



TSAWWASSEN FIRST NATION
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REQUEST FOR QUOTE
CATERING the 2012 Spring Session of the Legislative Assembly

Tsawwassen First Nation Executive Council has called the 2012 Spring Session of the Tsawwassen Legislature for February 16 – March 13, 2012.

The meetings run from 6:00 p.m. – 8:30 p.m., with dinner being provided at 5:00 p.m. Dates and locations are as follows:

- ❖ Thursday, February 16 @ TFN Longhouse
- ❖ Monday, February 20 @ TFN Recreation Centre
- ❖ Wednesday, February 22 @ TFN Recreation Centre
- ❖ Tuesday, February 28 @ TFN Recreation Centre
- ❖ Thursday, March 1 @ TFN Recreation Centre
- ❖ Monday, March 13 @ TFN Recreation Centre
- ❖ **Wednesday, March 15 @ TFN Longhouse (venue change)**

The meeting(s) will provide dinner for all who are present (as is our tradition and practice), therefore we anticipate 50 plates (possibly more) for those evenings being held at the longhouse and 40 plates for those evenings held at the Recreation Centre. (*Numbers may vary depending on confirmed guests.*)

Tsawwassen First Nation is looking for an individual/s or a company to cater the meals and refreshments required for this event under the direction of the Government Services Manager. Please prepare a quote with the following criteria in mind:

Dinner 5:00-6:00 p.m.

- Entrée (beef, wild game, poultry, or pork)
 - Salmon (to be provided by TFN)
 - Salad
 - Carbohydrate (potatoes, rice or pasta, etc.)
 - Vegetable
 - Buns or bread of some kind
 - Beverages
 - Coffee (decaf and regular)
 - Tea
 - Bottled Water
- Break 7:00-7:30 p.m. (depending on agenda)**
- Set up beverages (see above)

Other responsibilities:

- Develop menu to be approved by Manager of Government Services; and work with Manager on any changes that may be required due to unforeseen circumstances (ie. special guests or meal requirements)
- Plan and prepare table arrangements under the direction of the manager.
- Work with Public Works to set up Rec Centre and/or Elders' Centre and Longhouse table settings and buffet tables
- Monitor and refill refreshment stands as required i.e. make more coffee, replenish water.
- Provide serving dishes, cutlery, cups and napkins, etc.
 - Use of TFN 'stoneware' plates encouraged
 - Use of environmentally friendly products for serving (no Styrofoam) and cleaning
- Remove dishes, empty food trays, keep serving areas tidy, and clean up kitchen after/during event
- Attend planning/coordinating meetings for menu etc. as requested.
- Sub-contractors are the sole responsibility of the Contractor and will be acknowledged to be staffed and supervised by the said Contractor. Brief all catering staff on all aspects of the event i.e. serving, protocol, dress, presentation and coordination.

The contract will be awarded to the successful candidate whose skills, experience and quote are suited to this event and TFN's budget considerations.

SPECIAL NOTE: YOU MAY QUOTE ON A WEEK OF MEETINGS OR ALL 7 MEALS.

Please submit your detailed quote as follows (*references maybe requested*).

Mail: Envelopes must be clearly marked as shown below:

Tsawwassen First Nation
1926 Tsawwassen Drive
Tsawwassen, BC V4M 4G2

CATERING REQUEST FOR QUOTE
ATTENTION: Valerie Cross-Blackett

E-mail: Email submissions will also be accepted and can be sent to vcross-blackett@lfts.ca

Due Date: Thursday, February 2, 2012 4:00 p.m. *Late proposals will not be accepted.*