

Request for Quotation (RFQ)- Event Catering Services

Barrhaven BIA Annual General Meeting & Year-End Holiday Celebration

Date of Event: Thursday, November 27, 2025

Time: 5:00 PM – 8:00 PM

Location: Caivan Headquarters, Barrhaven

1. Introduction

The Barrhaven Business Improvement Area (BBIA) is pleased to invite qualified event professionals to submit quotations for the coordination of our **Annual General Meeting (AGM) and Year-End Celebration**. This event will bring together local business leaders, stakeholders, and community partners for an evening of networking, recognition, and celebration.

2. Scope of Services

The selected event caterer will be responsible for planning, coordinating, delivering and overseeing the following elements:

- **Food & Beverage**
 - Provide catering for 200 guests (cocktail-style reception, hors d'oeuvres, platters) with plates, silverware, and napkins
 - Coordinate and provide licensed bar services (and offer non-alcoholic choices) and appropriate glassware
 - Attention to food allergies and sensitivities when developing the menu (gluten-free, vegetarian and dairy-free options should be marked and kept physically separated)
- **Décor & Atmosphere**
 - Event theme and décor design (festive, professional, and welcoming)
 - Floral arrangements, linens, signage, as required
 - 90 seated at tables provided by venue (5 rounds & 8 rectangular tables plus chairs)
 - Rent additional Standing room cocktail tables with appropriate linens (10-12)
- **Entertainment**
 - Hire entertainment (live DJ, or similar)
 - Assist with set-up area needs based on the chosen layout of the event
- **Logistics & Coordination**
 - Manage set-up and tear-down with the event site host
 - On-site coordination to ensure a smooth flow of the event
 - Budget management and cost control

2. Deliverables

- Event plan and timeline
- Food and beverage recommendations with cost breakdowns
- Pre-meetings on-site with venue manager and on-site management on event day
- Post-event wrap-up

4. Submission Requirements

Quotations should include:

- Company/individual profile and relevant experience in event planning
- Examples of similar events coordinated (preferably for corporate or community organizations)
- Proposed approach, including timelines for planning and execution
- Estimated budget with itemized costs (food, beverage, décor, entertainment, staffing, coordination fees, etc.) based on 200 guests
- References

5. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and portfolio
- Creativity and the ability to deliver within budget
- Quality of vendors/services
- Cost-effectiveness and value
- References and past performance

6. Submission Instructions

Please submit your quotation by **Wednesday, October 1, 2025, at 4:00 PM (EST)** to:

Andrea Steenbakkens
Executive Director
Barrhaven Business Improvement Area
execdirector@barrhavenbia.ca

Questions regarding this RFQ may be directed to the above contact prior to the submission deadline.

7. Terms & Conditions

- The BBIA reserves the right to accept or reject any submission.
- The lowest quotation will not necessarily be selected.
- All services must comply with municipal, provincial, and federal regulations (including liquor licensing, if applicable).