

Annex "B" - Basis of Payment

1. The Contractor will be paid firm price(s) and/or rate(s) in United States Dollars (\$ USD) as indicated herein which includes all costs necessary, for work performed in accordance with the Contract.
2. The prices and/or rates must remain in effect for the entire period of the contract, including any options to extend, if exercised by Canada.
3. Pricing is intended to serve as a basis of reference for dish type, portion and quality, rather than for any specific dish stipulated herein. The Contractor will be required to support/justify any pricing which deviates from this basis of payment.
4. The Contractor cannot invoice the Embassy for price(s) and/or rate(s) not listed herein.

TABLE A - CONTINENTAL BREAKFAST BUFFET										
DESCRIPTION OF EVENT	# OF GUESTS	FOOD COSTS			LABOUR COSTS					
		Portion Size	Firm Unit Price(s)	Food Cost	Position	Man-hours	Firm Hourly Rate(s)	Labour Cost		
Continental Breakfast Buffet (1 hour in length)	30									
Assorted breads, croissants, muffins		1.5 pcs./pp	\$ -	\$ -	Onsite General Manager		\$ -	\$ -		
Granola and yogurt		2 oz./pp.	\$ -	\$ -	Chef (s)		\$ -	\$ -		
Assorted jams		1.5 pcs./pp.	\$ -	\$ -	Waiter(s)/Waitress(es)		\$ -	\$ -		
Coffee / Decaf / Tea		8 oz./pp.	\$ -	\$ -	Attendant (s)		\$ -	\$ -		
Assorted juices		4 oz./pp.	\$ -	\$ -	Utility Worker(s)		\$ -	\$ -		
Fresh fruit salad with berries		2 oz./pp.	\$ -	\$ -						
Sub-Total =				\$ -			Sub-Total =		\$ -	
								Price per Person (\$ USD) =		-
								Estimated # of Events per Year =		30
								Total Evaluated Price - Table A =		\$ -

TABLE B - HOT LUNCH BUFFET										
DESCRIPTION OF EVENT	# OF GUESTS	FOOD COSTS			LABOUR COSTS					
		Portion Size	Firm Unit Price(s)	Food Cost	Position	Man hours	Firm Hourly Rate(s)	Labour Cost		
Hot Lunch Buffet (1 hour in length)	75									
Caesar Salad (prepared, with dressing)		3 oz./pp.	\$ -	\$ -	Onsite General Manager		\$ -	\$ -		
Main (Filet of Salmon with lobster beurre blanc)		3 oz./pp.	\$ -	\$ -	Chef (s)		\$ -	\$ -		
Main (Maple Glazed Chicken)		3 oz./pp.	\$ -	\$ -	Waiter(s)/Waitress(es)		\$ -	\$ -		
Vegetable side dish (roasted root vegetables)		3 oz./pp.	\$ -	\$ -	Attendant (s)		\$ -	\$ -		
Vegetable side dish (Caramelized endives)		3 oz./pp.	\$ -	\$ -	Utility Worker(s)		\$ -	\$ -		
Starch side dish (wild rice)		3 oz./pp.	\$ -	\$ -						
Salad side dish (Lentil salad with ice wine dressing)		3 oz./pp.	\$ -	\$ -						
Dessert - Mini pastries		2 pcs./pp.	\$ -	\$ -						
Sub Total =				\$ -			Sub-Total =		\$ -	
								Price per Person (\$ USD) =		-
								Estimated # of Events per Year =		35
								Total Evaluated Price - Table B =		\$ -

TABLE C - SERVED LUNCHEON										
DESCRIPTION OF EVENT	# OF GUESTS	FOOD COSTS			LABOUR COSTS					
		Portion Size	Firm Unit Price(s)	Food Cost	Position	Man hours	Firm Hourly Rate(s)	Labour Cost		
Served Luncheon (1.5 hours in length)	20									
Rolls & Butter		1.5 pc./pp	\$ -	\$ -	Onsite General Manager		\$ -	\$ -		
Starter (Quebec style pea soup)		4 oz./pp	\$ -	\$ -	Chef (s)		\$ -	\$ -		
Starter - Cesar Salad		3 oz./pp	\$ -	\$ -	Waiter(s)/Waitress(es)		\$ -	\$ -		
Vegetable side dish (Haricots verts)		4 oz./pp.	\$ -	\$ -	Attendant (s)		\$ -	\$ -		
Starch side dish (Candian lentils)		3 oz./pp.	\$ -	\$ -	Utility Worker(s)		\$ -	\$ -		
Fish entrée (Filet of Turbot)		3 oz. pcs./pp.	\$ -	\$ -						
Chicken entrée (Chicken Masala)		3 oz. pcs./pp.	\$ -	\$ -						
Vegetarian entrée (Roasted Vegan Kabobs)		2 oz. pcs./pp.	\$ -	\$ -						
Dessert - Maple Crème Brulée		3 oz./pp.	\$ -	\$ -						
Assorted Sodas		12 oz./pp.	\$ -	\$ -						
Coffee/Tea/Decaf		8 oz./pp.	\$ -	\$ -						
Sub Total =				\$ -			Sub Total =		\$ -	
								Price per Person (\$ USD) =		-
								Estimated # of Events per Year =		10
								Total Evaluated Price - Table C =		\$ -

