



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada

Harry Hays Building (HHB)

Room 759, 220-4th Avenue SE

Calgary

Alberta

T2G 4X3

Title - Sujet Catering Services, Various Depts	
Solicitation No. - N° de l'invitation EW478-190714/B	Date 2019-08-12
Client Reference No. - N° de référence du client PWGSC	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-137-6939
File No. - N° de dossier CAL-8-41018 (137)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-08-12	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Loi, Ngan	Buyer Id - Id de l'acheteur cal137
Telephone No. - N° de téléphone (403) 973-2796 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Public Services and Procurement Canada Harry Hays Building Room 759, 220 – 4 Avenue SE Canada Calgary, Alberta T2G 4X3	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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EW478-190714

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-8-41018

Buyer ID - Id de l'acheteur
ca1137
CCC No./N° CCC - FMS No./N° VME

This cancels and supersedes notice PW-\$CAL-137-6903 published on Buyandsell.gc.ca on 2019-04-16 and Letter of Interest EW478-190714/A issued 2019-04-15.

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PART 1 - GENERAL INFORMATION

Public Services and Procurement Canada (PSPC) intends to implement a social procurement approach to leverage the government's buying power through procurement to support socio-economic objectives and to generate positive societal impacts.

The purpose of this Letter of Interest is to invite your business to participate in a social procurement pilot for catering services. The objective of this pilot is to create a list of diverse suppliers and social enterprises suppliers that can provide catering services to various Federal, Provincial and Municipal Government departments and offices in Western Region. This list will be shared within Federal, Provincial and Municipal Government departments and offices so that employees can use the list for their catering needs, if required.

The list will be active for a period of two (2) years from the posting date. After the period of two (2) years, the list's validity may be extended.

Qualified suppliers may be required to complete a very short quarterly report that will help PSPC measure the success of the pilot. This report will be sent out to the qualified suppliers at a later date.

Definitions:

A **diverse supplier** is currently defined as a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities. Each business is usually defined as being owned, operated and controlled by 51% of a given group (e.g., women-owned business, Indigenous-owned business, persons with disabilities-owned business, or visible minority-owned business).

A **social enterprise** is currently defined as an enterprise that seeks to achieve social, cultural, or environmental aims through the sale of goods and services in which the majority of net profits must be directed to a social objective (e.g., reducing environmental impacts of its products or including local training in the community) with limited distribution to shareholders and owners.

PART 2 – PURPOSE OF THE LETTER OF INTEREST

This notice is simply intended to solicit information and feedback from industry. This is not a bid solicitation and will not result in the award of any contract. Please note that inclusion on the list is not a guarantee that your business will be contacted to provide services.

PART 3 - REQUIREMENT

3.1 Deliverables

For the provision of all food, materials, equipment, labour, tools and supervision to provide catering services for events on behalf of Federal, Provincial and Municipal offices located in Alberta, Saskatchewan, Manitoba, and Yukon & North West Territories.

3.2 Qualifications

The vendor must meet the following mandatory requirements:

- A. The vendor must currently be in the catering business.
- B. The vendor must prepare food from a Health Department inspected premise(s) and must submit proof of inspection with the response. The vendor must possess proof of inspection through the duration of the list and must be prepared to provide proof of inspection, if requested.

Once you submit your responses to the Questionnaire in Part 5 below, PSPC will review the information and will advise whether or not you are eligible to be included on the list.

PART 4 - SUBMISSION OF RESPONSES

Responses to this Letter of Interest are to be submitted to PSPC Contracting Authority identified in Part 6 – Enquiries, by the time and date indicated on page 1 of this document.

PART 5 – QUESTIONNAIRE

Please complete the following questionnaire by checking the boxes that are applicable:

1. Is your organization recognized as a diverse supplier or social enterprise?

Diverse Supplier

- ☐ women-owned
- ☐ aboriginal-owned
- ☐ LGBT-owned
- ☐ minority-owned
- ☐ persons with disabilities
- ☐ Social Enterprise
- ☐ Others (i.e. Registered Charity, Community Contribution Companies)

If others, please be specific _____

2. Does your organization hire people who are from underrepresented groups (please be specific)? If so, at what percentage?

☐ Yes _____

☐ No

3. Does your organization provide job skills training and/or employment opportunities for the people from underrepresented groups? If so, please describe these activities.

- ☐ Yes _____

- ☐ No

4. Does your organization provide financial support to registered charities and non-profit organizations serving the charitable sector in Canada?

- ☐ Yes
- ☐ No

5. Provinces and Cities that catering services can be provided:

- ☐ Alberta; please list Cities _____
- ☐ Saskatchewan; please list Cities _____
- ☐ Manitoba; please list Cities _____
- ☐ Yukon & North West Territories; please list Cities _____

6. Types of Catering Services

Food:

- ☐ Trays and Platters— baked goods, sandwiches, wraps, fresh fruit, desserts
- ☐ Hot Breakfast
- ☐ Cold Breakfast
- ☐ Hot Lunches
- ☐ Cold Lunches
- ☐ Box Lunches
- ☐ Salads
- ☐ Appetizers
- ☐ Others (please specify) _____

Beverages (non-alcoholic):

- ☐ Coffee
- ☐ Hot chocolate
- ☐ Milk
- ☐ Tea
- ☐ Juice
- ☐ Sparkling Punch
- ☐ Bottled Water
- ☐ Others (please specify) _____

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7. Capacity for catering services:

- ☐ Less than 25 people
- ☐ 26 - 50 people
- ☐ 51 - 100 people
- ☐ More than 100 people

8. Method of Payment accepted:

- ☐ Cash
- ☐ Credit Cards
- ☐ Direct Deposit

9. Any additional feedback or comments:

PART 6 - ENQUIRIES

PSPC will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers as this is not a solicitation process. However, respondents with questions regarding this Letter of Interest may direct their enquiries to the Contracting Authority named below:

Ngan Loi
Procurement Officer
Public Services and Procurement Canada - Acquisitions Branch
Harry Hays Building
Room 759, 220 – 4 Avenue SE, Calgary, Alberta T2G 4X3
Telephone: 403-973-2796
Facsimile: 306-975-5397
Email: ngan.loi@pwgsc-tpsgc.gc.ca

PART 7 – VENDOR'S NAME AND ADDRESS

Commercial or registered name of your business: _____

Name(s) of legal owner(s) of your business: _____

Name of contact person: _____

Full address: _____

Telephone: ____ - ____ - ____

E-mail address: _____