



Scarborough Walk of Fame (SWOF)
8th SWOF Inductee Celebration Day September 15, 2022
Request for Quotation
RFQ #09152205 – Catering – Pre-Show Meet and Greet

1. Overview:

1.1 Scarborough Walk of Fame

A not-for-profit, volunteer organization dedicated to honouring individuals who bring pride to the community of Scarborough and serve to inspire tomorrow's leaders. SWOF creates regular events celebrating the induction of new stars to the Scarborough Walk of Fame Court at the Scarborough Town Centre (STC).

SWOF is dedicated to honouring citizens whose extraordinary contributions garner community pride. By creating and maintaining a permanent place of tribute at the Scarborough Town Centre, we celebrate and inspire excellence every day.

1.2 Celebration Day

Scarborough Walk of Fame: Celebrating achievements of Scarborough residents, past and present, in the fields of Sports, Arts and Culture, Entertainment, Health and Science, Education, Community, Environment and Business.

1.3 Event Overview

As part of the Celebration Day, the event will bring together Scarborough residents, community partners, sponsors and students to celebrate and showcase what Scarborough has to offer in a daylong celebration at Scarborough Town Centre.

Objectives

- Profile and celebrate the accomplishments of our community to showcase the quality of our Scarborough residents
- Highlight the progressive nature of mentorship
- Celebrate and raise awareness Sports, Arts and Culture, Entertainment, Environment, Health and Science, Education, Community and Business
- Bring awareness to the importance of the SWOF movement in Scarborough

1.4 Event Details

Location: Scarborough Location T.B.D.

Date: Thursday, September 15, 2022

Time: 10:00 a.m. to 5:00 p.m.

Number of participants: Variable

2. Statement of Work:

2.1 Purpose

The purpose of this Request for Quotation (RFQ), is to invite Scarborough based businesses/organizations to submit their proposal to participate at the 8th SWOF Inductee Celebration Day

2.2 Scope

SWOF – dedicated volunteer driven organization experts will manage the theme, logistics, partnerships, marketing and budget along with delivering a transparent bidding process. We will require the select business/organization to provide pre-event and on-site consultation and or deliverables. Please see further details in “3.5 Scope of Work” section.

2.3 Project Schedule

This schedule is based on our current timelines, (subject to change)

Project Timeline:

Issuance of RFQ to Proponents on SWOF website

Submitting questions: by or before 11:59 p.m. Monday, June 13, 2022

RFQ Close Date 11:59 p.m., Monday, June 27, 2022

Award Contract to business or organization Monday, July 11, 2022

Only successful bidders will be contacted

3. Proposal Submission Procedure:

3.1 Business, Organization RFQ Reception

By responding to this RFQ, the business/organization agrees to be responsible for fully understanding the requirements or other details of the RFQ and will ask any questions to ensure such understanding is gained. SWOF retains the right to disqualify proponents who do not demonstrate a clear understanding of our needs.

3.2 Good Faith Statement

All information provided by SWOF is offered in good faith. Specific items are subject to change at any time based on business circumstances.

3.3 Communication and Proposal Submission Guidelines

Communications shall not be effective unless a specified procurement executive, who is responsible for managing the RFQ process, formally confirms these communications in writing. In no case shall verbal communication govern over written communications.

Questions relating to this RFQ must be emailed to the contact identified below, on or before 11:59 p.m. Monday, June 13, 2022. If the question is considered relevant to all proponents, SWOF in its sole discretion will provide both the question(s) and the answer in writing to all proponents. SWOF will provide information to proponents in writing only. No other official is empowered to speak for SWOF with respect to this RFQ. Proponents who seek to obtain information, clarification or interpretation from other sources are advised that such material is used at the proponent's own risk, and that SWOF will not be bound by any such representations.

3.3 Submission Process

Closing date and time: 11:59 p.m. local time, Monday, June 27, 2022

Submit one digital copy to the Scarborough Walk of Fame email id:

Scarboroughwalkoffame@gmail.com

The RFQ documentation must be addressed to

SWOF Evaluation Committee RFQ #09152205

8th SWOF Inductee Celebration Day

Thursday, September 15, 2022

RFQ submissions that arrive after the closing date and time will not be accepted and will be returned. Only email submissions will be accepted.

