

Request for Proposal: Catering Services

Background

The Vermilion & District Chamber of Commerce is inviting quotes from interested parties who are qualified to provide catering services in accordance with the terms of this proposal.

We would like to showcase as many local restaurants as possible at this event and so have decided to offer a selection of appetizers and mini bites, both sweet and savory, during a cocktail reception prior to the awards ceremony. The Chamber will provide advertising posters and social media posts for all restaurants chosen and as such we are asking for your best possible price when quoting for this event.

The Chamber of Commerce may award the catering services to multiple bidders who are members in good standing with the Vermilion & District Chamber of Commerce.

Please note that membership forms and payment may be submitted at the same time as the quote.

Catering Requirements

The Vermilion & District Chamber of Commerce requires the following Catering Services for the Small Business Awards, scheduled for Wednesday, October 25th, 2023 at the Vermilion Seniors Centre:

- Appetizer Service for approx. 100 adults
- Describe item(s) that will be provided for the event and quantity
Please note that past Chamber events have had to accommodate vegan and gluten free diets
- Food items must be delivered and set-up by 5:30 PM on event day
- Company is responsible for providing trays/hotplates/cold plates/serving utensils as needed
- Dishes can be picked up starting at 9:00 AM on October 26th at the Chamber office

Acceptance, Rejection or Selection of Quotation

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Vermilion & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed
3. Experience of the firm
4. Creativity of the items; the Chamber wants to build upon the reputation of not always providing the same old
5. Costs quoted to perform the specified services

Duration

The contract will be for the duration of the event: Wednesday, October 25th, 2023.

Incurred Quotation Costs

The Chamber is not liable for any cost incurred by bidding companies prior to the issuance of an agreement or contract.

Response Date for Proposals: August 15th, 2023 at 5:00 PM

In order to be considered for selection, proposals for services must be received at the Chamber of Commerce office or emailed to events@vermilionbertachamber.com no later than 5:00 PM on August 15th, 2023.

Questions and communications regarding this Request for Quotes may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to: Leanne Martin, Executive Director, Vermilion & District Chamber of Commerce leanne@vermilionbertachamber.com.

No other representative of the Chamber is to be contacted regarding this Request for Proposal. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.