



SAGAMOK
ANISHNAWBEK

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NOTICE OF CATERING TENDER

Date: October 3, 2025

Re: Request for Catering Tender – Employee Christmas Gathering Catering Services

Sagamok Anishnawbek invites tenders from eligible and experienced catering service providers for the provision of catering services for our upcoming Employee Christmas Gathering.

Event Details

- **Date:** Thursday, December 18, 2025
- **Location:** Multi-Educational Centre (MEC)
- **Guest Count:** Approximately 250
- **Dinner Service:** Buffet style, beginning at 6:00 p.m.

Scope of Services Required

- Preparation and delivery of a buffet-style dinner for 250 guests.
- Provision of all serving dishes, cutlery, and tableware.
- On-site staffing to manage buffet setup and service.

Clean-up of dinner service, including removal of all catering equipment and dishes.

Please Note: NO STYROFOAM PRODUCTS

Menu options to include traditional holiday fare and dietary accommodations (vegetarian, gluten-free, etc.).

ABSOLUTELY NO PINEAPPLE, ORANGES, NUTS OR SEAFOOD

Submission Requirements

- Detailed menu options with pricing.
- Staffing plan (number of servers/support staff).
- Any equipment/rental fees, if applicable.
- Proof of food safety certification and insurance.

Submission Deadline: November 10, 2025

Please forward your submission to:

Natalie Spencer

Human Resources Department

spencer_natalie@sagamok.ca

705-863-0089

We thank you in advance for your interest and look forward to reviewing your proposal.

Sincerely,

Shauna O'Quinn

Human Resources Coordinator

Sagamok Anishnawbek