

**SIPEKNE'KATIK**  
522 Church Street  
Indian Brook, NS  
B0N 1W0

Tel: 902.758.2049  
Fax: 902.758.2017



**May 10, 2024**

**SUBJECT: RFP No. 2024-08**  
**TITLE: Youth Centre – Grand Opening**

**PURPOSE OF THIS RFP**

Sipekne'katik Band requests your proposal for catering services for the Youth Centre – Grand Opening Supper scheduled for Friday, May 24, 2024, Supper 4:00 pm – 6:00 p.m.

The work will include, but is not limited to:

- Provide Supper meal with dessert, coffee, tea, water and juice for approximately **200** persons, including cutlery, napkins at Community Centre

The work will include but not limited to:

- Provide meals and include cutlery, napkins, plates and cups
- Provide coffee/tea and drinks for meal
- Set up and clean of the centre

**RFP INFORMATION AT GLANCE**

<b>Sipekne'katik Contact Person regarding RFP</b>	<b>Brian Dorey</b> <b>(902) 758-2049</b> <a href="mailto:directorofoperations@sipeknekatik.ca">directorofoperations@sipeknekatik.ca</a>
<b>RFP NAME</b>	<b>RFP NO. 2024-08</b> <b>Youth Centre – Grand Opening</b>
<b>How to obtain RFP Documents</b>	<a href="http://sipeknekatik.ca/category/public-tenders/">http://sipeknekatik.ca/category/public-tenders/</a>
<b>Proposal Deadline</b>	<b>3:00 P.M. Local time, Thursday, May 16, 2024, at the Sipekne'katik Band located at 520 Church Street, Indian Brook #14, Hants County, NS B0N 2H0</b>
	<b>Successful bidder will be notified within 1 business day</b>

- 1) Sipekne'katik reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time if deemed by Sipekne'katik to be in its best interest.
- 2) Sipekne'katik reserves the right not to award a contract pursuant to the RFP.

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- 3) Sipekne'katik reserves the right to negotiate the fees proposed by the proposer entity.
- 4) Sipekne'katik shall have no obligation to compensate any Proposer for any costs incurred in preparation of their proposal.
- 5) Sipekne'katik reserves the right to postpone the Youth Centre – Grand Opening.

## **SCOPE OF SERVICES**

The scope required by this RFP includes the following.

### **Meals for Youth Centre – Grand Opening**

- Provide Supper meal with dessert, coffee, tea, water and juice for approximately **200** persons.
- Provide plates, cutlery, and napkins.
- Ensure that all meal preparation and serving follow Nova Scotia's Food Safety Regulations under the Health Protection Act
- Ensure that all staff preparing the meals are Food Handler Certified

### **Beverages**

- Provide boxed or canned assorted juices or soda for approximately 200 persons.
- Provide bottled water for approximately 200 persons.

Submit One (1) signed copy of the Sealed Proposal and address to:

**RE: RFP 2024-08**  
Director of Operations  
Sipekne'katik Band  
520 Church Street  
Indian Brook #14, NS B0N 2H0

Thank you,

A handwritten signature in black ink, appearing to read 'Brian Dorey', is written over a white background.

Brian Dorey  
Director of Operations  
Sipekne'katik Band