



ADDENDUM N° 2

Date: December 04, 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: Is it possible to get historic trading figures with a breakdown of the number of events by event type?

Answer #1: Please see screenshots below :

Events by Category 2017-2019												
2019				2018				2017				
	Jan - Aug	Sept - Dec	Total		Jan - Aug	Sept - Dec	Total		Jan - Aug	Sept - Dec	Total	
Category 1	50	26	76	Category 1	79	37	116	Category 1	110	54	164	
Category 2	33	13	46	Category 2	32	20	52	Category 2	40	24	64	
Category 3	23	24	47	Category 3	25	22	47	Category 3	27	28	55	
	<i>Overall Total Projected</i>				<i>Overall Total</i>				<i>Overall Total</i>			
Total	169			Total	215			Total	283			



Event Type - 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Breakfasts	0	2	2	0	0	0	0	0	0	3	0	0	7
2018	1	1	1	0	0	0	0	0	0	0	1	1	5
Lunches	0	2	1	0	0	1	1	1	1	1	3	0	11
2018	1	5	7	1	1	2	3	3	2	3	3	2	33
Dinners	0	1	0	0	0	0	1	0	0	0	1	1	4
2018	0	0	4	1	1	0	3	0	2	3	4	0	18
Receptions	3	7	1	3	4	5	3	1	9	5	5	0	46
2018	6	3	7	2	3	6	4	1	4	4	6	3	49
Conferences/Seminars	5	8	5	4	2	2	0	0	2	3	6	2	39
2018	4	11	8	6	5	7	6	0	5	12	10	4	78
Other events	0	3	1	0	1	2	0	0	4	6	4	1	22
2018	1	2	0	1	0	0	2	0	1	0	0	0	7
Total	8	23	10	7	7	10	5	2	19	15	19	4	129
2018	13	22	27	11	10	15	18	4	14	22	24	10	190

Number of Guests - 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
# Guests 1-25	6	12	2	0	1	1	3	0	8	7	3	3	46
2018	5	11	17	4	2	3	5	2	5	5	9	7	75
# Guests 26 -50	0	4	2	1	3	5	0	1	6	3	6	1	32
2018	4	3	5	3	2	9	1	1	2	6	4	1	41
# Guests 51-100	3	6	5	4	3	2	2	1	3	2	9	1	41
2018	2	4	3	3	3	1	4	1	3	7	5	1	37
# Guests 101 - 200	1	1	2	2	1	3	0	0	0	2	0	1	13
2018	5	1	1	1	2	0	0	0	1	1	5	0	17
# Guests 201+	0	1	0	0	1	1	0	0	1	2	0	0	6
2018	1	2	1	0	1	0	1	0	2	1	1	0	10

Question #2: Do you have a breakdown of internal vs external events, i.e. events for the High Commission vs clients hiring the space for events (e.g. banks hiring the space for their Christmas party)?

Answer #2: Please see screenshots above.

Question #3: Does all the kitchen equipment (light and heavy) belong to the incumbent, or will anything remain on-site should the caterer change?

Answer #3: All the equipment in the kitchens belongs to the HCC.

MAJOR KITCHEN ITEMS - EMBASSY SUPPLIED
Garland Oven with 2 cooktop griddles - 36 inches wide. 2 Thermostat Controlled All-Purpose Section. 36E Series, Model 36 ER 32.
Garland Oven with 1 griddle and 2 cooktop elements Oven: 36 inches wide. 36E - Series Model 36 ER 32-3.
Garland Salamander/Broiler on top of Oven. Salamander/Broiler: 36 inches wide. Mounted on wall above oven.
Garland Double Broiler - 36 inches wide.
3 Garland Double Fryers - 18 inches wide each. 36 E Electrical Heavy Duty Fryer
Garland Steamer - 18 inches wide
Blodgett Convection Oven (double) - 38 inches wide. Model Mark V.
Cleveland Steamer - 36 inches wide.
Cleveland Soup Unit - Set 15: Braising Pan, Tilting Skillet, 15 gallon Electric Counter Top. 30 inches wide.
Cleveland Convection Steamer (double) - 41 inches wide. 42 CKEM: Classic Convection.
Hobart Dishwasher System + 2 countertops - machine is 45 inches wide + countertops. Auto Rack Conveyor Dishwasher. Top Tech A3000. 415/50/3N - 35KW Power electrical supply
Continental Freezer - Reach in Freezers, Self-contained. Standard Models. 26"W x 35.5"D x 82.25"H. Capacity 20 cubic feet.
Harford - Blast Chiller - Quick Chill. 5'10" x 3'11" x 8'6".
Foster Eco Pro G-2 Double Door Freezer
Manitowoc Ice-Cube Maker with bin - 30 inches wide. Model C 570S. Up to 460 lbs of ice produced daily



Question #4: Do you have a TUPE list?

Answer#4: Yes.

HIRE DATE	LENGTH OF SERVICE	NOTICE	PERSONAL JOBTITLE	DATE ON SITE	EEPAY RATE ANNUAL	EE PAY RATE HRLY	REDUNDANCY	BENEFITS *	PENSION ENTITLEMENT ER
07/08/2006	10 yrs	10 weeks	Head chef	01/05/2016	31,200	15.00028	Statutory	Healthshields L1	Up to 5%
01/07/2015	2 yrs	2 weeks	Account Manager	01/07/2015	32,000	15.38461	Statutory	Healthshields L1	Up to 5%
16/11/2015	1 yr	2 weeks	Kitchen Porter	01/10/2016	1.08	10.20	Statutory	Healthshields L1	Up to 3%
31/05/2016	1 yr	2 weeks	General Assistant	18/05/2017	16,380	9.00039	Statutory	Healthshields L1	Up to 3%

Question #5: How does quoting for catering currently work? Is there a catering salesperson on site or is this done by the caterer’s central sales team?

Answer#5: Our current business model has an Onsite Catering Manager, but we will leave it to the bidders to propose providing quotes for their operations. Our only requirement is to receive the bids in a timely manner.

Question #6: are we required to respond with our introduction to our Beverage provision, as per p42 H. Beverages?

Answer #6: Yes.

Question #7: Would you like us to include our approach to alcoholic beverages e.g. cocktails, beers, wines etc.?

Answer #7: Yes.

Question #8: Document 20-159640-ldn-sa_Pricing_Schedule

There is only a PDF available for download from

We are required to submit an Excel of the aforementioned document, however there is only a PDF



provided on the portal: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-19-00895333>.
Please can you provide us with an Excel version of this document for completion?

Answer #8: We will provide **20-159640-ldn-sa_Pricing_Schedule in an excel format**. You may complete it in either PDF or Excel.

All other conditions and requirements remain unchanged
