

CALL FOR SUBMISSIONS TO PROVIDE CATERING FOR MONTHLY COUNCIL FORUMS AND COUNCIL MEETINGS

INTRODUCTION

The Shire of Katanning is seeking submissions from experienced persons/organisations interested in providing catering at Ordinary Council Meetings and Council Forums.

MONTHLY MEETINGS AND FUNCTIONS

Council Forums

Held on the second Tuesday of each month except January; held at the New Shire of Katanning Administration Civic Building.

Catering Requirement

Buffet style meal with 2 to 3 mains options of seasonal dishes suitable for a sit down meal and 2 desert options. Meals generally required to be delivered at 6.30pm on the day.

Numbers for catering: 15 persons.

Ordinary Council Meetings

Held on the fourth Tuesday of each month except January; held at the New Shire of Katanning Administration Civic Building.

Catering Requirement

Stand up style meal with 3 to 4 options, seasonal platters and/or substantial finger food. Meals generally required to be delivered at 6.30pm on the day.

Numbers for catering: 15 persons.



KEY CONSIDERATIONS

Ability to provide consistent, quality meals that represent good value for money, Sound practice of food hygiene, good handling standards and compliance. Flexibility and adaptability to meet Council's needs.

FOOD PREPARATION/DELIVERY

Food should be prepared in advance in the caterer's kitchen and delivered onsite in appropriate serving dishes to the venue at the time and date agreed with the Shire. Menus will generally be agreed in advance with the Shire in the week prior to the event.

Council venues have limited warming ovens and refrigeration space so consideration should be given to the manner of keeping food hot/cold prior to serving.

VENUE AND EQUIPMENT

Address of the venue:

Shire of Katanning Administration Civic Building
52 Austral Terrace
KATANNING WA 6317

Equipment available:

- Bain Marie – 6 bay with gastronorm pans and lids
- Warming oven with trays and gastronorm pans

SUBMISSIONS

Interested persons are encouraged to provide the following in their submissions:

- Covering Letter stating your previous experience; and
- Sample menus/price per head.

Submissions close Friday 1 February 2019 addressed to:

Julian Murphy
Chief Executive Officer
Shire of Katanning
PO Box 130
KATANNING WA 6317

OR

Email: ceosec@katanning.wa.gov.au

FUTHER INFORMATION

Sophie Justins at the Shire Administration Office on 9821 999 or email ceosec@katanning.wa.gov.au.