1. **Purpose of Request**

Branding Brand Inc, is looking for a qualified vendor to provide Catering Services and Meals to be served once a day for one hundred twenty (120) individuals based on attendance for the time period of 02/01/2013-02/01/2014. The proposal should include a lunch menu that will be served between 12:30 and 1 pm. for lunch. We are looking for $5 per person per meal for a total of $150,000.00 per year. Please provide a sample of the lunch menus suggested that should be inclusive in the proposal. All meals should include all condiments and serving utensils. The proposal should include delivery, set-up, serving, and clean-up.

**II. Time Schedule**

Branding Brand will maintain the following time schedule and select a qualified vendor for a catering services proposal on Friday, January 18, 2013.

Deadline for Submission of Proposal January 25, 2013

RFP Award Notification January 30, 2013

**III. Instructions to Proposers**

A. All proposals must be submitted to:

*Branding Brand, Inc*

*Attn: Bridget Will*

*2313 East Carson St*

*Suite 100*

*Pittsburgh, PA 15203*

*(412) 567-4903*

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner, RFP – Catering and Meal Services – Branding Brand. All proposals must be received by 5:00 pm on January 25, 2013 at which time they will be opened.

No faxed or telephone proposals will be accepted.

C. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request.

Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

D. Branding Brand will answer any questions and notify the selected vendor on

January 30, 2013.

E. All proposals must include the following information:

1. The names of individuals from those firms who will be working on the project and their areas or responsibility.

2. Provide an accurate mailing address of the firm or organization.

3. Itemize breakdown of the meals and services provided.

4. Proposal must represent the final pricing including, additional fees, discounts, rebates, and taxes.

5. Timeline and schedule the catering services will be provided.

6. Provide a sample menu and calendar showing the days the meals will be served.

7. Indicate that all quotes are good for 365 days.

8. Must include daily vegetarian meal options and a special consideration will be given if the proposal gives nutritional information for the daily meal.

**V. Terms and Conditions**

1. Branding Brand reserves the right to reject any and all quotes and to waive minor irregularities to any proposal.
2. Branding Brand reserves the right to request clarification of information submitted and to request additional information from the vendor.

C. Branding Brand reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within fourteen (14) days after the award of the contract has been announced.

D. Branding Brand shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFP.

E. All quotes, documents, and forms will become the property of Branding Brand upon delivery and acceptance of the sealed proposal.

**VI. Scope of Work**

1. Please provide a sample menu.