REQUEST FOR QUOTATION (RFQ)

Catering Services – 2026 MCFN Staff Christmas Brunch

Issued By: Mississaugas of the Credit First Nation (MCFN)
Department: 2026 MCFN Staff Christmas Brunch Planning Committee
Event Date: Friday, December 18, 2026
Event Location: MCFN Community Centre, 659 New Credit Road, Hagersville, Ontario
Number of Guests: Approximately 285 MCFN Staff
Doors Open: 9:30 a.m.
Event Start: 10:00 a.m**.**
Meal Service: To be coordinated with the successful caterer

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1. INVITATION TO QUOTE

The Mississaugas of the Credit First Nation (MCFN) invites qualified catering companies to submit a quotation for catering services for the 2026 MCFN Staff Christmas Brunch taking place on Friday, December 18, 2026, at the MCFN Community Centre.

This year's celebration will feature a Winter Wonderland theme and will recognize approximately 285 MCFN employees for their dedication and contributions throughout the year.

MCFN is seeking a caterer who can provide a quality meal, professional service, and an enjoyable dining experience for all attendees.

2. EVENT DETAILS

- **Event:** 2026 MCFN Staff Christmas Brunch
- **Date:** Friday, December 18, 2026
- **Location:** MCFN Community Centre, 659 New Credit Road, Hagersville, Ontario
- **Expected Attendance:** 285 guests
- **Doors Open:** 9:30 a.m.
- **Event Commencement:** 10:00 a.m.
- **Meal Service:** Approximately 10:30–11:00 a.m. (final timing to be confirmed)
- **Event Conclusion:** 12:00 p.m.

3. SCOPE OF CATERING SERVICES

The successful caterer will be responsible for providing catering services for approximately 285 guests, including:

- Preparation and delivery of all food items.

- Sufficient quantities to accommodate the anticipated attendance.
- Professional food presentation and buffet setup.
- Provision of serving utensils and necessary food service equipment. Including all necessary plates, cups and utensils for all staff.
- Maintaining appropriate food temperatures and food safety standards.
- Accommodating confirmed dietary restrictions and food allergies.
- Buffet replenishment throughout meal service.
- Cleanup and removal of catering-related equipment, supplies, and waste following service.

Please identify any additional services or requirements associated with your quotation.

4. MENU REQUIREMENTS & DIETARY ACCOMMODATIONS

The proposed menu should offer a variety of breakfast and brunch selections, including, but not limited to:

- Hot breakfast and brunch entrées.
- Potatoes and breakfast sides.
- Fresh fruit and/or vegetables.
- Breads, buns, pastries, and other accompaniments including condiments.
- Dessert options.
- Coffee, tea, juice, water, and other beverages.

Dietary Restrictions, Allergies & Special Meal Requirements

MCFN has staff members with various food allergies, intolerances, and dietary requirements. The successful caterer must be able to accommodate the following:

- Shellfish allergies.
- Fish allergies.
- Lactose intolerance and dairy-free options.
- Gluten-free options.
- Celiac disease (strict gluten-free preparation and prevention of cross-contamination).
- Vegan meal options.
- Vegetarian meal options.
- Diabetic-friendly and lower-sugar meal options.

Caterers must clearly identify how each of these dietary requirements will be accommodated within their proposed menu.

Food Allergy and Cross-Contamination Requirements:

- Clearly label all food items and identify common allergens.
- Ensure meals prepared for individuals with allergies or celiac disease are handled separately to prevent cross-contamination.
- Use separate preparation areas, utensils, and serving equipment where required.
- Confirm ingredient lists and provide accurate information regarding potential allergens.
- Clearly identify gluten-free, dairy-free, vegan, vegetarian, and diabetic-friendly selections.
- Provide individually prepared and labelled special meals where necessary.

Please identify any dietary accommodations that cannot be provided and outline any additional costs associated with special meal preparation.

MCFN will provide the caterer with confirmed dietary requirements and anticipated quantities in advance of the event.

5. STAFFING AND SERVICE REQUIREMENTS

Please confirm the following in your quotation:

- Number of catering staff who will attend the event.
- Whether staff will be available to assist with buffet service and replenishment.
- Required setup and preparation time.
- Estimated time required for cleanup.
- Any additional staffing or service fees.

The caterer must coordinate arrival and setup requirements with the MCFN event planning team in advance.

6. QUOTATION REQUIREMENTS

Quotations must include the following information:

1. Company name and contact information.
2. Proposed menu and meal selections.
3. Cost per person.
4. Total cost for 285 guests.

5. Delivery, setup, staffing, and cleanup fees.
6. Description of included equipment and serving supplies.
7. Dietary accommodation options.
8. Confirmation of availability for December 18, 2026.
9. Any additional costs or conditions.

Please provide an itemized quotation showing the full anticipated cost of catering services.

7. SUBMISSION OF QUOTATIONS

Interested catering companies are requested to submit their quotations to:

Mississaugas of the Credit First Nation
Attention: Amanda LaForme
Email: Amanda.laforme@mncfn.ca
Telephone: 905-768-2232 ext. 4803

Quotation Closing Date: Wednesday, December 2, 2026
Closing Time: 4:00 p.m.

Quotations must be submitted by email before the closing deadline.

Please use the following subject line when submitting your quotation:

RFQ – 2026 MCFN Staff Christmas Brunch Catering

For questions, clarification, or additional information regarding this RFQ, please contact Amanda LaForme at 905-768-2232 ext. 4803 or Amanda.laforme@mncfn.ca.

MCFN appreciates your interest in providing catering services for this year's Staff Christmas Brunch and looks forward to reviewing your submission.

8. EVALUATION AND SELECTION

Quotations will be reviewed and evaluated based on the following considerations:

- Overall cost and value.
- Quality and variety of proposed menu.
- Experience providing catering for large gatherings.
- Ability to accommodate dietary restrictions.
- Staffing, setup, and service arrangements.
- Availability and ability to meet event requirements.

MCFN reserves the right to accept or reject any quotation, waive minor irregularities, request additional information, or select the quotation that best meets the needs of the event.

Submission of a quotation does not guarantee the award of a contract.

MCFN appreciates your interest in providing catering services for this year's staff celebration and looks forward to reviewing your submission.

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Mississaugas of the Credit First Nation
2026 MCFN Staff Christmas Brunch Planning Committee