



# Fort Smith

Northwest Territories

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## REQUEST FOR QUOTES CATERING SERVICES FOR THE SOUTH SLAVE TOURISM DEVELOPMENT WORKSHOPS 2023

To be supplied to the Salt River Conference and Business Centre.

<b>Revision</b>	Version 1
<b>Release Date</b>	March 13, 2023
<b>Issuer</b>	Ms. Diane Seals
<b>Suppliers Response date</b>	<b>March 31, 2023</b> , submitted via e-mail: <a href="mailto:dseals@fortsmith.ca">dseals@fortsmith.ca</a> by <b>05:00 PM</b> (Mountain Standard Time zone: UTC- 07:00)

**REQUEST FOR QUOTES FOR: CATERING SERVICES FOR THE NEEDS OF THE SOUTH SLAVE TOURISM DEVELOPMENT WORKSHOPS 2023**

You are kindly invited to submit a quote to provide catering services for the South Slave Tourism Development Workshops 2023. The workshops will take place April 20 - 22, 2023.

Please direct any questions regarding the content or process to the Economic Development Officer, Ms. Diane Seals. You should not contact other Town of Fort Smith personnel unless directed to do so by the Economic Development Officer. The Town of Fort Smith reserves the right to disqualify and reject quotes from suppliers who do not comply with these guidelines. All questions should be submitted in writing to the e-mail [dseals@fortsmith.ca](mailto:dseals@fortsmith.ca).

As part of this request, the Town of Fort Smith makes no obligations in any way to:

- (i) pay any supplier for a response; or
- (ii) award the contract with the lowest price proposal or any bidder; or
- (iii) accept any quote received from suppliers; or
- (iv) include suppliers responding to this invitation to quote in any future invitations; or
- (v) any other commitment to suppliers whatsoever.

Looking forward to receiving your response.

Yours Sincerely,

Diane Seals

Economic Development Officer,  
Town of Fort Smith  
E-mail address: [dseals@fortsmith.ca](mailto:dseals@fortsmith.ca)

Any quote received by the Town of Fort Smith is subject to a contract with the Town of Fort Smith.

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## 1. Introduction and Overview

### 1.1. The Town of Fort Smith Background

1.1.1. The community of Fort Smith is located In the South-Eastern corner of the vast NWT rests the welcoming community of Fort Smith. The large boreal forest that surrounds the community is home to the largest herds of free-roaming Bison and the rare migratory whooping cranes. Trails are maintained year-round to provide the perfect setting for your morning, or evening, bike, walk or run. All the natural features within the area mean leisure begins at your front door. With 2500 people, the modest population of Fort Smith means that your presence within the community is welcomed and appreciated. Our locally run businesses provide the Town of Fort Smith with all the necessities you would expect from a modern community while still having the charm of a small town. The relaxed lifestyle and fulfilling work opportunities mean that Fort Smith has developed a diverse cultural fabric and better yet, new residents are always welcome.

### 1.2. Subject

1.2.1. Subject of this quote is to provide catering services for the South Slave Tourism Development workshops lunches, coffee breaks and evening events with approximately 50 (fifty) guests. Workshops will take place April 20 –22, 2023. The following site will be used for guest catering: Salt River First Nation Business and Conference Centre, 195 McDougal Rd, Fort Smith, NT X0E 0P0.

1.2.2. Menu provided for the evening events on April 20 - 22, 2023, should include vegetarian options.

## 2. Requirements

### 2.1. Overall requirements

- 2.1.1.1. Service provider is registered in the commercial, or home-based business categories with the Town of Fort Smith.
- 2.1.1.2. Service provider is in possession of an active food handlers' certificate issued by Environment Health, GNWT.
- 2.1.1.3. The service provider has the experience to perform catering services - experience in catering services for events at satisfactory levels in the last 2 (two) years.
- 2.1.1.4. Quotes may reflect the entire catering services request or partial. If partial quote please specify days and meals.
- 2.1.1.5. The service provider shall be compliant with all food safety requirements as set out by the GWNT.

