



EXPRESSION OF INTEREST

CATERING FOR CARNARVON & CORAL BAY VOLUNTEER AWARDS NIGHT

CLOSING DATE & TIME:
FRIDAY, 25 SEPTEMBER AT 5PM WST

EXPRESSION OF INTEREST

The Shire of Carnarvon invites Expression of Interest from suitably experienced catering providers to supply Canapes, Dinner and Dessert for the Carnarvon and Coral Bay Volunteer Awards Night, to be held on Saturday 5 December at the Carnarvon Civic Centre, Woolshed.

The event will celebrate and recognise the outstanding contribution of volunteers across the Carnarvon and Coral Bay communities. The Shire is seeking catering providers who can deliver high-quality, fresh and appealing food that complements the formal nature of the event.

CATERING REQUIREMENTS

Shire is seeking Expression of Interest for one or more of the following catering components:

- Canapés
- Full sit-down dinner
- Dessert

EOI respondents do not need to provide a quotation or menu proposal for all three components. Providers may submit a EOI for one, two or all three components.

The Shire reserves the right to:

- Select one provider for all catering components; or
- Select different providers for individual catering components; and
- Accept or reject any or all components of an EOI

The Shire is not obligated to award the entire catering package to a single provider.

EVENT DETAILS

Event: Carnarvon and Coral Bay Volunteer Awards Night

Date: Saturday, 5 December 2026

Location: Carnarvon Civic Centre, Woolshed

Expected Attendance: Approximately 150 guests

Service Style: Welcome Canapés, full sit-down dinner and dessert

Event Type: Community Volunteer Awards/Formal Dinner

For the purposes of this EOI, quotations should be based on an estimated attendance of 150 participants. Please note that final numbers may vary and may be above or below this estimate.

SUMBISSION REQUIREMENTS

Respondents are invited to provide the following information for each component they wish to be considered for:

Canapés

- Proposed canapé options and quantities per guest.
- Pricing per person.
- Details of any staffing, equipment or serving requirements.

Dinner

- Proposed dinner options/menu.
- Pricing per person.
- Details of inclusions, including sides, salads, bread or other accompaniments.
- Details of serving and staffing arrangements.

Dessert

- Proposed dessert options.
- Pricing per person.
- Details of any serving or presentation requirements.

Providers may submit a proposal for one, two or all three catering components.

Where a provider does not wish to nominate a specific menu item, they may provide a range of options or describe their proposed approach. The Shire may work with the successful provider to finalise the menu following selection.

DIETARY REQUIREMENTS

The successful catering provider will be required to accommodate reasonable dietary requirements, including vegetarian, vegan, gluten-free and food allergies.

Respondents should outline their ability to accommodate dietary requirements and any additional costs that may apply.

SUBMISSIONS

Expressions of Interest should include:

1. Provider/business name and contact details.
2. Relevant experience and examples of similar events catered.
3. The catering component(s) being proposed.
4. Proposed menu/options, where applicable.
5. Pricing per component, per person.
6. Details of dietary requirements that can be accommodated.
7. Any additional costs, inclusions or conditions.
8. Any relevant food safety, insurance or business registration details

SELECTION CRITERIA

CRITERIA	WEIGHTING
Quality and suitability of proposed food	30%
Value for money	25%
Relevant experience and capability	20%
Ability to meet dietary and food safe requirements	15%
Service delivery and staffing arrangements	10%
TOTAL	100%

ENQUIRIES AND SUBMISSION DETAILS

EOI Submissions close Friday, 25 September 2026 at 5pm. Submissions must be emailed through to tipton.h@carnarvon.wa.gov.au. For additional Information please contact Helen Tipton for more information on (08) 9941 0000 or via email tipton.h@carnarvon.wa.gov.au.

The Shire of Carnarvon thanks all providers for their interest in supporting the Carnarvon and Coral Bay Volunteer Awards Night and celebrating the valuable contribution of volunteers within our community.