



SOCIÉTÉ DE DÉVELOPPEMENT COMMUNAUTAIRE
PRESCOTT-RUSSELL
COMMUNITY DEVELOPMENT CORPORATION



Invitation to tender (IT)
For CATERING service
IT PRCDC

Tenders will be accepted until and no later than:

April 8th 2022 at 4:00 pm

Addressed to:

Karianne Simard, Projects Coordinator
(PRCDC)

519 Main St. E., Hawkesbury, Ontario K6A 1B3

Avec l'appui du gouvernement du Canada
à travers l'Agence fédérale de développement
économique pour le Sud de l'Ontario.

Canada 

Invitation to tender for the following service: Catering - Gala de l'Excellence Event

General information

The Prescott-Russell Community Development Corporation is a support agency for regional economic development in the Prescott and Russell territory. A team of professionals offers its services in the following four areas:

- Consulting and financial support for businesses;
- Support for community projects and initiatives;
- Support for development and access to training;
- Promotion of local economic development.

The main objective is to maintain and create jobs in the community. The Prescott-Russell Community Development Corporation (PRCDC), through an investment fund, offer high-risk funding to small and medium-sized businesses in the form of loans, loan guarantees and shared capital.

We support and encourage all job creation and enhancement initiatives.

The objectives of the PRCDC are as follow:

- Stimulate job creation by supporting existing businesses and the development of new ones;
- Stimulate entrepreneurship in the Prescott-Russell region;
- Promote the development of employment, education and training.

The Prescott-Russell Community Development Corporation (PRCDC) is a non-profit organization sponsored by FedDev Ontario through the Community Futures Development Program. The PRCDC is managed by a volunteer board of directors representing the business, education and agricultural sectors.

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Event description

The Prescott-Russell Gala of Excellence is a major event that is held every two years and has been in effect since 1991. The ultimate mandate of the Gala of Excellence is to promote the impact of small and medium businesses that operate and contribute to the prosperity and economic growth of Prescott-Russell. Represented by **17 nomination categories** and more than twenty sponsors, the event brings together nearly 300 guests every two years under an enchanting theme.

This event is the perfect opportunity to promote your creations to businesses and entrepreneurs in Prescott-Russell.

Tender details

Governed by the Prescott-Russell Community Development Corporation, the Gala of Excellence wishes to receive professional catering service tenders for the event which will be held on October 15th 2022.

Project details

- **Numbers of guests:** approximately 300;
- **Site:** Caledonia Community Center, St-Bernardin ON;
- **Welcome cocktails:** Provide 3 varieties of appetizers for the welcome cocktail;
- **Dinner banquet:** Provide a 4-course gourmet dinner including a warm entrée, followed by a cold entrée, then the choice of a main dish including a vegetarian option and a dessert with a tea or coffee service. Preferably source regional products for the menu design. A tasting session will be requested from the caterer following the choice of the menu.

A **\$19,500** budget is allocated for catering.

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Evening mandate

- Cocktail service;
- Delivery of a 4-course gourmet dinner;
- Water and bread during the meal service;
- Tea, coffee and herbal tea service;
- Cleaning the kitchen after the meal service.

Supplies and personnel

- The following supplies must be provided for the service: dishes, cutlery, cups, wine and water glasses, salt and pepper as well as linen tablecloths and napkins for all tables.
- The caterer must provide the necessary number of servers for the meals lasting less than 2 hours.

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Bid (tender) preparation

All bids (tenders) must be received no later than **April 8th 2022 at 4:00 pm.**

As you are aware, it is difficult to plan an event with security measures that remain unstable to this day. We ask that you include in your tender your implications if we need to cancel or postpone the event (deadlines, costs and others).

The bids/tenders must be submitted in the form of 6 copies in a sealed envelope addressed and sent to:

*Karianne Simard,
Projects Coordinator
519 Main St. E., Hawkesbury ON K6A 1B3.
The envelope must bear the following indication:
Tender – 2022 Gala of Excellence - Decoration*

For any questions, please contact Karianne Simard by email at ksimard@sdcp-prcdc.ca or by telephone (cell) at 613-677-4320