

Notice of Proposed Procurement (NPP)

For

Request for Standing Offer

Reference Number:	10210101	Solicitation Number:	10210101
Organization Name:	The Department of Canadian Heritage (PCH)		
Solicitation Date:	September 29, 2022	Closing Date:	November 8, 2022 – 14:00 EST
Anticipated Start Date:	Upon issuance of Standing Offer (s)		
Estimated Delivery Date	N/A		
Contract Duration :	Date of issuance to October 31, 2024 with one (1) additional one-year option period.		
Solicitation Method:	Open		
Applicable Trade Agreements:	Canadian Free-Trade Agreement (CFTA); Canada-Chile Free Trade Agreement; Canada-Columbia Free Trade Agreement; Canada-Honduras Free Trade Agreement; Canada-Korea Trade Agreement; Canada-Ukraine Free-Trade Agreement; Canada-Panama Free-Trade Agreement; and, Canada-Peru Free-Trade agreement.		
Comprehensive Land Claim Agreement Applies:	No	Number of Standing Offer:	2

REQUIREMENT DETAILS

Tendering Procedure: **Open**

This requirement is open to Bidders for Services in the National Capital Region.

Title:

Catering services for events in the National Capital Region

Summary:

The mandate of Canadian Heritage's (PCH) Capital Celebrations and Program Operations directorate is to organize major events in the National Capital Region (NCR). Catering services are required for artists, programming partners, volunteers, technical crew and staff at selected locations in the NCR.

The purpose of this Request for Standing Offer (RFSO) is to establish up to two (2) Standing Offers from date of award to October 31, 2024 with the possibility of extending by up to one (1) additional one-year option period, with qualified Offerors who can provide catering services on an "as and when" requested basis during PCH's major events and other events.

Mandatory Evaluation Criteria:

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MTC1: Offeror's Experience - The Offeror must demonstrate in its offer that it has completed a minimum of three (3) similar projects for large scale, high-level events within the last five (5) years, from time of bid closing.

Note: A large scale and high-level event involves more than 200 participants which include several high-profile guests such as public figures, government officials, the diplomatic community and which was held in a prominent location such as a government building or national institution.

MTC2: Proposed Menus - The Offeror must propose two (2) different menus for the following: breakfast, lunch buffet, dinner buffet, boxed lunch, and boxed dinner.

The proposed menus must be representative of all the items or more, included in article 3.2, Meal Requirements of Annex "A", Statement of Work.

The items in the proposed menus must vary from day to day.

MTC3: Allergies and Intolerances Considerations - The Offeror must indicate in its offer considerations regarding allergies within its entire menus for all guests as well as intolerances for the food prepared and served.

Mandatory Financial Criteria

MFC1: The Offer must meet the mandatory financial criteria specified in the table below and provide pricing in Annex "F" - Pricing Schedule. Offers which fail to meet the mandatory financial criteria will be declared non-responsive.

Cost per meal type – The Offeror must submit a cost per meal for each of the following meal types, using Annex "F" - Pricing Schedule.

- 1) Breakfast
- 2) Lunch Buffet
- 3) Boxed Lunch
- 4) Dinner
- 5) Boxed Dinner

Security Requirement: There is no security requirement applicable with this Request for Standing Offer.

Contracting Authority:

Name: Lise Berniquez
Email Address: contrats-contracting@pch.gc.ca

Inquiries:

Inquiries regarding this Request for Proposal (RFP) requirement must be submitted to the Contracting Authority named above. BIDDERS ARE ADVISED THAT "BUYANDSELL.GC.CA" IS NOT RESPONSIBLE FOR THE DISTRIBUTION OF ANY SOLICITATION DOCUMENTS. The Crown retains the right to negotiate with any supplier on any procurement. Documents may be submitted in either official language.