

REQUEST FOR PROPOSAL

2016 Small Business Week – October 19th, 2016

The Lindsay & District Chamber of Commerce 2016 Small Business Week is in the planning stages for the 2016 Small Business Week occurring October 16 – October 22. We are seeking quotes for this contract for catering and venue services for our annual event which hosts approximately 140 guests with an Event Speaker/Presentation.

A request for proposal for this project is required from members in good standing with the Lindsay & District Chamber of Commerce and quotes will be based on the following details:

- Ability to provide all catering services and venue location availability for Wednesday, October 19th at 7:00 am
- Venue which seats over 140 people
- A Breakfast Menu with per person quotes for both buffet-style and full service
- Quotes must include the venue set-up and tear-down of the event, including all table linens and place settings

TIMELINES

- Deadline to submit RFP – September 6, 2016 at 3:00 pm
- Supplier/Provider RFP will be considered by the LDCC Event Committee no later than September 10, 2016
- Chosen RFP provider will be contacted no later than September 11, 2016 at 3:00 pm
- Confirm event bookings and menu September 12, 2016

DETAILS

This contract will be in effect until delivery date, timelines can be adjusted with approval from both parties upon awarding of the agreement. The contract for this project will be assigned to one company who will be responsible for providing catering and venue services. A copy of the last published Chamber Directory will be available for you to review at the office if you are submitting a proposal.

NOTE* Lowest bid does not guarantee awarding of the contract.

Please submit proposals to: Rebecca Riley, Events Officer

180 Kent Street West, Lindsay, ON K9V 2Y6

(705) 324-2393

Email: rebecca@lindsaychamber.com

Deadline: September 6th, 2016, by 3 pm

No proposal received after this date and time will be accepted.