

Catering Tender for Two-Day Meeting

Issued by: Community Justice

Meeting Dates: September 9 and 10, 2026

Meeting Location: Chief and Council Chambers - Boardroom

Submission Deadline: August 19, 2026 at 4:30 p.m.

Contact Person: Barry Petahtegoose, (705)863-0620, petahtegoose_barry@sagamok.ca

1. Purpose

Community Safety and By-Law is seeking quotations from qualified caterers to provide meals and refreshments for a two-day meeting for 20 participants. The successful caterer will be responsible for preparing, delivering, setting up, and cleaning up all catering services required for the meeting.

2. Scope of Services

- Provide catering services for a two-day meeting.
- Provide morning refreshments, lunch, and afternoon refreshments for each day, unless otherwise directed.
- Deliver food and beverages to the meeting location on time each day.
- Set up food and beverage stations in a clean and organized manner.
- Provide disposable or reusable serving supplies, including plates, cutlery, napkins, cups, serving utensils, and condiments.
- Ensure food is prepared and handled in accordance with applicable health and safety requirements.
- Clean up catering areas after each meal or refreshment break.

3. Menu Requirements

- **Day 1:** Morning refreshments, lunch, and afternoon refreshments.
- **Day 2:** Morning refreshments, lunch, and afternoon refreshments.
- Meals should include a balanced selection of hot and/or cold items.
- Refreshments should include beverages such as coffee, tea, water, and juice, as appropriate.
- Vendors must identify options for dietary restrictions, including vegetarian, gluten-free, diabetic-friendly, and allergy-sensitive options where possible.
- Menus should clearly list food items, portion sizes, and any additional charges.

4. Quote Requirements

Interested vendors are asked to submit a written quote that includes the following:

- Business name and contact information.
- Proposed menu for both days.
- Total cost, including taxes, delivery, setup, cleanup, and any service fees.
- Cost per person, if applicable.
- Confirmation of ability to accommodate dietary restrictions.
- Proof of any required food handling certification, licence, or insurance, if applicable.
- References or examples of previous catering experience, if available.

5. Evaluation Criteria

Quotes will be reviewed based on price, menu quality, ability to meet dietary requirements, experience, availability, and overall value. The lowest quote may not necessarily be accepted.

6. Submission Instructions

Quotes must be submitted by August 19, 2026 to Barry Petahtegoose by email at petahtegoose_barry@sagamok.ca or delivered to 610 Sagamok Rd, Unit 2, Justice Office. Late submissions may not be considered.

7. Additional Notes

Sagamok Anishnawbek reserves the right to accept or reject any quotation, request additional information, or cancel this tender process at any time. Vendors are responsible for all costs associated with preparing and submitting their quote.