**TENDER RESPONSE DOCUMENT (TRD)**

***Insert School Logo***

***Insert School Name***

***School Roll Number:***

|  |  |
| --- | --- |
| **Award of a Contract for** | **The provision of Catering Services to ……** |
| **Procedure** | **Open Procedure** |
| **Contracting Authority:** | **Board of Management of** |
| **Issue Date** |  |
| **Closing Date / Time for receipt of Tenders** |  |
| **Name of Tenderer** |  |

Contents

[Instructions For Completion 3](#_Toc157095178)

[Section 1- Selection Criteria 4](#_Toc157095179)

[Part 1- Site Visit (If Applicable) 4](#_Toc157095180)

[Part 2- General Information Relating to the Tenderer 5](#_Toc157095181)

[Part 3- Legal Compliance 6](#_Toc157095182)

[Part 4- Economic and Financial Capacity 10](#_Toc157095183)

[SECTION 1 14](#_Toc157095184)

[PART 5 - CERTIFICATION 14](#_Toc157095185)

[Part 5- Technical and Professional Ability 18](#_Toc157095186)

[Part 6- Certification 23](#_Toc157095187)

[Part 7- Staffing 26](#_Toc157095188)

[Section 2- Qualitative Award Criteria 1](#_Toc157095189)

[Section 3- Payment of Utilities (If Applicable) 19](#_Toc157095190)

Instructions For Completion

Tenderers must ensure they complete this document in full.

Where there is a discrepancy between the contents / instructions in this document and the Call to tender, the Call to tender will take precedence. Please ensure you contact the Contracting Authority and they may decide to issue an updated Tender Response Document.

Tenderers must follow the instructions contained in this document in relation to attachments, word limits, etc.

Tenderers must refer to the Call to tender document for the minimum rules of the competition.

In relation to self-declared information, the tenderer must, when requested by the Contracting Authority, furnish the evidence of compliance within seven (7) days of the request.

Section 1- Selection Criteria

Tenderers will either pass OR fail each of the Selection Criteria in this section 1 (Part 1 – Part 7).

In the event of one or more of the Selection Criteria achieving a fail, the Tenderer will be excluded from participating in this Competition

Part 1- ***Site Visit (If Applicable)***

|  |  |
| --- | --- |
| **We confirm that we attended a mandatory site visit as part of this tender for the provision of catering services (If applicable)** | |
| **Date of Site Visit:** |  |
| |  |  | | --- | --- | | **Company Name:** |  | | **Name of Rep** |  | | **Signature:** |  | | |

***Part 2- General Information*** Relating to the Tenderer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tendering Party Name: | | | | |
|  | | | | |
| Contact Person: | | | | |
|  | | | | |
| Position: | | | | |
|  | | | | |
| Address: | | | | |
|  | | | | |
| Phone: | | | | |
|  | | | | |
| Email: | | | | |
|  | | | | |
| Website: | | | | |
|  | | | | |
| Date of Establishment, if applicable | VAT Registration No: | | | |
|  |  | | | |
| Legal Structure – partnership, limited company, DAC, etc. | Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC | | | |
|  | Yes |  | No |  |
| Definition as per 2003/361/EC The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million. | | | | |

|  |  |  |
| --- | --- | --- |
| Name of other parties forming part of the tender submission: | | |
| Name: | Proposed Role | Confirmation Relevant information provided for each party |
|  |  |  |

Part 3- Legal Compliance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm that I have completed the art. 57 declaration contained in this section, and I acknowledge that any changes in the circumstances confirmed in this declaration will be notified immediately to the Contracting Authority | Yes |  | No |  |
| I confirm that by completing this Tender Response Document that any information self-declared is true and accurate and that evidence will be supplied promptly on request. | Yes |  | No |  |
| SIGNED: |  | | | |
| NAME: |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION RE: PERSONAL CIRCUMSTANCES AS PER ART. 57 OF DIRECTIVE 2014/24/EU**  **Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).** | | | |
| * 1. **Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?** | | **Please indicate your answer by marking ‘X’ in the relevant box** | |
| **YES** | **NO** |
| 1.1. a | participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA; |  |  |
| 1.1. b | corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established; |  |  |
| 1.1. c | fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests; |  |  |
| 1.1. d | the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence; |  |  |
| 1.1. e | the subject of a conviction for money laundering or terrorist financing; |  |  |
| 1.1. f | the subject of a conviction of child labour and other forms of trafficking in human beings; |  |  |
| **Non-payment of taxes or social security obligations**   * 1. Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions?   **Note:** If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. | | **‘X’ in the relevant box** | |
| **YES** | **NO** |
| 2.1. a | has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU; |  |  |
| 2.1. b | is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; |  |  |
| 2.1. c | is guilty of grave professional misconduct which renders its integrity questionable; |  |  |
| 2.1. d | has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 2.1. e | has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 2.1. f | confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures; |  |  |
| 2.1. g | has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions. |  |  |
| 2.1.h | * is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or |  |  |
| * has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or |  |  |
| 2.1. i | has undertaken to:   * unduly influence the decision-making process of the contracting entity, obtained confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or * negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

