

Request for Proposals

Provision of Catering and Cafeteria Services at the Government Conference Centre (GCC) and the Rideau Committee Rooms (RCR)

Annex "B" - Basis of Payment (taxes not included)

The quantities indicated in the tables below are provided for evaluation purposes only, and do not represent guarantee of work or volumes.

Pricing is intended to serve as a basis of reference for each dish type, portion, and quality, rather than any specific dish stipulated herein.

Table A - Continental Style Breakfast								
Description of Event	# of Guests	Food Costs			Labour Costs			
		Serving Size	Unit Price	Food Cost	Position	Hours	Hourly Rate	Labour Cost
Continental Style Breakfast	30							
Assorted breads		1.5 pcs/pp			Chef			
Bagels		1.5 pcs/pp			Waiter(s)/Waitress(es)			
Croissants		1.5 pcs/pp			Account Manager			
Danishes		1.5 pcs/pp						
Cream cheese		57 g/pp						
Granola		57 g/pp						
Muffins		1.5 pcs/pp						
Fresh Fruit		57 g/pp						
Yogurt (on ice)		118 ml/pp						
Bottles of assorted juices		237 ml/pp						
Coffee (regular and decaf, including refills)		237 ml/pp						
Assorted Teas (including refills)		237 ml/pp						
Creamers, milk, sweetners (incl. refills)		2 pcs/pp						
Subtotal				\$ -	Subtotal			\$ -
Price per person								
Estimated # of events per year								30
Total evaluated price (Table A)								\$ -

Table B - Hot Breakfast								
Description of Event	# of Guests	Food Costs			Labour Costs			
		Serving Size	Unit Price	Food Cost	Position	Hours	Hourly Rate	Labour Cost
Hot Breakfast	30							
Assorted breads		1.5 pcs/pp			Chef			
One egg dish		142 g/pp			Waiter(s)/Waitress(es)			
One meat protein (ham, bacon)		3 pcs/pp			Account Manager			
Adequate toast condiments (e.g. butter, nut butters, jams, jellies, etc.)		1.5 pcs/pp						
Bottles of assorted juices		237 ml/pp						
Coffee (regular and decaf, including refills)		237 ml/pp						
Assorted Teas (including refills)		237 ml/pp						
Creamers, milk, sweetners (incl. refills)		2 pcs/pp						
Subtotal				\$ -	Subtotal			\$ -
Price per person								
Estimated # of events per year								25
Total evaluated price (Table B)								\$ -

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Table C - Morning Break Service								
Description of Event	# of Guests	Food Costs			Labour Costs			
Morning Break Service	30	Serving Size	Unit Price	Food Cost	Position	Hours	Hourly Rate	Labour Cost
Coffee (regular and decaf, including refills)		237 ml/pp			Chef			
Assorted Teas (including refills)		237 ml/pp			Waiter(s)/Waitress(es)			
Creamers, milk, sweetners (incl. refills)		2 pcs/pp			Account Manager			
Bottles of assorted juices		237 ml/pp						
Bottles of water		500 ml/pp						
Bottles of sparkling water		500 ml/pp						
Fresh fruit		1 pc/pp						
Assorted breakfast pastries (e.g. croissants, assorted danishes, muffins)		1.5 pcs/pp						
				Subtotal	\$ -	Subtotal \$ -		
						Price per person		
						Estimated # of events per year 200		
						Total evaluated price (Table C) \$ -		

Table D - Hot Buffet Style Lunch								
Description of Event	# of Guests	Food Costs			Labour Costs			
Hot Buffet Style Lunch	30	Serving Size	Unit Price	Food Cost	Position	Hours	Hourly Rate	Labour Cost
Salad choice(s)		85 g/pp			Chef			
Pasta dish or stir fry dish or assorted protein		85 g/pp			Waiter(s)/Waitress(es)			
Vegetables		113 g/pp			Account Manager			
1 vegetarian option		85 g/pp						
Potatoes or rice		85 g/pp						
A varied assortment of desserts		85 g/pp						
Coffee (regular and decaf, including refills)		237 ml/pp						
Assorted Teas (including refills)		237 ml/pp						
Creamers, milk, sweetners (incl. refills)		2 pcs/pp						
Bottles of assorted juices		237 ml/pp						
Bottles of water		500 ml/pp						
Bottles of sparkling water		500 ml/pp						
Soft drinks (regular and diet, cola and non-cola)		355 ml/pp						
				Subtotal	\$ -	Subtotal \$ -		
						Price per person		
						Estimated # of events per year 75		
						Total evaluated price (Table D) \$ -		

