***PROPOSAL RESPONSE DOCUMENT (PRD)***

***Insert School Logo***

***Insert School Name***

***Insert School Address and Roll No.***

|  |  |
| --- | --- |
| **Award of a Contract for** | **The Provision of Hot Meals under the School Meals Scheme to “Insert School Name”** |
| **Contracting Authority:** | **Board of Management of “Insert School Name”** |
| **Deadline for Proposals:** | **Click here to enter a date. by 17:00 hrs** |
| **Name of Service Providers:** |  |

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# Section 1 - Pre-conditions/Minimum Requirements

The evaluation model that will be used in this project will be to shortlist only those proposals that meet the pre-conditions and are capable of full delivery on time. These then will be assessed objectively against the stated award criteria (putting higher weightings on more important criteria) to arrive at the highest score, i.e. the preferred option.

## Part A: Technical and Professional Ability

#### Previous Experience

Service Providers must, upon request and without delay, provide the supporting documentation specified below to the Contracting Authority in each case.

All Service Providers must demonstrate that they have the required level of experience to provide high-quality services of a similar type to those sought herein.

Evidence Required

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** |  |
| **Detailed contract description** |  |
| **Contract start/finish dates** |  |
| **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** |  |
| **Details of the structure of the organisation (including the number of staff) and subcontractors** |  |

|  |  |
| --- | --- |
| **Reference contract #2** |  |
| **Client Name** |  |
| **Detailed contract description** |  |
| **Contract start/finish dates** |  |
| **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** |  |
| **Details of the structure of the organisation (including the number of staff) and subcontractors** |  |

## Part B: Economic and Financial Standing

#### Tax Clearance

|  |  |  |
| --- | --- | --- |
| **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**](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** |  | |
| **Registration 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 |  |

#### Insurance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurances** | | | | |
| **I confirm that we have the following insurances in place** | | | | |
| **Insurance Type** | | **Indemnity Limit** | **Details of Any Excess** | **Expiry Date** |
| **Employers Liability** | | €12.7m million |  |  |
| **Public Liability** | | €6.5m million |  |  |
| **Product Liability** | | €6.5 million |  |  |
| **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** | | | | |
| **Yes** |  | | | |
| **No** |  | | | |

**Evidence Required**

**Prior to the award** **(ONLY)** of any contract arising out of this public procurement competition the successful tenderer must provide current certifications and documentary evidence of all the above regulations, legislation and guidelines being adhered to in their current practices

