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

| **Document 10 – Submission Checklist** |
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| **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)
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| [**Document 7a:**](#_Toc331683597) **Tender Submission (Quality response) School Meals** | * **Tender Submission (Quality Response) School Meals - must be completed and returned**
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| [**Document 7b:**](#_Toc331683597) **Tender Submission (Quality response) Shire Hall Catering Services** | * **Tender Submission (Quality Response) Shire Hall Catering Services - must be completed and returned**
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| **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**
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| **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**
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**NB. Please remember not to the change the title of the documents you are returning other than including your Provider name.**