EXPRESSION OF INTEREST FOR PROVISION OF RAMADAN FOOD SERVICES

Manitoba Islamic Association (MIA) is inviting interested Service Providers from the food, restaurant and catering industry to submit expressions of interest (EOI) for partnership in providing daily iftaars (breaking of the fast meal) during the holy month of Ramadan (expected June 7 to July 6, 2016).

You can call or visit the Waverley Mosque for clarification of requirements or background information regarding the kitchen space, equipment and furnishing.

In past years, community members and families sponsored iftaars and provided food. This lead to inconsistencies in the provision of the service and lead to difficulties in kitchen management.

For the upcoming month of Ramadan, MIA would like to organize daily public iftaars to ensure consistency and quality of iftaar offerings to the general community during the month of Ramadan in a cost-effective manner.

**Scope of Work**

Ultimately, the successful Service Provider will enter in a partnership agreement with MIA, where the Service Provider would undertake to manage the kitchen at MIA during the month of Ramadan, and provide iftaar for 50-100 people at the Waverley Mosque gym, daily. The number of people using the service can be significantly higher on certain occasions (for example, 27th night of Ramadan).

Please be advised that MIA see this invitation to make a business partnership proposal as part of the process of establishing a ‘best fit’ between the MIA and a suitable catering partner. Primary Goals of the Partnership are the following:

* To guarantee  catering services for iftaar during the month of Ramadan every day except for private events, in which case you will receive a 48-hour notice. The number of private events is not expected to be more than 8.
* Iftaar will need to be set-up and ready to go 10 min before prayer time and finish up by 11:00pm.
* Varied menus catering to different ethnic groups.
* Consistently high quality of food and service – appropriate dress attire for all staff.
* MIA reserves the right to terminate the contract at any time.

**What to include in your proposal**

Please address the following items in your expression of interest:

1. A brief overview of current business including scale of existing operation, current staffing levels, references and examples of  menus to be provided.
2. Type of service:  buffet, snack, dinner box, etc…
3. Pricing structure.
4. Proposed coordination between MIA staff and your staff especially for set-up and clean up.
5. Identify your suppliers. All meat products and food must be halal.
6. Smallware,  flatware,  stemware etc: requirements and replacement.
7. Receiving and storage.
8. Care and maintenance of existing MIA kitchen equipment.
9. Provide an outline of action plan for setting up a typical iftaar, with associated time lines.
10. Contingency planning with respect to food quantity in case of extra people.
11. Itemized list of meal courses to be provided during iftaars.
12. Cost per person served for given number of people. If the proposed cost per person changes with the number of attendees, provide such cost for each range of attendees (e.g., $8/person for iftaar for 50-100 people; $7/person for iftaar for 101-150 people; etc.)

Feel free to discuss other factors or issues that are relevant to your proposal.

You can call the MIA office (204-256-1347 between 10:00 – 3:00 pm Mon-Thurs) or visit the Waverley Mosque for background information regarding the kitchen space available, equipment and furnishing, as well as the spaces in which events are to be held.  Thank you for your time and interest.

**Closing Date**

Please submit your proposal by no later than **3 pm April 29, 2016.**

Proposals should be mailed/emailed or dropped off to the following address:

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