Part 4- Economic and Financial Capacity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tax Clearance** | | | | **Please confirm YES/NO** | |
| I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue’s online facility at <http://www.revenue.ie/en/online/tax-clearance.html> To this end, please confirm: | | | | Yes |  |
| No |  |
| Applicant Name: | |  | | | |
| Applicant PPSN/ Tax Reference Number | |  | | | |
| Access Number | |  | | | |
| OR  I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents) | | | | | |
| Registration Number |  | Certificate Number |  | | |
| OR  I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request | | | | Yes |  |
| No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurances** | | | | |
| I confirm that we have the following insurances in place | | | | |
| Insurance Type | | Level in Place | Details of Any Excess | Expiry Date |
| Employers Liability | | €12.7m million for any one claim or series of claims arising out of a single occurrence (where required). |  |  |
| Public Liability | | €6.5m million for any one claim or series of claims arising out of a single occurrence (where required). |  |  |
| Product Liability | | €6.5 million for any one claim or series of claims arising out of a single occurrence. |  |  |
| **AND** | | | | |
| I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be able to put the required forms and levels of insurances required in place. | | | |  |
| **AND** | | | |  |
| I confirm that I will provide the following promptly on request:   * evidence of insurances in place or * letter from Insurance Broker confirming that the required levels could be put in place if successful | | | |  |
| **Signed** |  | | | |

|  |  |
| --- | --- |
| This Declaration is made for the benefit of the Contracting Authority  I certify that the information provided in this declaration (A, B & C) is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of: | |
| NAME OF ECONOMNIC OPERATOR |  |
| SIGNED: |  |
| NAME: |  |
| Date: |  |

Where tenderers do not yet conform to;

* Regulation EC/834/2007 on food stemming from organic agriculture ([https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:189:0001:0023:EN:PDF](http://health.gov.ie/wp-content/uploads/2017/09/nutrition-guidelines-full.pdf?uri=OJ:L:2007:189:0001:0023:EN:PDF))
* Food supplied is produced according to fair trade principles (as defined by the [http://www.europarl.europa.eu/sides/getDoc.do?objRefId=124435&language=MT](http://www.etenders.gov.ie?objRefId=124435&language=MT)
* Sustainable Energy and Waste Management

|  |
| --- |
| They should give details of the commitment to, and timescales for achieving the requirements involved, in the text box below; |
|  |

|  |
| --- |
| In addition, Tenderers may, if they so wish, submit any other quality awards of high standards, quality assurance and environmental management in support of their proposal Please complete the list of these if applicable, in the text box below; |
|  |

Part 5- Technical and Professional Ability

All Tenderers must confirm, and declare that they satisfy the Selection Criteria, that they have successfully delivered three contracts involving catering services of a similar nature to those detailed in Appendix 1 of the RFT in the last three years.

Evidence Required

The following documents or information **must** be provided as evidence of compliance with the technical and professional capacity criteria;