### 2.2. Financial requirements

- 2.2.1.1. The quote shall be submitted in Canadian Dollars (CAD).
- 2.2.1.2. The quote price is the total cost consideration for the purchase of the contract, including all applicable taxes except GST. The price of the service shall include logistical expenses in connection with provided services.

### 3. Timetable

<b>General</b>	
Confirmation of receipt of this document	previous and new suppliers should email their intent to provide a quote at the earliest opportunity.
Deadline for submission	<b>05:00 PM on March 31, 2023</b> (Mountain Standard Time zone: UTC - 07:00)
Contract implementation date	<b>April 20-22, 2023</b>
Questions	Questions arising from this document should be given to Ms. Diane Seals until March 31, 2023
Full contact details	Diane Seals, <a href="mailto:dseals@fortsmith.ca">dseals@fortsmith.ca</a> , +867-872-8400

### 4. Respondent Instructions

4.1. This section provides detailed instructions to be followed in responding to this request for quotes. Included are Response Guidelines and the Town of Fort Smith Contact Information.

#### 4.2. Response Guidelines

- 4.2.1. The quote should be submitted electronically by e-mail: [dseals@fortsmith.ca](mailto:dseals@fortsmith.ca) not later than:  
**March 31, 2023, by 05:00 PM (MST).**
- 4.2.2. Quote should consist of the following documents:
  - 4.2.2.1. Menu and business license, development permit (if applicable), food safety certificate
    - 4.2.2.1.1. Budget - the quote should specify the price of each meal per person, staff service if any, and expenditures related to transport.
- 4.2.3. The Town of Fort Smith will disregard any quote submitted after the timetable deadline.
  - 4.2.3.1.1. respondents are expected to supply all required information, or clearly state the reasons for being unable to do so.
  - 4.2.3.2. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.: brochures, photos, and presentations should be included.
  - 4.2.3.3. Questions relating to clarification of the request for quotes will be accepted in writing, email or by telephone to Economic Development Officer. Likewise, all responses from the Town of Fort Smith will be written or done by telephone and may also be made available to other suppliers (subject to confidentiality).
  - 4.2.3.4. The Town of Fort Smith reserves the right to modify the provisions of this request at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all suppliers.

4.2.3.5. All information supplied in this invitation to date, and any further information supplied during the process will remain confidential and available only to the Economic Development Department.

## **5. Evaluation Criteria**

5.1. The EDD chooses the best offer in accordance with the following quote evaluation criteria:

5.1.1. Proposal price.

5.1.2. Quality of the proposal

5.1.2.1. Catering service experience. Experience in catering services for satisfactory level for events in the last 2 (two) years with 50 (fifty) participants or more.

5.1.2.2. The documents confirming requested overall requirements as stated in point 2.1. (Confirmation of business registered in the commercial, or home-based business categories with the Town of Fort Smith, possession of an active food handlers' certificate issued by Environment Health, GNWT and other or relevant document or permits that demonstrate your ability to perform catering services.)

## **6. Unsuccessful Participants**

6.1. The Town of Fort Smith reserves the right to control the format and content of any such briefing, and to limit it in any way believed by the Economic Development Department to be appropriate (which includes, in exceptional circumstances, the right to refuse a quote without giving any reasons for doing so).

## **7. Contract Details**

7.1. Contractual and payment details will be subject to negotiation with the selected supplier. The contractor will be required to sign a confidentiality agreement with the Town of Fort Smith.

