



School Ref. No.:2023/2024-T17

Date : 21st February, 2024
(By School Web Site)

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY / SERVICE OF
***School Lunch and Tuck Shop Supply for the 2024/2025, 2025/2026 and 2026/2027
School Year(s)***

Regarding school lunch supply for staff and students for the 2024/2025, 2025/2026 and 2026/2027 school year(s), we hereby invite submission of tender from lunch suppliers holding valid permits of "Food Factory Licence Approved to Supply Lunch Boxes" issued by the Food and Environmental Hygiene Department. Tenderers please note the following requirements: -

Contract Period

The tenders are invited for the operation of Tuck Shop at Wah Yan College Hong Kong, providing food services for the approximately 800 students. The Service Agreement for the Tuck Shop will last for an initial period of 3 years, commencing from 17th July 2024 to 16th July 2027.

Target groups: students, teachers, and staff

Required time, normal opening times are as follows:

School Days: Monday to Friday from 7:15 to 16:30.

(During student lesson time, do not sell any items to students)

Student activity days, Saturdays, Sundays, and school holidays are negotiable.

I. Service Requirements

1. Target groups: *school students, teachers, and staff*
2. All lunch sets shall comply with the nutritional requirements laid down in the Department of Health's "Nutritional Guidelines on Lunch for Students" (latest version)
3. Provision of grains, with at least 10% of whole grains or added vegetables (e.g. red rice, brown rice, rice with added leafy vegetables or corn and wholemeal bread)
4. Provision of vegetables: provide at least one serving of vegetables in all lunch sets; *provide extra vegetables when requested.*
5. Provision of fruit: *whole fruit shall be provided three times a week (on Monday, Wednesday and Friday, except school holidays)*
6. Mode of serving: *on-site meal portioning (i.e. Food cooked in the school kitchen)*
7. Lunch containers and cutlery: Arrangements regarding the use of reusable lunch containers and cutlery (*Schools are encouraged to adopt green lunch practices using a gradual approach, with a view to making a full-scale use of reusable lunch containers and cutlery for school lunches by the 2023/24 school year. For details, please refer to EDB Circular on "Arrangements for Green Lunch and Reduction of Food Waste in School".*)
8. Available meal choices: *Two or Three dishes*
9. Number of meal sets needed: *"estimated at 300 for F.1 - F.6 for the next school year"*, with the notion that such estimation was worked out with reference to the situation of the current school year, and that there may be a discrepancy between actual and estimated numbers, to facilitate the bidders' compilation of quotations."
10. Duration of contract: *three years (2024/2025, 2025/2026 and 2026/2027 school year(s))*



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11. The successful Proponent is required to propose to invest in equipment and fit-outs for the School's catering facilities, i.e. the kitchens and the serving outlets at school.
12. The appointed lunch supplier has the responsibility to work closely with the school when there is a need to change course from routine lunch procedures. The appointee has to arrange for an adequate number of staff in a timely manner to help set tables and chairs in the canteen, prepare and perform OSMP, and deliver the meals. After the lunch hour, the supplier should also arrange for his/her staff to tidy up the canteen, clean and store away all utensils and equipment, and take care of the kitchen waste properly.
13. Trained and experienced staff shall be deployed to operate all school canteen equipment and ancillary facilities in a careful and proper manner. In case of any damage to the above facilities caused by negligence of the supplier's staff, the supplier has to bear all cost of repair and compensation where applicable. Under such circumstances, the supplier shall make contingency arrangements to ensure that the supply of school lunch will not be affected.
14. In case of construction delay and other unforeseen circumstances which make OSMP implausible, the lunch supplier will be expected to serve lunch boxes (with two meal choices) until the school canteen is suitable for OSMP again. Other terms listed above prevail in this situation.
15. If the lunch supplier intends to change the subcontractor(s) after the appointment, the lunch supplier must ensure that the subcontractor(s) in question is/are holder(s) of the valid relevant permits, and that copies of the latter's permits will be submitted to the school for record purposes.
16. The contracted food service provider is responsible for maintenance, repairs, or upgrades. If additional equipment is required, the provider shall bear the associated costs.
17. The contractor is responsible for using the cafeteria and designated facilities for storage, food preparation, meal distribution, and student dining. They are also responsible for the daily cleaning, maintenance, and repairs of the premises.