List and describe details of the principal services provided in the past 3 years, (public or private), similar in nature, scale and value to the services being sought in this competition - a minimum of two examples of those confirmed must be provided. Please complete the following information for each referenced contract;

|  |  |
| --- | --- |
| Reference contract #1 |  |
| Client Name |  |
| Contact Name |  |
| Contact Position in the Company |  |
| Contact Number |  |
| Contact Email address |  |
| Detailed contract description |  |
| Contract start date, duration and completion date |  |
| Volume of meals sold daily, and the range of food provided |  |
| Operating hours per day/per week and staffing resources to meet the demand |  |
|  | |
| Outline how this contract is comparable with the subject matter of the contract being tendered. | |
|  | |

|  |  |
| --- | --- |
| Reference contract #2 |  |
| Client Name |  |
| Contact Name |  |
| Contact Position in the Company |  |
| Contact Number |  |
| Contact Email address |  |
| Detailed contract description |  |
| Contract start date, duration and completion date |  |
| Volume of meals sold daily, and the range of food provided |  |
| Operating hours per day/per week and staffing resources to meet the demand |  |
|  | |
| Outline how this contract is comparable with the subject matter of the contract being tendered. | |
| Volume of  old daily, and the range of food provided | |

|  |  |
| --- | --- |
| Reference contract #3 |  |
| Client Name |  |
| Contact Name |  |
| Contact Position in the Company |  |
| Contact Number |  |
| Contact Email address |  |
| Detailed contract description |  |
| Contract start date, duration and completion date |  |
| Volume of meals sold daily, and the range of food provided |  |
| Operating hours per day/per week and staffing resources to meet the demand |  |
|  | |
| Outline how this contract is comparable with the subject matter of the contract being tendered. | |
|  | |

|  |
| --- |
| Their experience in providing certified organic and seasonal menu options ([Fruit & Vegetables - What's In Season - Bord Bia](https://www.bordbia.ie/whats-in-season/)) |
|  |

|  |
| --- |
| Their experience in operating an environmental management system for catering services, including for example, energy and waste management. |
|  |

|  |
| --- |
| Details of the structure of the organisation (including the number of staff) and subcontractors and those planned for this specific contract. |
|  |

Part 6- Certification

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | A) Declaration regarding Statutory Obligations  Do you confirm that you are fully compliant with the following legislation or equivalent legislation in your country of establishment/operation? | | | | | | Employment Equality Acts 1998-2011 | Yes |  | No |  | | Equal Status Acts 2000-2011 | Yes |  | No |  | | National Minimum Wage Act 2000 as amended | Yes |  | No |  | | Disability Act 2005 | Yes |  | No |  | | We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards. | Yes |  | No |  | | | | | |
| B) If appointed, you agree to put in place the following standards based on the HACCP regulations as detailed in respect of | | | | |
| Cleaning and Sanitation | Yes |  | No |  |
| Personal Hygiene and Training | Yes |  | No |  |
| Deliveries, Storage, Distribution and Transport | Yes |  | No |  |
| Sustainable Energy and Waste Management | Yes |  | No |  |
| Zoning (separation of activities to prevent potential food contamination) | Yes |  | No |  |
| Management of Allergens and customer facing declarations on same | Yes |  | No |  |

The standards above are based on the requirements for a food business as outlined in the applicable legislation and standards below and in the FSAI Guidance notes currently in place (www/fsai.ie)

* Regulation EC/834/2007 on organic production and labelling or organic products (<https://www.fsai.ie/uploadedFiles/Legislation/Food_Legisation_Links/Organic_foodstuffs/Reg834_2007.pdf>
* Food supplied produced according to fair trade principles (as defined by the [The 10 Principles of Fair Trade « WFTO Europe (wfto-europe.org)](https://wfto-europe.org/the-10-principles-of-fair-trade/)
* Regulation EC/852/2004 on Hygiene of Foodstuffs (guidance on compliance can be found in I.S. 340:2007)
* Regulation (EU) No 1169/2011 Food Information (Labelling)
* Regulation SI. 489/2014 on Allergan Labelling
* Regulation EC 178/2002 Traceability and Recall

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C) If appointed, you agree to implement recommendations as outlined in: | | | | |
| Green Tenders – An Action Plan on Green Public Procurement Guide, Chapter 9 (https://www.etenders.gov.ie/Media/Default/SiteContent/LegislationGuides/13.%20Green%20Tenders%20-%20An%20Action%20Plan%20on%20Green%20Public%20Procurement.pdf) | Yes |  | No |  |
| New Directive on Healthy options in food (Calorie Counting) | Yes |  | No |  |
| * We have procedures in place to ensure that our Subcontractor Providers, if any are used for this contract, apply the same standards. | Y e s |  | No |  |

|  |  |
| --- | --- |
| This Declaration is made for the benefit of the Contracting Authority  I certify that the information provided in this declaration (A, B & C) is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of: | |
| NAME OF ECONOMNIC OPERATOR |  |
| SIGNED: |  |
| NAME: |  |
| Date: |  |