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Table E - Cold Buffet Style Lunch									
Description of Event	# of Guests	Food Costs			Labour Costs				
		Serving Size	Unit Price	Food Cost	Position	Hours	Hourly Rate	Labour Cost	
Cold Buffet Style Lunch	30								
Vegetables and dip		170 g/pp			Chef				
Salad choices (green, potatoe, salad, etc.)		85 g/pp			Waiter(s)/Waitress(es)				
Assorted grilled chicken		85 g/pp			Account Manager				
Cheese & cold cut platter		4 pcs/pp							
Sandwich wraps		2 pcs/pp							
Assorted sandwiches		2 pcs/pp							
A varied assortment of desserts		85 g/pp							
Coffee (regular and decaf, including refills)		237 ml/pp							
Assorted Teas (including refills)		237 ml/pp							
Creamers, milk, sweetners (incl. refills)		2 pcs/pp							
Bottles of assorted juices		237 ml/pp							
Bottles of water		500 ml/pp							
Bottles of sparkling water		500 ml/pp							
Soft drinks (regular and diet, cola and non-cola)		355 ml/pp							
Subtotal				\$ -	Subtotal				\$ -
Price per person									
Estimated # of events per year								185	
Total evaluated price (Table E)								\$ -	

Table F - Afternoon Break Service									
Description of Event	# of Guests	Food Costs			Labour Costs				
		Serving Size	Unit Price	Food Cost	Position	Hours	Hourly Rate	Labour Cost	
Afternoon Break Service	30								
Coffee (including refills)		237 ml/pp			Chef				
Tea (including refills)		237 ml/pp			Waiter(s)/Waitress(es)				
Creamers, milk, sweetners (incl. refills)		2 pcs/pp			Account Manager				
Bottles of assorted juices		237 ml/pp							
Bottles of water		500 ml/pp							
Bottles of sparkling water		500 ml/pp							
Soft drinks (regular and diet, cola and non-cola)		355 ml/pp							
Assorted cookies		1.5 pcs/pp							
Assorted dessert squares		1.5 pcs/pp							
Crudités with dip		113 g/pp							
Hummus with pita		113 g/pp							
Cheese and crackers		57 g/pp							
Subtotal				\$ -	Subtotal				\$ -
Price per person									
Estimated # of events per year								225	
Total evaluated price (Table F)								\$ -	

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Table G - Dinner									
Description of Event	# of Guests	Food Costs			Labour Costs				
		Serving Size	Unit Price	Food Cost	Position	Hours	Hourly Rate	Labour Cost	
Dinner Service	30								
Appetizers		85 g/pp			Chef				
Choices of salad		85 g/pp			Waiter(s)/Waitress(es)				
Choices of soup		113 g/pp			Account Manager				
Two hot entrées (one meat, one vegetarian)		85 g/pp							
Vegetables		113 g/pp							
Potatoes or rice		85 g/pp							
A varied assortment of desserts		85 g/pp							
Fresh fruit		1 pc/pp							
Bottles of water		500 ml/pp							
Bottles of sparkling water		500 ml/pp							
Coffee (regular and decaf, including refills)		237 ml/pp							
Assorted Teas (including refills)		237 ml/pp							
Creamers, milk, sweeteners (incl. refills)		2 pcs/pp							
Bottles of assorted juices		237 ml/pp							
Soft drinks (regular and diet, cola and non-cola)		355 ml/pp							
Subtotal				\$ -	Subtotal				\$ -
Price per person									
Estimated # of events per year								80	
Total evaluated price (Table G)								\$ -	

Table H - Special Events ¹									
Description of Event	# of Guests	Food Costs			Labour Costs				
		Serving Size	Unit Price	Food Cost	Position	Hours	Hourly Rate	Labour Cost	
Special Events	150								
Continental Style Breakfast		1 plate/pp			Chef				
Hot Breakfast		1 plate/pp			Waiter(s)/Waitress(es)				
Dinner		1 plate/pp			Account Manager				
Hors d'oeuvres		4 pcs/pp			Bartender(s)				
Canadian Wine (Red - 5)		148 ml							
Canadian Wine (White - 5)		148 ml							
Premium Grade Spiritis		44 ml							
Canadian Beer (5)		355 ml							
Subtotal				\$ -	Subtotal				\$ -
Price per person									
Estimated # of events per year								5	
Total evaluated price (Table H)								\$ -	

GRAND TOTAL (TABLE A, TABLE B, TABLE C, TABLE D, TABLE E, TABLE F, TABLE G, TABLE H) \$ -

1. Notes - Special Events

One bartender per each 100 guests or portion thereof; and, one bar-back per each 200 guests or portion thereof.
 Full bar set-up includes all glassware, bartending implements, mixes, bar fruit, stirrers, straws, ice and cocktail napkins