**Invitation to Tender (ITT) for School Meals and Shire Hall Catering Services Framework Agreement**

| **Document 10 – Submission Checklist** | | |
| --- | --- | --- |
| **ITEM** | **ADDITIONAL INFORMATION** | **✓** |
| **Document 6:**  **Standard Selection Questionnaire** | * **Standard Selection Questionnaire (SSQ)**   **Must be completed and returned**  The following information has been included:   * Proof of Insurance Certificates * 2 years audited statement of accounts * Signed the Declaration (electronic signature is acceptable) |  |
| [**Document 7a:**](#_Toc331683597)  **Tender Submission (Quality response) School Meals** | * **Tender Submission (Quality Response) School Meals - must be completed and returned** |  |
| [**Document 7b:**](#_Toc331683597)  **Tender Submission (Quality response) Shire Hall Catering Services** | * **Tender Submission (Quality Response) Shire Hall Catering Services - must be completed and returned** |  |
| **Document 7c: Social Value Response** | * **Social Value response must be completed and returned via the SPV Portal below**   Social Value responses are independently collated and assessed – it will require time to register and gain log in details for the Social Value Portal :   * Lot 1: <https://socialvalueportal.force.com/supplieraccountregistration?svpprojectid=8e0-0000-1NTBA> * Lot 2: <https://socialvalueportal.force.com/supplieraccountregistration?svpprojectid=8e0-0000-1NTBK>   **\*Social value will need you to develop specific** **quantified measures with supporting qualitative submissions.** |  |
| **Document 7d: ICT Hosting Questionnaire** | * **ICT Hosting Questionnaire**   **Must be completed and returned**   * Baseline hosting standards * ISO27001 standards * PCI-DSS standards   **Please do not delay completion of the ICT questionnaires in Document 7d, they may take some time to ask questions or gain responses so please start these early**. |  |
| **Document 8a to 8c: Pricing Schedules** | **Pricing Schedules must be completed and returned**   * **8a Pricing Schedules Primary** * **8b Pricing Schedules Secondary** * **8c Pricing Schedules Shire Hall** |  |
| **Document 9a:**  **Certificates and Declarations – School Meals**  **Document 9b:**  **Certificates and Declarations – Shire Hall Catering Services** | * Form Of Tender and Tender Certificate * Non-Canvassing Certificate * Non-Collusion Certificate * Parent Company Guarantee (if applicable) * **All Signed, dated and returned** |  |

**NB. Please remember not to the change the title of the documents you are returning other than including your Provider name.**