Where tenderers do not yet conform to;

* Regulation EC/834/2007 on food stemming from organic agriculture ([https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:189:0001:0023:EN:PDF](http://health.gov.ie/wp-content/uploads/2017/09/nutrition-guidelines-full.pdf?uri=OJ:L:2007:189:0001:0023:EN:PDF))
* Food supplied is produced according to fair trade principles (as defined by the [http://www.europarl.europa.eu/sides/getDoc.do?objRefId=124435&language=MT](http://www.etenders.gov.ie?objRefId=124435&language=MT)
* Sustainable Energy and Waste Management

|  |
| --- |
| They should give details of the commitment to, and timescales for achieving the requirements involved, in the text box below; |
|  |

|  |
| --- |
| In addition, Tenderers may, if they so wish, submit any other quality awards of high standards, quality assurance and environmental management in support of their proposal Please complete the list of these if applicable, in the text box below; |
|  |

Part 7- Staffing

Service Providers will always be expected to apply adequate staffing resources to meet the demands of the service. In addition, the staff nominated to operate at the school must:

* have undergone the relevant training in accordance with the standards published by the National Standards of Ireland (NSAI) (or equivalent) which are available at [www.nsai.ie](http://www.nsai.ie/) and summarised hereunder:

1: Food Safety Training Level 1: Induction Skills or equivalent

2: Food Safety Training Level 2: Additional Skills or equivalent

3: Food Safety Training Level 3: Food Safety Skills for Management (Food Service, retail and manufacturing sectors)

**EVIDENCE REQUIRED**:

* Staff must have minimum of 1 years’ experience working in food provision/preparation.
* All staff must undergo Garda vetting procedures. A list of these staff should be provided to the School Principal upon award of contract and only those who complete their Garda vetting to the satisfaction of include the school name here will be permitted to work on the premises.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * All Tenderers must demonstrate that the staff proposed/hired be technically and professionally qualified to the standards above referenced one to three.   - Number of Staff planned for this specific contract & their experience working in food provision/preparation, by completing the details below; | | | | |
|  | | | | |
| All staff proposed will have completed their Garda vetting before being permitted to work on the premises. | Y e s |  | No |  |

Section 2- Qualitative Award Criteria

Only those Tenderers who have qualified in accordance with the selection criteria of this RFT, set out in section 1 above will proceed to be evaluated under this, award criteria, section 2 of this tender response document. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Authority. Any award of notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer. The Contracting Authority may cancel this public procurement competition at any time prior to a formal written contract being executed by or on behalf of the Contracting Authority. The Contracting Authority does not bind itself to accept the lowest priced or any Tender.

The contract is being awarded using the following qualitative related criteria. Tenderers should ensure that they have submitted enough relevant information to allow their tenders to be assessed under each of the award criteria set out below. Responses are required through completion of the Tender Response Document which accompanies this document. The Catering Contract will be awarded based on the most economically advantageous tender as identified in accordance with the following criteria:

1000 marks are available in this section. Each sub-criteria are of equal marks unless stated otherwise.

All information provided by each tender will be evaluated and assigned points based on the following weighted criteria:

Tenderers should clearly understand that their proposal must achieve a **minimum score equal to or greater than 60%** of the marks available in each of the service delivery criteria (i.e., award criteria **A, B and C**)to avoid elimination from this competition. Those who meet the minimum scoring requirements of award criteria A, B & C above will be eligible to present to the evaluation committee on their proposal based on the points highlighted in the colour blue in the RFT (pg35), mentioned from the requirements to be met in ‘**4. Scope of Contract’** of the RFT document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Qualitative Criteria** | **Weighting** | **Maximum Score** | **Minimum Score Required** |
| **A.** | **Quality of Service Provision & Variety of Items Proposed** | **50%** | **500 marks** | **300 marks** |
| **B.** | **Health, Safety & Environment** | **30%** | **300 marks** | **180 marks** |
| **C.** | **Contract Performance Management & Reporting** | **10%** | **100 marks** | **60 marks** |
| **D.** | **Presentation Meeting** | **10%** | **100 marks** | **N/A** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Weighting** | **Max. Score** | | **Min. Score** | |
| **A.Quality of Service Provision & Variety of Items Proposed**  Tenderers will be assessed on their demonstrated understanding of the specific needs, the range and variety of menus proposed along with their explanations of how the menus promote the intake of more nutritionally balanced products. All proposed product range must comply with those set out in the requirements. | **50%** | **500 marks** | | **300 marks** | |
| Each of these sub-criteria are of equal marks unless stated otherwise.   1. Each Tenderer is required to document each step, in **words and imagery** in relation to **operation of the service on a typical school day** in providing a catering service to this school. All these steps should be addressed comprehensively.   Maximum marks available 300 marks (30 marks each)  The response should include but is not limited to;Type/insert response here:   |  |  |  | | --- | --- | --- | | the flexible advance ordering options |  |  | | Type/insert response here: | | | | - food preparation for the specific requirements |  |  |   Type/insert response here:   |  |  |  | | --- | --- | --- | | - packaging/containers/procedures for keeping the food at optimum temperatures before & while delivery is taking place |  |  |   Type /insert response   |  |  |  | | --- | --- | --- | | - delivery to the designated areas |  |  |   Type /insert response:  T   |  |  |  | | --- | --- | --- | | - serving |  |  |   Type /insert response:   |  |  |  | | --- | --- | --- | | - cleaning |  |  |   Type /insert response:   |  |  |  | | --- | --- | --- | | - waste management plan |  |  |   Type /insert response:   |  |  |  | | --- | --- | --- | | - sustainability plan, in particular a commitment to reducing plastics and non- recyclable materials in package and food service. |  |  |   Type /insert response   |  |  |  | | --- | --- | --- | | - payment, including a sample paperwork & invoicing. |  |  |   Type /insert response   |  |  |  | | --- | --- | --- | | - - any key challenges envisaged in any or all the steps. |  |  |   Type /insert response   |  | | --- | | **The plan must be further demonstrated by including their overall approach comprehensively to the following requirements:** |  1. The variety on offer   Meat and Meat Alternatives  Seasonal fruit and vegetables  Other food items on offer, including accommodating those with food intolerances, and allergies, available for breakfast and dinner (hot & cold) per day, per week and per season, to minimise menu fatigue. These must be demonstrated in the menu plans to be submitted in response to this criterion, for **each season** for the prices stated as part of this evaluation.  For the purposes of the menu plans, tenderers are asked to focus on those options upon which funding has been allocated, for each season.  Maximum marks available 150 marks.  Type/insert response below   |  | | --- | | **How they plan to maximise and maintain a high standard of quality, freshness and preserve the nutritional content of food items proposed.** |   Maximum marks available 50 marks.  Type/insert response below | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **B.Health, Safety & Environment** | **30%** | **300 max marks** | **180 min. marks** | | A. Tenderers are required to demonstrate how they propose to meet the requirements of the schools in regard to health and safety standards. Responses are to include but are not limited to;   * Alignment of suppliers/partnerships that can be formed locally * Demonstration of site familiarisation in light of bespoke service requirements * Highlight any potential challenges envisaged | **15%** | **150 marks** | **90 marks** |   Type/insert response below:   |  |  |  |  | | --- | --- | --- | --- | | b. The proposal should also further address the Tenderer’s method for adhering to legislation relevant to health and safety and the environment, training and support given to their staff (in relation to greater use of sustainable food), specific to the food service industry when performing the services. | **10%** | **100 marks** | **60 marks** |   Type/insert response below:   |  |  |  |  | | --- | --- | --- | --- | | c. How the Tenderer proposes to manage and resolve any complaints/incidents in relation to (but not limited to) food products, foreign materials or customer complaints of a medical nature (i.e., food borne illness). | **5%** | **50 marks** | **30 marks** |   Type/insert response below: | | | | | |
| **C.Contract Performance Management & Reporting** | **10%** | | **100 max. marks** | | **60 min. marks** |
| |  |  |  |  | | --- | --- | --- | --- | | Each Tenderer is required to provide a clear procedure for their contract performance management and reporting, which must include but not be limited to the following:   1. Resourcing, and how additional staff are organised to cover during staff holidays and sickness. | **6%** | **60 marks** | **36 marks** |   Type/insert response below:   |  |  |  |  | | --- | --- | --- | --- | | 1. Proposal for engagement and reporting, in line with those set out in the requirements, including escalation procedures to senior management of contract management and service issues to the Contracting Authority. | **4%** | **40 marks** | **24 marks** |   Type/insert response below: | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **D. Presentation Meeting** | 10% | 100 | **N/A** | | Tenders must meet the minimum requirements of evaluation of key award criteria (Criterion A, B & C), to be eligible to present to the evaluation committee on their proposal based on the points highlighted in the colour blue, mentioned in ‘4. Scope of Contract’ of the RFT document.  The presentation will need to take place in the school at a time and date yet to be determined. Three (3) working days’ notice of the presentation will be provided to the invited tenderers. Each invited tenderer will be offered 40 minutes upon which they will be marked out of a maximum (100) marks for their presentation of:  Their demonstration of (1) in criterion A, for example their proposal for the pre-order options, management and operation of the food service, delivery to designated rooms, waste management & invoicing arrangements (no marks available).  A sample of the proposed menu food options (hot and cold), reflective of the plan submitted in response to criterion A (2) above, to include vegetarian and food intolerances/allergies (e.g. gluten-free) options (no marks available).  Their proposal as to managing menu fatigue, optimal nutritional content of foods proposed and the healthy eating focus (maximum 100 marks available) | | | | | | | | | |