II. Documents to be Submitted by Bidders

1. "Invitation for Submission of Tender", with details of services provided in accordance with the terms and conditions listed above
2. "Lunch Supplier's Pledge", completed
3. "Assessment Checklist of School Lunch Supplier", completed
4. All documents of proof, which **must** include:
 - i. Meal list for one month's school lunch
 - ii. Duplicate of a valid "Food Factory Licence Approved to Supply Lunch Boxes" issued by the FEHD (applicable to sub-contractors, if any)
 - iii. Copies of inspection records by Health Inspector of the FEHD in the past 12 months (with copies of notices of exemption from inspection, if applicable)
 - iv. Other documents specified by the school
5. Price information
 - Unless otherwise stated by the tenderer, the tenderer's quotations will become the only valid quotations for the duration of the contract. Unless the tenderer submit a conditional offer which contains a price variation clause, request for price variation will not be considered thereafter.
 - The school will only accept tenders which cover all the above-stated service requirements.

III. Other Arrangements

1. All tenderers shall seal the service information (in triplicates) in an envelope labelled "service information", and seal the price information (in triplicates also) in another envelope labelled "price information". The two sealed envelopes are in turn to be sealed inside another large envelope. Tenderers shall not disclose their price in the service information or indicate their identity on any of the sealed



envelopes; otherwise, the tender will not be considered.

2. Tenderers who fail to provide all the above-said documents/information on or before the deadline will not be considered.
3. Until otherwise specified, the tenders and quotations submitted will be considered for 90 days from the deadline of submission. If a tenderer does not receive appointment notice within the 90 days, he/she may consider that his/her tender is not successful.

IV. Assessment Process

1. For a better understanding of the arrangements for tender assessment, interested tenderers are invited to visit the module entitled "Selects Lunch Suppliers" at the Department of Health's "EatSmart@school.hk" Campaign website (<http://school.eatsmart.gov.hk/en/content.aspx?id=6007>).
2. Each tenderer will be assessed by the contents of all submitted tender documents, the "Lunch Supplier's Pledge" (the "Pledge"), the "Assessment Checklist of School Lunch Supplier" (the "Checklist"), all documents of proof and price quotations.
3. Tenderers should note that the Pledge will become the basis of the contract signed with the successful tenderer in the future. Once the contract is signed, the school can monitor the lunch supplier's services in accordance with the clauses of the Pledge. Such monitoring aims at assessing the supplier's performance standard and provides rationale for premature termination of contract.
4. Our school treasures very much the endeavour made by all lunch suppliers to promote healthy eating habit. Therefore, the final score is to be worked out with the following weighting:

service assessment scores: pricing scores = 80 : 20

5. Tasting Session

Finalists among the tenderers will receive invitations to participate in the Tasting Session at the school. The Tasting Session is scheduled to take place in early April. Tenderers can expect to receive an invitation letter to the Tasting Session in March.

V. Notes for the contractors

1. Payment of Deposit

The supplier must pay a deposit equivalent to three months' rent when signing the contract. If all expenses are properly paid after the contract expires, the deposit can be collected with a receipt within one month (but no interest will be calculated). If the supplier fails to restore the authorized premises to their original condition after the contract expires, the school will commission repair personnel to carry out the repair work, and all costs will be deducted from the deposit. If the deposit is not enough to cover the expenses, the school still has the right to pursue legal action. If the supplier breaks the contract or violates the laws of the government of the HKSAR, the school has the right to terminate the supplier's operating rights at any time, and the deposit will be confiscated by the school. If the supplier causes any losses due to breach of contract, the school reserves the right to pursue compensation.

2. Monthly Rental Fee

The rental fee will be payable by Cheque within the first five days of each month.(Free Rental fee from July to August).

3. Term and Condition

- 3.1 Tuck shop's electricity fee, water fee, rents and rates are paid by the supplier and are not included in the rent.