7.2. The Town of Fort Smith reserves the right to modify the scope of this request, after receiving the quotes.

Invitation to Quote: CATERING SERVICES FOR THE SOUTH SLAVE TOURISM  
DEVELOPMENT WORKSHOPS 2023  
TECHNICAL SPECIFICATION

<b>April 20, 2023</b>	
<b>Service</b>	<b>Requirements</b>
<b>Dinner 6:30 – 7:30 pm</b>	Number of people 50*; Menu should include: <ul style="list-style-type: none"> <li>• A variety of selections of salads, main course, hot entrees and sides as well as dessert.</li> <li>• Both meat, vegetarian , and gluten free options should be provided.</li> <li>• Menu to accommodate buffet style service.</li> <li>• Good quality coffee, coffee milk/cream, tea, sugar, lemon, and water with lemon, choice of pop or juice.</li> </ul>
<b>April 21, 2023</b>	
<b>Breakfast 8:00 am – 9:00 am</b>	Number of people – 50*; Menu should include: <ul style="list-style-type: none"> <li>• Good quality coffee, coffee milk/cream, tea, sugar, lemon, water with lemon;</li> <li>• A variety of selections of fruit, pastries, and baked goods.</li> <li>• Main course with meat, vegetarian and gluten free options.</li> <li>• Menu to accommodate buffet style service</li> </ul>
<b>Coffee Break 10:15 am</b>	Number of people – 50*; Menu should include: <ul style="list-style-type: none"> <li>• Good quality coffee, coffee milk/cream, tea, sugar, lemon, water with lemon;</li> <li>• Snacks / finger food: A variety of Savory options ( including meat, gluten-free, vegetarian options) and sweet options, including fruit and baked goods.</li> </ul>
<b>Coffee Break 3:00 pm</b>	Number of people – 50*; Menu should include: <ul style="list-style-type: none"> <li>• Good quality coffee, coffee milk/cream, tea, sugar, lemon, water with lemon;</li> <li>• Snacks / finger food: A variety of Savory options (meat, gluten-free, vegetarian) and sweet options, including fruit and baked goods.</li> </ul>

<b>Dinner</b> <b>6:30 – 8:30 pm</b>	Number of people – 50*; Menu should include: <ul style="list-style-type: none"> <li>• A variety of selections for salads, main course, hot entrees, and sides as well as dessert</li> <li>• Meat, vegetarian and gluten free options should be provided</li> <li>• Menu to accommodate buffet style service.</li> <li>• Good quality coffee, coffee milk/ cream, tea, sugar, lemon, water with lemon, choice of pop or juice.</li> </ul>
<b>April 22, 2023</b>	
<b>Breakfast</b> <b>8:00 am – 9:00 am</b>	Number of people – 50*; Menu should include: <ul style="list-style-type: none"> <li>• Good quality coffee, coffee milk/cream, tea, sugar, lemon, water with lemon;</li> <li>• A variety of selections of fruit, pastries, and baked goods.</li> <li>• Main course with meat, vegetarian and gluten free options.</li> <li>• Menu to accommodate buffet style service</li> </ul>
<b>Coffee Break</b> <b>10:15 am</b>	Number of people – 50*; Menu should include: <ul style="list-style-type: none"> <li>• Good quality coffee, coffee milk/cream, tea, sugar, lemon, water with lemon;</li> <li>• Snacks / finger food: A variety of Savory options (meat, gluten-free, vegetarian) and sweet options, including fruit and baked goods.</li> </ul>
<b>Lunch</b> <b>12:00 pm – 1:00 pm</b>	Number of people – 50*; Menu should include: <ul style="list-style-type: none"> <li>• A variety of selections for soup, salad, sandwiches, wraps or hot entrees, and dessert options.</li> <li>• Both meat, vegetarian and gluten free options should be provided.</li> <li>• Menu to accommodate buffet style service</li> <li>• Good quality coffee, coffee milk/cream, tea, sugar, lemon, and water with lemon, choice of pop or juice</li> </ul>
<b>Additional services</b>	Snacks for speakers (7 panels x 4 speakers): <ul style="list-style-type: none"> <li>- Fruit platter for each panel.</li> <li>- Snacks / finger food: 2 salty (1 option of meat, but gluten-free, 1 option of /vegan) and 1 sweet piece per person.</li> </ul>

\* Customer has the right to order not all catering service amounts. The actual catering service amount will be determined at the time of Agreement.

\*\* Customer has the right to add additional catering service request after the contract has been signed with additional budget.