



**Nottawasaga Valley Conservation Authority**  
**REQUESTS FOR QUOTE (RFQ) 04/2022**  
**FOR EVENT AND WEDDING DJ SERVICE PROVIDER**

Proposals will be received by the undersigned on behalf of the Nottawasaga Valley Conservation Authority (NVCA) as follows:

Bidders are required to email a PDF submission with the subject line "Confidential – RFQ 04/2022 Event and Wedding DJ Service Provider".

**The completed proposals will be received until 2:00 p.m. EST on Wednesday October 5<sup>th</sup>, 2022 by:**

Kyra Howes  
Manager, Lands & Operations  
Nottawasaga Valley Conservation Authority  
8195 8th Line, Utopia, ON, L0M 1T0  
via email at: [khowes@nvca.on.ca](mailto:khowes@nvca.on.ca)

This time and date will be deemed to be the closing of the submission. Late submissions will not be considered.

Note that the lowest proposal will not necessarily be successful or accepted. NVCA reserves the right to accept any submission or to reject any or all submission.

Only the successful submission will be contacted.

For more information or for a copy of this document in an alternative format, please contact NVCA at 705-424-1479 or [admin@nvca.on.ca](mailto:admin@nvca.on.ca).

## OVERVIEW

The Nottawasaga Valley Conservation Authority (NVCA) hosts weddings and events throughout the year at the Tiffin Conservation Area and the Fort Willow Conservation Area. NVCA is looking for an Event and Wedding DJ Service Provider for the Tiffin Conservation Area.

The Event and Wedding DJ Service Provider are for clients who have purchased the Tiffin Wedding Services Package and will not be the exclusive service provider for all weddings or events hosted at Tiffin.

The service provider must be legally registered to work in Ontario and have insurance appropriate for the services provided.

Pricing must include:

- Individual (per event) pricing which includes:
  - DJ services for reception;
  - DJ services for ceremony (own power must be supplied for most sites);
  - MC for announcements during reception
  - Optional to include – Visual effects for reception (lights, etc.) to describe

**\*NVCA will not be responsible for any lost/damaged items.**

### **Cancellation of Request for Proposal**

NVCA reserves the right to cancel the RFP at any point in the process without liability.

### **Form of the Proposals**

All Proposal submissions must be upon the Bid Form contained herein and be signed by an individual who has the authority to make the bid on behalf of the business/individual and able to bind the business to the contents of the proposal.

**Event and Wedding DJ Service Provider Request for Quote Bid Form**

I/We, hereby confirm that I/we have authority to make this declaration on behalf of \_\_\_\_\_ (company name/ proponent) and to bind the Company to the contents of the Proposal.

I/We hereby confirm, having carefully reviewed the Request for Quote, that we are able to provide the services as specified in accordance with the RFQ.

I/We do hereby quote to supply all necessary labour, material and equipment to fulfil the contract obligations at the fee provided within our proposal:

Proposal submitted by:

\_\_\_\_\_

Business Name (if applicable)

\_\_\_\_\_

Name of Contact

\_\_\_\_\_

Address

\_\_\_\_\_

City/Town and Postal Code

\_\_\_\_\_

Email and phone

\_\_\_\_\_

Date of Submission

## Description of services:

Item	Cost
Pre-event consultation with clients	
DJ Services for reception (music & equipment), set up either Friday eve or Saturday afternoon	
DJ Services for reception (own power must be supplied for most sites, provide equipment)	
MC for announcements during reception	
Optional to include – Visual effects for reception (lights, etc.) to describe below	
Transportation to/from the Tiffin Conservation Area	

## Description of visual effects:

## Notes:

Nottawasaga Valley Conservation Authority

**SUBMISSION FORM**

Event and Wedding DJ Service Provider RFQ 04/2022

I/We \_\_\_\_\_

**SIGNATURES**

For the DJ

Consultant/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_