- 3.2 The tuck shop is only allowed to operate within the designated area, and is not allowed to sell goods randomly in various places on campus.
- 3.3 All food and drinks should be sold at no more than the official price. The supplier must submit a list of the product names and prices to the principal for written approval at least one month before the price takes effect in order to sell them. At the same time, the price of each item must be clearly marked in a conspicuous place. If there is a need to adjust the price during the contract period, written approval must be obtained from the principal.
- 3.4 Never sell alcoholic beverages, gambling paraphernalia and cigarettes, etc.
- 3.5 The provider of the tuck shop service should include a coffee corner where coffee is available for sale.
- 3.6 The number of tuck shop staff must be determined after consultation with the school. Unauthorized personnel, including employees' family members, are not allowed to stay in the tuck shop or on campus. Employees are not allowed to stay overnight on campus and are subject to the school's disciplinary jurisdiction. They must not make noise, gamble, smoke, drink alcohol, use vulgar language and affect students in class or engage in other illegal activities.
- 3.7 Employees of the tuck shop are not allowed to use or open radios and recording devices on campus.
- 3.8 The supplier shall not employ full-time school staff or students as employees.
- 3.9 Tuck shop staff must get along with the school staff and students peacefully. In case of disputes, the supplier must immediately report the incident to the school for resolution. The supplier is not allowed to handle any disputes on their own and has no authority to punish students.
- 3.10 If necessary, authorized personnel of the school can enter the scope of the tuck shop for inspection at any time.
- 3.11 The supplier is not allowed to issue any documents, loans, buy or sell any items, or sign any contracts in the name of the school. Without the permission of the school, the supplier is not allowed to sign any agreements or receive any remuneration from anyone, and cannot sublease or transfer any item or place on campus.
- 3.12 No subletting, transfer of any items or premises on campus is permitted.
- 3.13 The theft or damage of the tuck shop has no relation to our school, and the school will not be held liable or make any compensation.
- 3.14 The supplier must obtain an independent business license. The supplier is not an affiliated unit or agent of the school. The school is not responsible for any business disputes or debts of the supplier.
- 3.15 In the event of natural disasters or diseases or irresistible riots, etc., which affect the tuck shop's revenue or cause damage, neither party can claim fees from the other.
- 3.16 Since the implementation of municipal solid waste charging, the tuck shop is accountable for the expenses related to the disposal of solid waste generated by its operations.

4. Sexual Conviction Records Check

This is to verify the sexual conviction records as declared by tuck shop staff. For implementation details of the Scheme, including the protocol and application procedures, you may refer to browse the SCRC page of the Hong Kong Police Force website (<http://www.police.gov.hk/scrc>).

5. Insurance

The supplier must comply with the government of HKSAR regulations in operating the tuck shop's business, including those related to hygiene, employment protection, employees' compensation insurance, mandatory provident fund, prevention of bribery, food and environmental hygiene regulations, or holding other necessary licenses. If any laws are violated, the school is not responsible, and the supplier must bear full responsibility and compensate for all losses.



The supplier is responsible for purchasing necessary accident and food poisoning insurance, as well as third-party liability insurance. All of these policies must list the school as the insured party. The supplier must provide a copy of the insurance policy to the school for filing. If any accidents occur due to the supplier's negligence resulting in losses to the school, the supplier must be responsible for full compensation.

6. The transfer of ownership of the new water meter

A new water meter was installed by the current service provider in the tuck shop, incurring significant installation costs. The new service provider for the tuck shop is required to make concessions regarding the expenses associated with the water meters. The total investment will be gradually depreciated over thirty periods, starting from September 2023, with each period calculated as ten months. Once the concession is reached, assistance will be provided to facilitate the transfer of ownership procedures.

VI. Prevention of Bribery Ordinance

1. It is an offence under the Prevention of Bribery Ordinance for school staff/MCCA members to accept advantages from lunch suppliers and contractors, or for lunch suppliers and contractors to provide advantages to school staff/MCCA members. In any case, schools shall not allow the choices of suppliers and contractors to be in any way influenced by any form of advantages, including donations.

2. Breach of the abovementioned Ordinance by school staff, the supplier/contractor or both parties will render the tender null and void. The school may on this basis rescind the contract awarded.

VII. Anti-collusion

1. The tenderer is prohibited from colluding with other bidders in this tendering exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his/her tender.

VIII. Submission of Tender Documents

1. Interested lunch suppliers should drop the tender documents (in the form of confidential documents) into the tender collection box in our school office in fulfilment of the requirements listed in Part II above by 12:00 noon on 13th March 2024. The envelope shall be addressed to "Chairman of the Monitoring Committee on Catering Affairs of *Wah Yah College Hong Kong*" with "Tender Documents for Lunch Supply" clearly marked on the cover. Late submissions will not be considered.