## Part C: Certification

#### Compliance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **C) Certification**  **Do you confirm that you are fully compliant with the following regulations/legislation or equivalent legislation.** | | | | |
| **i. HACCP regulations with regard to food safety as outlined in RFP document.** | **Yes** |  | **No** |  |
| **ii. Fully compliant with legislation in relation food safety as outlined in the RFP document and below.** | **Yes** |  | **No** |  |
| * [**Allergens - Advice for Businesses | Food Safety Authority of Ireland (fsai.ie)**](https://www.fsai.ie/business-advice/running-a-food-business/allergens) | **Yes** |  | **No** |  |
| * [**Additives**](https://www.fsai.ie/Business-Advice/Running-a-Food-Business/Food-Safety-and-Hygiene/Additives) | **Yes** |  | **No** |  |
| * [**Chemicals in food**](https://www.fsai.ie/Business-Advice/Running-a-Food-Business/Food-Safety-and-Hygiene/Chemicals-in-food) | **Yes** |  | **No** |  |
| * [**Food Contact Materials**](https://www.fsai.ie/Business-Advice/Running-a-Food-Business/Food-Safety-and-Hygiene/Food-Contact-Materials) | **Yes** |  | **No** |  |
| * [**Enforcement by Competent Authorities**](https://www.fsai.ie/Business-Advice/Running-a-Food-Business/Food-Safety-and-Hygiene/Enforcement-by-Competent-Authorities) | **Yes** |  | **No** |  |
| * [**Food innovation**](https://www.fsai.ie/Business-Advice/Running-a-Food-Business/Food-Safety-and-Hygiene/Food-Innovation) | **Yes** |  | **No** |  |
| * [**Microbiological criteria**](https://www.fsai.ie/Business-Advice/Running-a-Food-Business/Food-Safety-and-Hygiene/Microbiological-Criteria) | **Yes** |  | **No** |  |
| * [**Microbiological hazards**](https://www.fsai.ie/Business-Advice/Running-a-Food-Business/Food-Safety-and-Hygiene/Microbiological-Hazards)**(food poisoning bacteria and viruses)** | **Yes** |  | **No** |  |
| * [**Shelf-life**](https://www.fsai.ie/Business-Advice/Running-a-Food-Business/Food-Safety-and-Hygiene/Shelf-life) | **Yes** |  | **No** |  |
| **iii. Service Providers must confirm compliance with the following Legislation** |  |  |  |  |
| **Employment Equality Acts 1998-2011** | **Yes** |  | **No** |  |
| **Equal Status Acts 2000-2011** | **Yes** |  | **No** |  |
| **National Minimum Wage Act 2000 as amended** | **Yes** |  | **No** |  |
| **Organisation of Working Time Act 97 as amended** | **Yes** |  | **No** |  |
| **Safety, Health and Welfare at Work Act 05 and Safety, Health and Welfare at Work Regulations 07** | **Yes** |  | **No** |  |
| **Disability Act 2005** | **Yes** |  | **No** |  |
| **Regulation EC/852/2004 on Hygiene of Foodstuffs** | **Yes** |  | **No** |  |
| **Regulation SI. 489/2014 on Allergan Labelling** | **Yes** |  | **No** |  |
| **Regulation EC 178/22 Traceability and Recall** | **Yes** |  | **No** |  |
| **iv. Implement recommendations as outlined in:** | **Yes** |  | **No** |  |
| **I.S. 340:2007&A1:2015 – NSAI Hygiene in the Catering Sector** | **Yes** |  | **No** |  |
| **I.S. 341:2007 Hygiene in Food Retailing and Wholesaling** | **Yes** |  | **No** |  |
| **Chapter 9, Green Tenders – An Action Plan on Green Public Procurement** | **Yes** |  | **No** |  |
| **New Directive on Healthy options in food** | **Yes** |  | **No** |  |
| **v. 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/) | **Yes** |  | **No** |  |

**Evidence Required**

**Prior to the award** **(ONLY)** of any contract arising out of this public procurement competition the successful tenderer must provide current certifications and documentary evidence of all the above regulations, legislation and guidelines being adhered to in their current practices

# Section 2 - Qualitative Award Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualitative Criteria** | **Weighting** | **Maximum Score** | **Minimum Score Required** |
| **A. Quality of Service Provision & Variety of Items Proposed** | **60%** | **600 marks** | **360 marks** |
| Each Service provider 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. The response should include but is not limited to the following: Flexible advance ordering options; Food preparation for the specific requirements; Packaging/containers/procedures for ensuring the food is always kept at optimum temperatures before & while delivery is taking place; Serving, Cleaning, Waste management plan; Sustainability plan, in particular a commitment to reducing plastics and non- recyclable materials in package and food service; Sample paperwork & invoicing; Identify any key challenges envisaged in any or all the step.  ***30% of overall marks awarded (300 marks available)***  ***Service Provider should provide a response to the above criterion below*** | | | |
| The plan must be further demonstrated by including their overall approach comprehensively to the following requirements: The variety on offer: Meat and meat alternative options, including other food items on offer, to accommodate those with food intolerances, and allergies.  For the purposes of the menu plans, service providers are asked to focus on those options upon which funding has been allocated, and how they plan to maximise and maintain a high standard of quality, freshness and preserve the nutritional content of food items proposed.  ***30% of overall marks awarded (300 marks available)***  ***Service Provider should provide a response to the above criterion below*** | | | |
| **B. Health, Safety & Environment** | **30%** | **300 marks** | **180 marks** |
| * The proposal should address the service provider 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. * How the Service provider proposes to manage the service, ensuring at all stages that health and safety legislation and compliance is strictly adhered to and their proposal to resolving 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).   ***30% of overall marks awarded (300 marks available)***  ***Service Provider should provide a response to the above criterion below*** | | | |
| **C. Contract Performance Management & Reporting** | **10%** | **100 marks** | **60 marks** |
| Each Service provider is required to provide a clear procedure for their contract performance management and reporting, which must include but not be limited to the following:   * Resourcing, and how additional staff are organised to cover during staff holidays and sickness. * Proposal for engagement and reporting, including escalation procedures   ***10% of overall marks awarded (100 marks available)***  ***Service Provider should provide a response to the above criterion below*** | | | |