

Invitation for Submission of Tenders

2020-21 Catering Services to the Accredited Italian Embassy School in Beijing

The Accredited Italian Embassy School in Beijing (hereinafter the “School”) is looking for a qualified catering company to provide catering services for the 2020-21 school year.

ABOUT THE SCHOOL

- The School is located within the San Li Tun Diplomatic Residence Compound (No.1 Gongti North Road, Chaoyang District, Beijing, P.R.China);
- The School has a kindergarten and a primary, with children from 2.5 years to 11 years old;
- The School welcomes pupils from different nationalities and equally cherishes their cultures;
- The School values the importance of a healthy diet and good culinary education;
- The School promotes culinary education, considering it as a balance between delicious food, a healthy diet and the pleasure of eating together;
- The School sets correct hygiene standards for food served at School according to the laws of the P.R.China;
- The School cares about the environment and promotes eco-friendly behaviour;
- The School is an equal opportunities contractor. All tender received will be assessed in an open, fair and accountable manner, with the establishment of a Committee for the assessment of the received tenders;
- The School promotes joint responsibility in education: parents’ representatives are Members of the Committee, therefore involved into the selection of the catering company.

ABOUT THE CATERING COMPANY

- The Company must have the necessary knowledge and experience and have the technical support and personnel capable to run the tender;
- The Company provide evidence of all the needed licences according to the education and health and hygiene authorities of the P.R.China;
- The Company must ensure the quality and freshness of ingredients used to prepare every snack and meal for the School;
- The Company must ensure its premises, staff and processes all guarantee the hygiene standards for the preparation of food;
- The ideal Company is capable of providing delicious, healthy and eco-friendly meals in an open, fair and just manner and to provide them consistently in such respect. The Company will allow non-scheduled, random testing during any school day by the School Committee.

ABOUT THE SCOPE OF WORK

The School runs daily, Monday to Friday, according to the school calendar, for a total of 185 working days. Start date is Monday, 17 August 2020.

The Company shall consider the supply of:

- no. 2 single-serve snacks/daily. Morning snack is consumed at 9:30 a.m. and afternoon snack is consumed at 3:00 p.m.; and
- no. 1 single-serve meal/daily (lunch box). Lunch is consumed at 11:45 a.m. (kindergarten) and 12:30 p.m. (primary).

Number of required portions: of 70 children (50 in kindergarten and 20 in primary) + 20 adults (staff).

2020-21 School Calendar and sample monthly menu attached.

APPLICATION PROCESS

The Applicant shall send an e-mail with company's presentation, copy of its business licence, copy of its relevant licences (originals will be requested to shortlisted applicants), and detailed proposal of the catering service inclusive of the following:

- price, and invoicing information;
- duration of service contract, termination clauses and breach-of-contract clauses;
- special arrangements for prevention and control of the epidemic (Covid-19);
- acceptance of full refund for all days of school mandatory closure in accordance with the provision by the Chinese authorities;
- monthly menu sample and pictures;
- lunch box and/or any other packaging pictures;
- number of meal choices to be provided each day;
- amount of meal sets to be delivered each day (listings of amounts for kindergarten, primary and adults);
- ordering procedures.

The tender shall be drafted either in English or Chinese, duly dated, signed and chopped.

The tender shall be sent to the attention of the School Financial and Administration Manager, Ms. Isabell Geng, i.geng@scuolapechino.com, by July, Friday 10th 2020 noontime (Beijing time).

EVALUATION CRITERIA AND PROCESS

The School has established an ad-hoc Monitoring Committee on Catering Affairs (hereinafter the "Committee"). Members of the Committee are:

- The Treasurer (President of the Committee);
- The Financial and Administration Manager (Secretary of the Committee);
- No. 2 Parents' representatives;
- No. 3 Teachers' representatives (Educational Coordinator, Kindergarten Coordinator, and Primary Coordinator).

All tenders received by the given deadline will be forwarded to the Committee for their evaluation. Only shortlisted applicants will be contacted by the School.

Assessment of each tender is divided into two parts: service and pricing, the ratio between service assessment and pricing assessment being 70 and 30, making up a total of 100. A healthy lunch tasting session (tasting session) and a site visits to the lunch suppliers' plants (site inspection) shall be organised preliminary to the final selection.

Italian and Mediterranean food options will be preferred by the School.

If no applications are submitted to the School, the School has the right to select the most appropriate company for the service.

FINAL AWARD AND ANNOUNCEMENT

The results about the tendering shall be announced by email and published on the School website and in the School Administrative Board after proper evaluation.

Beijing,

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