire workers to help prepare and serve for this event. Your responsibility will also consist of proposing a meal plan. This will consist of two snack times, one main meal, desserts, and a final cake.

Please submit your proposal via email to wmetat@fortalbany.ca ATTN: Willy Metat.

Thank you.