2. Address for submission of tender documents

To: Chairman of the Monitoring Committee on Catering Affairs
Wah Yah College Hong Kong
281 *Queen's Road East, Wanchai, Hong Kong*
("Tender Documents for School Lunch and Tuck Shop Supply")

IX. Appeal Mechanism

The tendering exercise and the assessment process described above follow the prevailing guidelines issued by the Education Bureau, and are monitored by the Monitoring Committee on Catering Affairs of the school to ensure that tenderers are assessed and awarded tender in a fair and proper manner. In case any tenderers believe that their tender applications are treated unfairly, they are advised to report so to the Committee or the Regional Education Office of the Education Bureau (<http://www.edb.gov.hk/tc/contact-us/reo.html>).



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X. Suggestion and Enquiry

To make suggestion or enquiry, lunch suppliers are welcome to contact *Mr. CP Li* at 2572-2251.

Yours sincerely,

Dr. Davis Chan
Principal

Encl.:

Document 1: Lunch Supplier's Pledge

Document 2: Assessment Checklist of School Lunch Supplier



**TENDER FORM FOR THE SUPPLY / SERVICE OF School Lunch and Tuckshop
Supply for the 2024/2025, 2025/2026 and 2026/2027 School Year(s)**

Name and Address of School:

Wah Yan College, Hong Kong, 281 Queen's Road East, Wanchai, Hong Kong

School Ref. No.: 2023/2024-T17

Written Quotation/Tender Closing Date and Time: 13th March 2024 12:00nonn

Part I

The undersigned hereby offers to supply all or any part of the items described in the written tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written tender and reserves the right to accept all or any part of any written tender within the period during which the written tender remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

Part II

Reconfirmation of Tender Validity

With reference to Part I of this written tender document, it is reconfirmed that the validity of the written tender offered by this company remains open for 90 days from

The undersigned also agrees to accept the fact that once the validity of the written tender is reconfirmed, the pre-printed clause specified in the Company's written tender forms in regard to this nature shall NOT apply.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;



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- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this _____ day of _____ 20 _____

Name (in block letters): _____

Signature: _____ in the capacity of _____
(State official position e.g., Director, Manager, Secretary, etc.)

Duly authorized to sign written tenders for and on behalf of:

_____ whose registered office is situated at _____

_____ Hong Kong.

Telephone No.: _____ Fax No.: _____



TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Columns 4, 5 and 6 to be completed by Tenderer)

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1.	Tuck Shop Monthly Rent	N/A	N/A		N/A
2.	Lunch Box Service	—	—	—	—
	(a) Higher Quality Set Meal (per set)	N/A		N/A	N/A
	(b) Ordinary Set Meal (per set)	N/A		N/A	N/A
3.	Food/Beverage Price Form	—	—	—	—
	a. Paper bag drink	250ml			N/A
	b. Cans drink	355ml			N/A
	c. Water	700ml			N/A
	d. Steamed Fish Meat Siu Mai	10 pcs			N/A
	e. Fish Ball	10 pcs			N/A
	f. Egg Sandwich	1 pcs			N/A
	g. Hot dog	1 pcs			N/A
	h. Hamburger	1 pcs			N/A
	i. Chicken Leg	1 pcs			N/A

Please attach copies of valid operating certificates (such as business registration certificates, various licenses, insurance certificates, etc.) for verification.

We / I understand that

- (1) If we / I fail to supply the stores as offered in our / my tender upon accepting school's order, we are / I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.
- (2) We / I should not offer advantages, including donations to school staff in connection with school purchases and we / I fully understood such offer of advantages to school staff in connection with their duties is illegal.

Name of Tenderer : _____

Signature of Person
authorized to sign Tender : _____

Company
Chop : _____

Date : _____



TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Columns 4, 5 and 6 to be completed by Tenderer)

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	i. Chicken Leg	1 pcs			N/A

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We / I understand that

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- (2) We / I should not offer advantages, including donations to school staff in connection with school purchases and we / I fully understood such offer of advantages to school staff in connection with their duties is illegal.

Name of Tenderer : _____

Signature of Person
 authorized to sign Tender : _____

Company
 Chop : _____

Date : _____



TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Columns 4, 5 and 6 to be completed by Tenderer)

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
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	(a) Higher Quality Set Meal (per set)	N/A		N/A	N/A
	(b) Ordinary Set Meal (per set)	N/A		N/A	N/A
3.	Food/Beverage Price Form	—	—	—	—
	a. Paper bag drink	250ml			N/A
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	c. Water	700ml			N/A
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	f. Egg Sandwich	1 pcs			N/A
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Please attach copies of valid operating certificates (such as business registration certificates, various licenses, insurance certificates, etc.) for verification.

