

REVELSTOKE. CHAMBER OF COMMERCE

EST. 1895

REQUEST FOR PROPOSAL (RFP) FOR CATERING SERVICES 2024 BUSINESS EXCELLENCE AWARDS

The Revelstoke Chamber of Commerce is pleased to announce the 31st annual Business Excellence Awards, the most prestigious fundraiser we hold each year. This black-tie gala event is the largest business gathering of the year, celebrating the achievements and contributions of our business community. We are seeking proposals for catering services that will provide an exceptional dining experience for our esteemed guests.

EVENT DETAILS

Date: November 9, 2024

Location: Revelstoke Community Centre

Expected number of attendees: 325

SCOPE OF WORK

Types of meals required: Main course, & dessert.

Special dietary requirements: Vegetarian, gluten-free, and dairy-free options.

Service style: Buffet with dessert being small platters on the tables.

Additional services: Waitstaff needed for clearing tables, setting up coffee station and filling up waters.

BUDGET

Estimated budget range for the catering services: \$35-\$42 per person.

PROPOSAL REQUIREMENTS

- Information to be included in the proposal:
 - Company information
 - Pricing
 - Information about service staff standards.
 - Equipment that will be brought in.
 - Expectations the proponent has from the Chamber of Commerce.
- Deadline for proposal submission: June 15, 2024.
- Evaluation criteria: Cost, experience, menu quality, service standards.

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CONTRACT DETAILS

- Duration of the contract: 1 event only, November 9, 2024.
- Payment terms and conditions:
 - 50% deposit 60 days prior to the event.
 - 25% payment 14 days before the event.
 - 25% payment 14 days after the event.
- Insurance and licensing requirements: Must have \$3 million liability insurance.

CONTACT INFORMATION

- Contact person for questions and submission: Caroline Lachapelle, Executive Director.
 - Email: executive@revelstokechamber.com
 - CC: Tess Hulburd, Membership Engagement Manager, info@revelstokechamber.com

ADDITIONAL INFORMATION

- The Chamber will provide full kitchen access to the Community Centre.
- All cutlery, chafing dishes, plates, serving ware, etc., will be provided by the Chamber.

SUBMISSION INSTRUCTIONS

Please submit your proposal by June 30, 2024, to Caroline Lachapelle, Executive Director at executive@revelstokechamber.com, with a CC to Tess Hulburd, Membership Engagement Manager, at info@revelstokechamber.com.

PROPOSAL EVALUATION

Proposals will be evaluated based on cost, experience, menu quality, and service standards. We appreciate your interest in catering our Business Excellence Awards and look forward to reviewing your submission.

For any questions or additional information, please contact Caroline Lachapelle, Executive Director at executive@revelstokechamber.com, or Tess Hulburd, Membership Engagement Manager at info@revelstokechamber.com.