

Request for Tender (RFT):

2026 Business Awards - Catering

Issue Date: 12 June 2026

Catering

The **Mount Gambier Chamber of Commerce** invites experienced and high-capacity catering providers to submit a tender for our prestigious biennial event. This black-tie event celebrates excellence in our local business community and requires a catering partner capable of delivering a premium, seamless dining experience.

Event Name: 2026 Mount Gambier and Districts Business Awards

Date: Friday 6th November 2026

Venue: Wulanda Recreation and Convention Centre

Expected Attendance: 400–600 guests

Format: Black-tie Gala, Formal Seated Dinner

Scope of Services

The successful tenderer will be responsible for the end-to-end management of the food service, including:

Menu Design: A formal **3-course meal** delivered via **alternate drop** (2 choices per course: Entrée, Main, and Dessert) guests to be served pre-service items; fresh bread rolls with butter prior to the first course.

Dietary Management: Complete oversight and professional handling of all dietary requirements (e.g., GF, Vegan, Nut-free) with a clear system for identification and service.

Staffing: Provision of a full culinary team and professional waitstaff. Personnel must be experienced in large-scale (500+ cover) formal service to ensure pace and quality are maintained.

Waste Management: Removal of all catering-related rubbish from the site. The kitchen must be returned to its original "as found" state.

Facilities & Logistics provided by the Venue

Feature	Details
Furnishings	Tables, chairs, tablecloths, linen napkins, and one wine glass per person.

Equipment	2x Commercial ovens, 2x stoves, 1x grill, Bain-marie, plate warmer, and bench heat lamps.
Sanitation	3x sinks, 3x wash basins, and a commercial dishwasher.
Storage	Full access to on-site freezer and cool room.
Tableware	All crockery and cutlery are provided by the venue.

Logistical Note: The primary commercial kitchen is located upstairs. Proponents should consider the movement of food/staff in their planning. Alternatively, the downstairs Green Room may be utilised for prep, or external catering vans may be positioned outside (external power available).

Submission Requirements

Tenderers are required to provide:

1. **Proposed Menu:** A sample 3-course menu highlighting local Limestone Coast produce where possible.
2. **Company Profile:** Evidence of previous experience managing formal events of 500+ guests.
3. **Logistics Plan:** A brief outline of how you will manage the kitchen-to-table flow (given the upstairs location) or your preference for using the Green Room/external van.
4. **Pricing:** A comprehensive per-head cost (inclusive of GST), detailing any additional costs.

Evaluation Criteria

Submissions will be assessed based on:

- **Price and Value for Money:** Competitive pricing that reflects the quality of service.
- **Quality & Creativity:** Alignment of the menu with a high-end, black-tie aesthetic.
- **Capacity:** Demonstrated ability to execute high-volume service without compromising quality.
- **Local Impact:** Preference may be given to providers who support local suppliers.
- **Professionalism:** Evidence of robust food safety and staffing management plans.

Key Dates & Contact

- **Tender Closing Date:** Friday 26 June 2026

- **Site Visit (Optional):** Available by appointment at Wulanda.
- **Submissions:** Please email your proposal to events@mountgambierchamber.com.au with the subject line: *Tender Submission: 2026 Business Awards Catering*.