## **Invitation to Tender Answer Booklet**



Project Title: School Catering Framework Agreement

Reference Number: DN634410

# QUESTIONNAIRE

## **1.1 GENERAL DETAILS**

|  |  |
| --- | --- |
| Trading Name: | [Enter text] |
| Registered Name: | [Enter text] |
| Company or charity registration number | [Enter text] |
| Other registration number: | [Enter text] |

|  |  |
| --- | --- |
| **Contact Details** | |
| Name |  |
| Address |  |
| Post Code |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

## **PREVIOUS CONTRACTS**

* + 1. Have you had any contract terminated within the last three years by a client and if so for what reason?

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| [Enter text] |

## **SUBCONTRACTING**

* + 1. Is it your intention to subcontract aspects of this provision  **Yes/ No**
    2. Please indicate what share of the contract you intend to subcontract to third parties and any proposed subcontractors

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| [Enter text] |

* + 1. Please indicate your position in relation to subcontracting

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| --- | --- |
| In discussion with potential subcontractors – initial stages | **Yes/No** |
| In discussion with potential subcontractors – advanced stage | **Yes/No** |
| We have an arrangement in place/existing working relation with other providers who could be subcontractors on this project  -please submit evidence of this arrangement including the names, contact details and legal representatives of the subcontractors in so far as known at this stage | **Yes/No** |

## **1.4** **Invitation to tender TIMETABLE**

Set out below is the proposed procurement timetable. **This is intended as a guide and Medway Council reserves the right to amend it at any time.** Specifically, Medway Council reserves the right not to award the contract on the intended dates, or at all.

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| **Date** | **Activity** |
| 27/09/22 | PQQ & Invitation to Tender Issued |
| 21/10/22 | PQQ/ITT Clarification Closing (min 6 days before submission deadline) 12:00 noon |
| 02/11/22 | PQQ/ITT Close 12:00 noon |
| 04/11/22 | Tender Evaluation |
| 16/02/23 | Successful/Unsuccessful Notification |
| 27/02/23 | Standstill Period Ends |
| 28/02/23 | Contract Award |

## **TUPE Information**

1.5.1 Do you agree to provide Medway Council (the Authority) the required TUPE information (including but not limited to Assets and Sales information) upon retender of any contract **Yes/No**

## **METHOD STATEMENTS**

Method statements will each be scored out of 3. **Applicants are expected to score a minimum of 2 for each method statement to be successful.**

**Please respond to each of the method statement questions listed below. Answers should be concise and limited to the maximum words specified per question. Only information provided within these parameters will be scored.**

**Answers which exceed these parameters and appendices will NOT be considered. If you wish to provide visuals for any of the questions, please ensure these remain within the parameters set.**

#### METHOD STATEMENT 1 (25%)

#### Demonstrate how you plan to deliver school catering services in line with the approved school catering specification including, but not limited to:

* Details on how you would mobilise a new contract at a single school and multiple schools simultaneously (30%)
* Your relationship with proposed suppliers including your contingency plans. (10%)
* How as an organisation you will increase the meal uptake in the ever changing and difficult economic environment. (30%)
* How you will deliver an effective, cost-efficient service in the current climate (30%)
* Other considerations

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| [Enter text]  **Maximum 1000 words** |

#### METHOD STATEMENT 2 (15%)

#### Demonstrate how you plan to work towards current and future government legislation and food standards whilst continuing to deliver against the agreed specification.

* Demonstrate value for money through an effective, efficient purchasing policy, which delivers quality products for realistic prices. Taking on the principals of the School Food Trust, ‘A Fresh Look at School Food Procurement, Efficiency and Sustainability.’ (25%)
* Demonstrate the ability and commitment to support schools with the “Whole School Approach to healthy eating”, by familiarizing yourself with the Medway Public Health School Food Policy, and introducing innovative ways to encourage healthy eating amongst children. (25%)
* Demonstrate how you will achieve menu compliance and detail the tools and methodologies that will be applied. (30%)
* Demonstrate how you will deliver plant based and vegan based menu items should there be a demand for it (10%)
* Please include details of any trade or professional memberships that are relevant to the contract and enclose any certification verifying professional memberships. (10%)

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| [Enter text]  **Maximum 1000 words** |

#### METHOD STATEMENT 3 (15%)

#### Demonstrate how you manage Allergens and medical diets including but not limited to staff training, parental engagement and service delivery.

#### METHOD STATEMENT 4 (15%)

#### Demonstrate and provide evidence of the following policies and procedures including but not limited to:

All Risk Assessments covering all staff kitchen tasks

All Staff Training and minimum qualifications

Safeguarding training and policies

#### METHOD STATEMENT 5 (15%)

Demonstrate how you will implement effective contract management including but not limited to:

* Excellent customer service detailing all communication methods
* Disciplinary procedures
* Reporting arrangements including organisational structure
* Holiday and sickness cover
* Debt policy
* Staff retention and recruitment showing the percentage of staff turnover in the last 12 months.

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| [Enter text]  **Maximum 1000 words** |

#### METHOD STATEMENT 6 (15%)

* Please provide details of your marketing strategy, include evidence of proposed marketing material including menus and tariffs and partnership working with all stakeholders of the service detailing evidence of increases in meal take-up as a direct result of the marketing strategy described.
* Provide details on how you will invest in Social Value through a positive eating experience including but not limited to apprenticeship programmes and working with local schools and colleges.

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| [Enter text]  **Maximum 1000 words** |

## **2.0 DECLARATION**

1. Suppliers must sign this declaration to indicate that their submission has been made in accordance with this Invitation to Tender document.
2. I/We undertake:
   1. to notify the Company of any changes to the information given in answer to questions in our submissions.
   2. that I/we will not offer or agree to pay or give any sum of money, inducement of valuable consideration directly or indirectly to any person or have done so or cause or have caused to be done in relation to any other response to this Competition any act or omission; and
   3. that I/we will not at any time discuss with any other person any aspect of our submission.
3. I/We certify that:
   1. The information supplied by us in our submission is accurate to the best of my/our knowledge. I/We understand and accept that false information could result in exclusion from this Competition.
   2. I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration as an inducement or reward to any servant of a Public Body. I/We also understand that any such action will empower the Company to cancel any contract currently in force and will result in exclusion from this Competition.
   3. I/we have not and will not canvass or solicit any officer or employee of the Company in connection with this Competition and that no person employed by me/us or acting on my/our behalf has done or shall do.
   4. I am/we are not an unqualified person for the purposes of Articles 64 to 66 of the Fair Employment and Treatment Order 1998.
   5. I/we have not communicated to a person other than the person calling for these quotations the amount or approximate amount of the proposed quotation except where the disclosure, in confidence of the approximate amount of the quotation was necessary for the preparation of the quote.
   6. I/we have not entered into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quote to be submitted; and
   7. I/we have not offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other quotation or proposed quotation for the said work any act or thing of the sort described above.

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| --- | --- |
| Organisation’s name | [Enter text] |
| Signed |  |
| Dated | [Enter text] |