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Name of Tenderer : _____

Signature of Person
authorized to sign Tender : _____

Company
Chop : _____

Date : _____



Lunch Supplier's Pledge

Points to Note

- Tenderers are required to complete the "Lunch Supplier's Pledge" ("the Pledge" hereafter) and submit it together with the "Assessment Checklist of School Lunch Suppliers" and other required tender documents. Those who fail to comply will not be considered.
- The Pledge will become **the basis of the contract** signed with the successful tenderer in future. Once the contract is signed, the school can monitor the lunch supplier's services in accordance with the clauses of the Pledge. Such monitoring aims at assessing the supplier's performance standard, and provides rationale for premature termination of contract if indicated.

Pledge for "Nutritional Requirements"

All lunch sets* provided each day meet the requirements of the Department of Health's "Nutritional Guidelines on Lunch for Students" (latest version) as set out below:

1. Control the rationing of food to ensure provision of food in different portions to students of *secondary schools* so as to minimise food wastage.
2. Serve sauce and gravy separately from grains.
3. Provide grains, vegetables and meat (or its substitute) in the ratio of 3:2:1 by volume (i.e. grains being the most, followed by vegetables, and meat being the least).
4. Provide no less than one serving of vegetables.
5. Only use the minimal amount of vegetable oils that are non-hydrogenated.
6. Remove all visible animal fats and excessive oil before cooking and serving as far as possible.
7. Use more natural ingredients, herb and spices to enhance dish flavours.
8. Provide at least one lunch set containing grains, with at least 10% of whole grains or added vegetables each day (applicable to lunch supplier who provide more than one type of grains each day).
9. Provide grains, with at least 10% of whole grains or added vegetables, on at least two school days each week ("week" as on a basis of five school days) (applicable to the lunch suppliers who provide only one type of grains each day).
10. Limit the supply of following types of food items to no more than two days per week:
 - Grains with added fat or oil
 - Fatty cut of meat and poultry with skin
 - Full-fat dairy products
 - Processed or preserved meat, egg and vegetable products
 - Sauce or gravy with high sugar, salt or fat content
11. Do not provide deep-fried food items.
12. Do not provide food or gravy/sauce with added animal fat or plant-based saturated fat.
13. Do not provide food items with trans fat added.
14. Do not provide food with very high salt content.



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Document 1: Lunch Supplier's Pledge (2019 version)

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15. Do not provide desserts.
 16. Do not provide beverages in the category of "Snacks to Choose Less" according to DH's guidelines.

* Not limited to "healthy meals", "nutritional meals", "vegetarian meals", "organic meal", etc.

Note: For examples of all the above stated foods and drinks, please refer to "Nutritional Guidelines on Snacks for Students" (latest version), "Nutritional Guidelines on Lunch for Students" (latest version) and "Classification of Food Items for School Lunch" (latest version), all issued by the Department of Health and now available on the "EatSmart@school.hk" Campaign thematic website (<https://school.eatsmart.gov.hk>).

Particulars of tendering lunch supplier and person of charge (in block letters)

Company's name:			
Name of person-in-charge:		Post Title:	
Telephone:		Fax:	

Our company is clearly aware that all the contents of this Pledge will become the basis of the contract to be signed between us and Wah Yan College, Hong kong once we are appointed to be your school's lunch supplier. Our company shall implement the clauses conscientiously within the contract period. Your school may also monitor our services in accordance with the Pledge submitted by us.

Signature of person in-charge of tendering company : _____

Company stamp : _____

Date : _____



Wah Yah College Hong Kong Assessment Checklist of School Lunch Supplier

Guide to Use

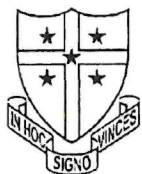
- Please complete Section A before submission of tender documents.
- Tenderers should submit the following documents of proof, and state their category numbers clearly with reference to Part B.
- Tenderers are not required to complete the column under “Scores (for school’s use only)”.

A. Particulars of Lunch Supplier

Company’s name:		District of lunch supplier’s plant:	
Name of contact person:		Post title:	
Tel. no.:		Fax. no.	