Section 3- Payment of Utilities (If Applicable)

|  |  |
| --- | --- |
| Instructions | Where school meals are prepared on site and school utilities are used, a nominal contribution may be negotiated between the school and successful service provider. |
| Tenderer’s Response | |
| FORM OF TENDER | |

THIS FORM OF TENDER MUST BE COMPLETED AND RETURNED BY ALL TENDERERS.

Failure to sign this Form of Tender will invalidate the offer.

|  |  |
| --- | --- |
| To: | **School Name: Insert School Name** |
| From: |  |
| Re: | **The provision of Catering Services to Insert School Name** |

I/We have examined the tender documentation and hereby offer to provide the services in accordance with the details contained within the Call to tender Document.

**Please submit a detailed breakdown of the Tenderers estimate of Non-Food Costs.**

**\*Add and remove lines as required. This is for information purposes only.**

|  |  |  |
| --- | --- | --- |
| **List of Break-down** | **Costings of Break-down (€)** | **Supporting Rationale** |
| **Staff Training** |  |  |
| **Cleaning Materials** |  |  |
| **Crockery/Light Equipment** |  |  |
| **Administration Costs** |  |  |
| **Insurance Premiums** |  |  |
| **Uniforms** |  |  |
| **Promotions/Marketing** |  |  |
| **Equipment Rental** |  |  |
| **Head Office Support** |  |  |
| **Cash Collection** |  |  |
| **Preventative Maintenance** |  |  |
| **Bank Costs** |  |  |
| **Depreciation** |  |  |
| **Total Non-Food Cost** |  |  |

**(c) Please submit any proposed investment any associated terms, including start-up costs. This is for information purposes only.**

|  |  |  |
| --- | --- | --- |
| **Click here and insert details** | | |
| **Schedule 3 - Start up and Investment (for information purposes only)** | | |
| **Please complete all cells highlighted in blue throughout the pricing document** | | |
|  |  |  |
| **(a) Start-up Costs (if any)** | | |
| **Please detail assumptions / rationale for once off start-up costs invested by the tenderer:** | | |
| **Description** | **Amount (€)** | **Rationale / Assumptions** |
|  |  |  |
| **Specify** | **-** |  |
| **Specify** | **-** |  |
| **Specify** | **-** |  |
| **Specify** | **-** |  |
|  |  |  |
| **Total Start-up Costs** | **-** |  |
|  |  |  |
|  |  |  |
| **(b) Capital Investment (if any)** | | |
| ***Please detail assumptions / rationale for any proposed investment by the tenderer:*** | | |
| **Description** | **Amount (€)** | **Rationale / Assumptions** |
|  |  |  |
| **Specify** | **-** |  |
| **Specify** | **-** |  |
| **Specify** | **-** |  |
| **Specify** | **-** |  |
|  |  |  |
| **Proposed Capital Investment** | **-** |  |
|  |  |  |
| ***Please detail the proposed terms on which this investment would be made: (e.g. write down period, terms, etc.)*** | | |
|  | | |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**