

Request for Quote (RFQ)

For Volunteer Supper Catering

Rural Municipality of Pipestone	
RFQ No.:	RFQ 2026-04
Date of Issue:	August 28, 2026
Closing Date:	October 9, 2026, at 4:00 p.m. Central Time

1. Introduction

The Rural Municipality of Pipestone (the “Municipality”) is requesting quotations from qualified caterers to provide supper catering services for a volunteer appreciation event to be held at the Pipestone Hall on Thursday, December 3, 2026.

The Municipality anticipates approximately 140–180 guests. The final number of attendees will be confirmed with the successful caterer approximately one (1) week prior to the event.

The successful bidder will be responsible for providing all food, labour, equipment, transportation, and services necessary to deliver the meal in accordance with the requirements outlined in this Request for Quotation (RFQ).

2. Scope of Work

The work generally includes, but is not limited to, the following:

2.1 Meal Requirements

The successful bidder shall provide a buffet-style roast beef supper for approximately 140–180 guests, including:

- Roast beef, carved at the time of serving;
- Gravy;
- Potato dish of the caterer’s choice;
- Two (2) salads;
- Cooked vegetables;
- Dinner rolls;
- All required condiments;
- Dessert; and

- Any other items necessary to provide a complete and appropriate supper service.

2.2 Service Requirements

The successful bidder shall:

- Provide buffet-style meal service;
- Use the dishes and flatware provided by Pipestone Hall;
- Provide all food-service equipment and supplies required that are not provided by the Hall;
- Clear tables following the meal;
- Complete all required cleanup associated with the catering service, including washing dishes and returning the kitchen and serving areas to a clean and orderly condition;
- Provide all required labour for food preparation, serving, table clearing, and cleanup;
- Ensure the meal is prepared, transported, served, and maintained in accordance with applicable food safety requirements.

2.3 Attendance

The estimated attendance is **140–180 people**.

The Municipality will provide the successful bidder with the final confirmed number of guests approximately **one (1) week prior to the event**.

2.4 Bid Item #1 – Complete Catering Services

The bid price shall include all labour, mileage, food costs, supplies, services, equipment, transportation, preparation, serving, and cleanup necessary to complete the work described in this RFQ.

3. Deliverables and Timelines

Deliverable	Deadline
Provide supper catering services	December 3
Confirm final number of guests	Approximately one (1) week prior to event
Submit proposed menu	With quotation
Provide references from similar events	With quotation

The successful bidder shall coordinate with the Municipality regarding event timing, meal service, kitchen access, and other logistical requirements.

4. Bidder Responsibilities

The successful bidder shall be responsible for:

- All labour required to complete the work;
- All food and food preparation;
- Transportation and mileage;

- All required equipment and supplies not provided by Pipestone Hall;
- Meal preparation and service;
- Table clearing;
- Kitchen and serving area cleanup;
- Dishwashing;
- Compliance with all applicable health, food safety, employment, and other legislative requirements; and
- Any other costs necessary to successfully complete the services outlined in this RFQ.

The bidder shall clearly identify any exclusions or additional **costs** in their quotation.

5. Menu Requirements

Bidders shall submit a proposed menu with their quotation.

The proposed menu must meet the minimum meal requirements identified in Section 2 and should include sufficient detail for the Municipality to evaluate the proposed meal.

The Municipality reserves the right to discuss reasonable menu adjustments with the successful bidder prior to the event.

6. Evaluation Criteria

Total Price	90
Local	10
Total	100

Important:

4. Where two or more compliant quotes are evaluated as equal in terms of price, suitability, experience, and delivery, the Municipality reserves the right to grant preference and award the contract to a local supplier
5. The Municipality is not bound to accept the lowest-priced quote or any quote submitted. Quotes will be evaluated based on the criteria outlined in this document to achieve the best overall value for the taxpayers of the municipality.
6. For the purposes of this RFQ, a **“local supplier”** is defined as a business entity that holds a valid business license issued by the municipality, pays municipal property or business taxes to the municipality, and maintains a physical, operating office within the geographical boundaries of the Municipality. An operating office may be a home office.

7. Quote Requirements

8. Reservation of Rights

The RM of Pipestone reserves the right to:

- Accept or reject any or all quotes.
- Waive informalities or irregularities.
- Request clarification.
- Cancel or reissue the RFQ at any time.
- Award the contract in whole or in part if deemed in the Municipality's best interest.
- The Municipality is not bound to accept the lowest – priced quote or any quote submitted. Quotes will be evaluated based on the criteria outlined in this document to achieve the best overall value for the taxpayers of the Municipality
- Where two or more compliant quotes are evaluated equal in terms of price, suitability, experience, and delivery, the Municipality reserves the right to grant preference and award the contract to a local supplier

9. Submission Instructions

Closing Date and Time: October 9, 2026

Submission: Electronic or sealed hard copy submissions shall be delivered to:

Rural Municipality of Pipestone

Attention: **Tara Maxwell**, Recreation and Facility Manager

Box 99

Reston, MB R0M 1X0

Email: tara@rmofpipestone.com

Subject Line: “RFQ — Volunteer supper catering”

Late submissions will not be accepted.

10. Contact for Inquiries

All inquiries shall be directed in writing to:

Rural Municipality of Pipestone

PO Box 99

Reston, MB R0M 1X0

Email: tara@rmofpipestone.com

Phone: 204. 851. 1280

Questions will be accepted until 4:00 pm October 2, 2026

11. Quotes Validity

Quotes must remain valid for a minimum of **90 days** following the closing date.

12. Acceptance of Terms

Submission of a quote indicates that the Proponent has read and fully understands the terms, conditions, and requirements of this RFQ.

13. Pricing Form

Please attach a detailed proposed menu that meets the requirements outlined in Section 2 of this RFQ.

Description	Amount
Price per plate	\$
GST	\$
PST	\$
Total Per plate	\$

Company: _____

Contact Person: _____

Phone: _____

Email: _____

Authorized Signature: _____

Date: _____

References – Similar Catering Events:

Reference 1: _____

Contact: _____

Phone/Email: _____

Reference 2: _____

Contact: _____

Phone/Email: _____

—END—