3.4 Evaluation Criteria

All RFQ proposals will be evaluated systematically based on the following key criterion. The purpose of this section is to identify suppliers with the interest and capabilities to complete the deliverables as defined in the Scope of Work.

3.5 Scope of Work (SOW)

Key evaluation criteria include capabilities demonstrated with past events and quality of events.

Proponents are expected to include the following as part of their proposal (Microsoft word or pdf document format only)

- A. Statement of Interest **(5 Points)**
- B. Primary contact information **(2 Points)**
- C. Brief Description of business or organization **(3 points)**
- D. List and provide a brief description of two recently completed contracts which are comparable to the proposed RFQ and which demonstrate relevant capabilities of your business or organization. **(10 Points)**
- E. Provide current business or organization documents – business licenses, insurances and certifications-where applicable **(5 Points)**
- F. Complete the following questions **(10 points)**
 - a. Give example of your product and price range
 - b. Provide details of your proposed product or service
 - c. Provide cancellation policy
 - d. Provide location requirements STC
 - e. Explain how your Scarborough based business/organization will meet the needs of our Event **(5 Points)**
- G. Provide a timeline (window for deliverables) based on your recommendations **(5 points)**
- H. Quote broken down in order of Scope of Work **(5 points)**

Total: 50

3.6 Short-list Selection

Proponents who have demonstrated their capacity to meet our needs will be contacted by phone and/or email to be notified of their selection to move forward in the RFQ process.

4. Scope of Work and Business Requirements

SWOF will require the Scarborough based businesses/organizations to provide the following aspects of the event:

4.1 Counsel/Guidance

Two or three meetings before Celebration Day (Thursday September 15)

Unlimited emails/phone calls replying within a business day.

4.2 On-Site Deliverables Scarborough Event Location

Location: Scarborough Event Location and STC

Participants: 150 total (two services of 50-75 each in addition to ongoing green room flow through of 30)

Service: 10:00 a.m.-11:00 a.m. and 1:30 p.m. to 2:30 p.m. Meet and Greet
(Scarborough Location)

Product

Meet and Greet gathering a selection of bite size hot/cold food items (3 to 4 pieces per person) assorted hot and cold beverages to include coffee/tea.

Other: Food and beverage pricing must include gratuities and taxes and service charges, and in addition meet Toronto Public Health/Provincial COVID-19 requirements. To include deliver to location and display/set up all food and beverage items.

Please provide number of tables needed with both location and number of 15A circuits required for hot food and beverage items.

5. Quote and payment

All Proponents must provide a breakdown of costs related to deliverables of the event as outlined in 3.5 Scope of Work. In addition they must agree to keep the quoted pricing in their proposals for a minimum of 120 days after proposal submission. Method of payment for services / products provided to SWOF

- SWOF will make payment for services / products provided by cheque only, within 30 days from receipt of services / products.
- SWOF will consider accelerated payment (within 10 days from receipt of services / products) based on supplier discounts for services / products.

5.1 Rules and special provisions for this RFQ

By submitting an RFQ response, the proponents consent to allowing reference checks.

The proponent, by responding to this RFQ, agree to be fully responsible to Scarborough Walk of Fame for acts and omissions of its subcontractors and of persons directly or indirectly employed or representative by the business or organization.

- The successful proponent must meet all requirements of the tender document and must have suitable qualifications and experience with similar work.
- SWOF shall not be liable for any costs and expenses incurred by the proponents or to reimburse the proponents in any manner or under any circumstances, including, without limitation, in the event of rejection of all submissions or cancellation of this RFQ.
- Proponents must identify any potential conflict of interest that may arise as a result of their response to this RFQ. Non-disclosure of any potential conflict of interest may result in the disqualification of their submission.
- Each proponent's proposal shall be prepared without any connection, knowledge, comparison of information, or arrangement with any other respondent (or any employee, representative, or agent thereof) and each proponent shall be responsible to ensure that its participation in this RFQ process is conducted fairly and without collusion or fraud.
- No proponent shall have any rights against SWOF arising from the selection or non-selection of respondents. Any and all commitments, representations, warranties or obligations of SWOF shall be limited to those specifically stated in an executed contract between Scarborough Walk of Fame and the successful proponent, if any.