**SEN 005 18/19**
**CATERING AND CAFETERIA SERVICES**

**QUESTIONS AND ANSWERS # 5**

## Question 1
Can you help us understand the information required in the various columns in
Annex B:

   a) What should we indicate in column B: the number of items needed for the group
      of people indicated, or the total number of guests?
   b) It is our understanding that the price per unit in column D is relative to the portion
      indicated in column C. Can you confirm that?
   c) The wording on page 11 indicates that the amount to be entered in the Cost of
      Food column (column E) represents the cost per serving – what is the difference
      with column D? Are we supposed to multiply the price per unit from column D by
      the number indicated in column B?

## Answer 1

   a) No information should be added to Column B in Annex B (excel spreadsheet)
   b) That is correct.
   c) Column D is the cost per portion, column E is the total cost of the food item
      multiplied by the number of guests (column B). The wording on page 11 is valid.

## Question 2
Question regarding whether column B is supposed to indicate the total number of
guests:

For example, in "Table A – Continental breakfast" you list five types of baked goods
and pastries with servings of 1.5 pcs/pp per person for a total of 7.5 items per person.
From our experience, that amount is more than what is normally required for a
continental breakfast, especially since fruit, granola and yogurt will also be served.
Conversely, 237 ml of coffee per person does not seem adequate to us. Accordingly,
the amount calculated in the Price per Person box will not accurately reflect the price
calculated for the Continental Breakfast category rather than for each item.

**Answer 2**

Prices indicated in column E – Food Cost will be used for evaluation purposes only. Bidders must honour the pricing submitted for Tables A-G, column D – Unit Price (based on the Serving Size – column D) in any resulting contract.

Pricing for Tables H1 and H2 – Special Events, will be based on Unit Prices (column D) provided under Tables A-G. Menus for special events will be determined on a "as-and-when required" basis.

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**Question 3**

 It is difficult to determine meal costs, especially for special events.

   a)  Lines 171 and 186 in Tables H1 and H2 indicate different meals in the French version (Lunch) and English version (Dinner)
   b)  The price of each dish correlates directly to the cost of ingredients and the complexity of preparation. Accordingly, the retail price of each dish can vary considerably. Could you please provide us with some guidelines around this?

**Answer 3**

   a)  The English version is the correct version. The French Annex B  (Excel spreadsheet), Tables H1 and H2 have been amended to change line 171 and 186 from "déjeuner" to "dîner".

       See Excel spreadsheet – FinPro_SEN051819_Traiteur et cafeteria_Annexe B_Amend 2_20180830

   b)  Annex B (excel spreadsheet), Tables H1 and H2, Unit Price and Food Costs (column d and e) can be based on bidder samples provided under Table A-G.

To clarify the variance between the bidders's catering menus required under Rated Criteria R2, and the sample menus of the financial proposal template (Annex B, Excel spreadsheet), the following will be added to Part 3 of the Request for Proposal, Section II – Financial Bid, II. Sample Menus – Food Costs Element:

"If the exact item stated in the electronic financial proposal template is not provided by the Bidder or deviates from items offered in the Bidder's standard catering menu, the Bidder may substitute the item with a similar item offered by the Bidder, for the purposes of this sample pricing. Bidders must provide a full description of the replacement item within the bid so that the Senate can verify that the replacement item is an acceptable substitute for the listed item."

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**Question 4**
Given that it took 3 weeks to have our questions answered, and that we will have further questions that will impact the proposal and the solution offered, we respectfully request an additional extension of two weeks.

**Answer 4**
The Senate of Canada will extend the closing date to September 13, 2018 at 11:00am. However, questions will only be accepted until September 5, 2018.

**Delete:**

**1. Inquiries and Communications**

III.     All enquiries regarding this RFP must be received by e-mail at [Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca) by the Contract Authority, at least five (5) working days before the closing date.

**Insert:**

**2. Inquiries and Communications**

III.     All enquiries regarding this RFP must be received by e-mail at [Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca) by the Contract Authority, by September 5, 2018 at the latest.