TABLE D - COFFEE/TEA WITH PASTRIES										
DESCRIPTION OF EVENT	# OF GUESTS	FOOD COSTS			LABOUR COSTS					
		Portion Size	Firm Unit Price(s)	Food Cost	Position	Man hours	Firm Hourly Rate(s)	Labour Cost		
Coffee/Tea with Pastries (30 mins in length)	15									
Coffee/Tea/Decaf		8 oz./pp.	\$ -	\$ -	Onsite General Manager		\$ -	\$ -		
Assorted Juice(s)		4 oz./pp.	\$ -	\$ -	Chef (s)		\$ -	\$ -		
Pastries		1.5 pcs./pp.	\$ -	\$ -	Waiter(s)/Waitress(es)		\$ -	\$ -		
Cookies		1.5 pcs./pp.	\$ -	\$ -	Attendant (s)		\$ -	\$ -		
Bottled Water		16 oz./pp.	\$ -	\$ -	Utility Worker(s)		\$ -	\$ -		
Sub Total =				\$ -			Sub Total =		\$ -	
								Price per Person (\$ USD) =		-
								Estimated # of Events per Year =		60
								Total Evaluated Price - Table D =		\$ -

TABLE E - BAR SERVICE								
DESCRIPTION OF EVENT	# OF GUESTS	FOOD COSTS			LABOUR COSTS			
		Portion Size	Firm Unit Price(s)	Food Cost	Position	Man hours	Firm Hourly Rate(s)	Labour Cost
Bar Service (with receptions)	200							
Full Bar with premium liquors, spirits, beer, wine and soft drinks		1 serving	\$ -	\$ -	Bar tender		\$ -	\$ -

Basic Bar with beer, wine and soft drinks	1 serving	\$ -	\$ -	Bar-Back		\$ -	\$ -
Soft Drink Bar only	1 serving	\$ -	\$ -	Attendant (s)		\$ -	\$ -
				Utility Worker(s)		\$ -	\$ -
Sub Total = \$ -				Sub Total = \$ -			
				Price per Person (\$ USD) = -			
				Estimated # of Events per Year = 55			
				Total Evaluated Price - Table E = \$ -			

TABLE F - RECEPTIONS								
DESCRIPTION OF EVENT	# OF GUESTS	FOOD COSTS			LABOUR COSTS			
		Portion Size	Firm Unit Price(s)	Food Cost	Position	Man hours	Firm Hourly Rate(s)	Labour Cost
Reception (5 passed hors d'oeuvre and 2 stations)	200							
Hors d'oeuvre (Bison carpaccio on rye bread toast)		1.0 pcs./pp.	\$ -	\$ -	Onsite General Manager		\$ -	\$ -
Hors d'oeuvre (Smoked salmon tartar)		1.0 pcs./pp.	\$ -	\$ -	Chef (s)		\$ -	\$ -
Hors d'oeuvre (Lobster fritters)		1.5 pcs./pp.	\$ -	\$ -	Waiter(s)/Waitress(es)		\$ -	\$ -
Hors d'oeuvre (Warm goat cheese with honey and thyme on crostini)		1.5 pcs./pp.	\$ -	\$ -	Attendant (s)		\$ -	\$ -
Hors d'oeuvre (Mini tortiere)		1.5 pcs./pp.	\$ -	\$ -	Utility Worker(s)		\$ -	\$ -
Station (Cheese, Charcuterie and Fruit with accompaniments)		2.0 pcs./pp.	\$ -	\$ -				
Station (Beef tenderloin carving station with jus, horseradish sauce, caramelized onions and potato rolls)		2.0 pcs./pp.	\$ -	\$ -				
Sub Total = \$ -				Sub Total = \$ -				
				Price per Person (\$ USD) = -				
				Estimated # of Events per Year = 55				
				Total Evaluated Price - Table F = \$ -				

GRAND TOTAL EVALUATED PRICE (Sum of the Evaluated Prices of Table A, B, C, D, E, F) =	\$ -
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Corkage Fee	
Per each bottle of wine served. The corkage fee only applies to wine provided by client (guests) and not by the Contractor for an event. No corkage fee will apply to any other alcoholic beverages.	\$ -

Conditions
1. Coffee and tea includes cream, milk, sugar and artificial sweetener in sufficient quantities. Sucralose, aspartame and saccharin based artificial sweeteners must be available.
2. One bartender per each 100 guests or portion thereof; and, One bar-back per each 200 guests or portion thereof.
3. Full Bar set-up includes all glassware, bartending implements, mixes, bar fruit, stirrers, straws, ice and cocktail napkins.
4. Alcohol serving portions are as follows: Beer 12 oz, Wine 5 oz, Sherry/Port 3.5 oz, Liqueur/Cordial/Apéritif 2.5 oz, Spirits 1.5 oz.
5. The minimum bartender shift is _____ hours, which includes bar set-up, service and cleanup
6. The Contractor must purchase all alcohol from Embassy stock .
7. Table E is based on a cost of \$10 to \$12 USD per bottle of wine. Where the cost exceeds this increment, the following will apply: (1) Basic Bar: The per person rate will be calculated as: ((PB-6)/2+6) with a minimum rate of \$6.00; (2) Full Bar: The per person rate will be calculated as: ((PB-8)/2+8) with a minimum rate of \$8.00. PB is defined as "price per bottle".
8. The Contractor must maximize its use of the crockery, glassware, cutlery, tables, linens, utensils, implements, and other materials and equipment provided by the Embassy. In cases where material or equipment available at the Embassy cannot fulfill the requirements of an event, the Contractor will provide for the additional requirements. In these cases, the Contractor must provide a detailed and itemized pricing list to obtain pre-approval from the Embassy officer who authorized the Task Authorization. The Embassy reserves the right to verify pricing and/or to contract separately with third party suppliers.