



ADDENDUM N° 1

Date: November 29, 2019

Title: Food Catering Services at the High Commission of Canada to the United Kingdom, in London

Solicitation Number: **20-159640-LDN-SA**

The following supplements and/or supersedes the request for proposals documents issued on November 07, 2019. This addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. Any change to the cost of the work as a result of this addendum is to be included in the price proposal. The following revisions supersede the information contained in the original Request for Proposals Package for the above-mentioned project to the extent referenced and shall become part thereof.

Questions and Answers

Question #1: As I understand this contract used to cover both events and the café. What was the rationale behind splitting them?

Answer #1: As a government organisation, we cannot be seen to be subsidising employee meals with taxpayer's money. In the previous contract we stated that neither service should be subsidised by the other, but realised this was not practical. The café itself has a small-contained audience and is not that lucrative. We want to ensure that taxpayer's money is not being used to subsidise government of Canada employee meals.

Question #2: What kind of events are held in the Laurier room?

Answer #2: A varied number of events have been held in this room; due to the size of the room, it is possible to have formal lunches/dinners, theatre style seating and cocktail events also. It has been used in the past for high profile events involving our Prime Minister and some large tech companies.

Question #3: Is there a kitchen on the 2nd floor (of Canada House)?

Answer #3: There is not a full kitchen, but there is a warming kitchen located adjacent to the Macdonald Room (out of action due to emergency works), however we would envisage the bulk of the actual cooking to be performed in the kitchen on the ground floor and then transported up to the warming kitchen just before service. The food can be transported on trolleys using the service lift.

Question #4: The office space is just for the café?

Answer #4: No, this is the office space we have provisioned for the winning contractor of the catering contract. For the Account Manager/Alternate Account Manager.



Question #5: Are all events considered as internal events?

Answer#5: No, we have both internal and external events. The winning contractor would have exclusivity in this building, barring a few exceptions:

- If a particular brand or particular Canadian fare is being showcased, the event may bring in their own food;
- Events where the chef of the High Commissioner needs to be present;
- Staff social events unrelated to HCC official business;
- Canada Day on July 1st – occasionally we have a big event where we may offer alternative options, and;
- In four of the smaller boardrooms that we would allow outside food to be brought in.

Question #6: How would you envisage the staffing structure?

Answer #6: We are looking for an in house caterer, because we are able to have consistent pricing models to plan budgets, but we would leave the staffing up to the contractor for each event, The contractors are the experts and would be able to identify how many people are required to provide the services commensurate with the venue. We expect the Contractor to nominate individuals who would regularly be working at this location in order for us to have them security cleared. Individuals who do not have security clearance would need to be escorted so this is why we would expect you to have a core group who could be security cleared.

Question #7: What would you like to see more of from your caterers?

Answer #7: We expect the winning bidder to provide services commensurate of this venue.

Question #8: So the range of events is still quite vast?

Answer #8: When the contract started this venue, it was run more like a conference centre with our event space being hired by many different companies for all kinds of events. Since then we have become more strategic with what kind of events are held here. We are more focused on hosting events that are in line with our strategic goals as a high commission.

Question #9: Are there any restrictions on the supply chain?

Answer #9: No restrictions, but we expect the food to be commensurate with the venue. We also would like to see, where possible, the inclusion of Canadian products. We would prefer genuine Maple syrup from Canada rather than a store bought alternative. If we are showcasing Canadian products, the quality should be of a high standard and from Canadian brands.

All other conditions and requirements remain unchanged