B. List of Documents to be Provided

Document No.	Category of Document	Purpose	Scores (for school’s use only)
1.	Duplicate of a valid “Food Factory Licence Approved to Supply Lunch Boxes” issued by FEHD (applicable to sub-contractors, if any)	To assess the validity of licences	Non-submission of proof of valid licences will result in disqualification
2.	Meal list for one month’s school lunch *Schools are advised to require tenderers to submit a meal list for a particular month, preferably one such as March or May, which covers fewer public holidays.	To examine the supplier’s competency in providing meals which fulfills <u>all nutritional requirements</u> of the “Nutritional Guideline on Lunch for Students” (latest version), and serve as a basis for quality of meals in future.	/10
3.	Copies of inspection records in the past 12 months by Health Inspector of FEHD (with copies of notices of exemption from inspection, if applicable)	To show the hygiene and safety level of food production	/10



Document No.	Category of Document	Purpose	Scores (for school's use only)
4.	<i>*Proofs of professional qualifications of in-house/subcontract accredited dietitians/nutritionists</i>	<i>To examine the professional standard of suppliers' staff</i>	/5
5.	<i>Nutritional information and overall school lunch report</i>	<i>To preview the nutritional information and reports submitted by the supplier, and to evaluate his/her experience and standard accordingly</i>	/5
6.	<i>Details of supplier's provision of nutrition training to staff</i>	<i>To evaluate supplier's relevant experience and standard</i>	/5
7.	<i>Supplier's plans to provide reusable cutlery and lunch containers to school</i>	<i>To evaluate the supplier's pledge for environmental protection and waste reduction</i>	/5
8.	<i>Supplier's proof of eco-friendly materials for the production of lunch containers and cutlery</i>	<i>To evaluate the supplier's pledge for environmental protection and waste reduction</i>	/5
9.	<i>Supplier's plans to collect kitchen waste and recyclable materials for recycling</i>	<i>To evaluate the supplier's pledge for environmental protection and waste reduction</i>	/5
10.	<i>Plans to accommodate special needs of students with food allergy</i>	<i>To examine supplier's problem solving skills</i>	/5
11.	<i>ISO 14001 environmental management system certification awarded by an accredited certification body.</i>	<i>To examine whether the food supplier meets advanced requirements for environmental management</i>	/5



Document No.	Category of Document	Purpose	Scores (for school's use only)
12.	<i>The catering provider must provide proof of service to local schools for a minimum of 10 years.</i>	<i>To evaluate supplier's relevant experience and standard</i>	/10
13.	<i>The catering provider must provide evidence of experience in on-site cooking at schools.</i>	<i>To evaluate supplier's relevant experience and standard</i>	/10
		<i>Total:</i>	80

***Qualified Dietitians** - Any person who is the holder of the Postgraduate Diploma (or MSc) in Human Nutrition and Dietetics at Hong Kong University SPACE Institute (co-organised with the University of Ulster, UK), or one of the following qualifications, namely,

- Registered Dietitian of Commission of Dietetic Registration, American Dietetic Association; or
- Registered Dietitian of Health Professions Council (UK); or
- Registered Dietitian of Provincial Registration, Dietitians of Canada; or
- Accredited Practising Dietitians of Dietitians Association of Australia.

***Qualified Nutritionists** - Any person who is the holder of a degree (baccalaureate, master, doctoral) awarded by a university or other institution recognized by the Hong Kong Nutrition Association majoring in either dietetics or nutrition.

(Source: Website of the Hong Kong Nutrition Association at <https://www.hkna.org.hk/en/news/how-to-become-dietitian>;

&

Website of the Hong Kong Dietitians Association at

<https://www.hkda.com.hk/p/how-to-become-dietitians?lang=en>)

Tender no: 2023/2024-T17

Closing date (of tender submission): 13th March 2024 at 12:00 noon

MAIL TO:

281 Queen's Road East, Wan Chai, Hong Kong

Wah Yan College Hong Kong

Attn: Principal

**Tender document for “School Lunch and Tuck Shop
Supply for the 2024/2025, 2025/2026 and 2026/2027
School Year(s)”**

Please put this reply address to the envelope and send it back

****Supplier are not allowed to display or disclose their identities on the envelope****

Note: Tenderers enclose service information (in triplicate) and price information (also in triplicate) in two separate envelopes and have them sealed. The two envelopes shall be clearly marked with the words “service information” and “price information”, and then put in a large envelope for submission. Tenderers shall neither disclose their prices in the service information nor indicate/disclose their identity on any of the envelopes; otherwise, the concerned tender documents shall not be considered.