SPECIFICATION FOR FOOD AND CATERING CONTRACT

PROCUREMENT REFERENCE NO. 13227

FOR THE PROVISION OF: -

Lot 1 - Fresh Meat, Offal, Poultry and Fish
Lot 2 - Ambient Dry and Chilled Foods
Lot 3 - Frozen Foods
Lot 4 - Dairy and Fresh Bakery Products
Lot 5 - Fresh Fruit and Vegetables
Lot 6 - Disposable Non Food Items

1. PURPOSE OF SPECIFICATION

The aim of this Scope of Services is to provide a high quality range of goods (appropriate to the relevant Lot) to Maintained, Trust and Foundation Schools, Academies, the City's Community Meals Service, residential homes and other like Council administered buildings within the City of Plymouth in a reasonable time scale at best price.

As a City, prospective contractors should understand that the culture and diversity of the population is changing significantly and suppliers need to be aware and work with the Education Catering Service and the Council to ensure that the needs of all citizens can be met and the provision of goods and services are fully inclusive.

In respect of educational establishments, prospective contractors should be aware of the changes to food provision across the educational landscape and are advised to familiarise themselves with the national School Food Plan (www.schoolfoodplan.com) in respect of forthcoming actions and activities that may have a direct impact on the delivery of these Lots and contract.

In particular, but not alone, prospective contractors should be aware that there is likely to be a significant increase in meals served and pupil take up from September 2014 due to the introduction of Universal Infants Free School Meals (UIFSM) to all Key Stage one pupils (pupils aged 5-7).

The major objective of this contract is to ensure the on time delivery of the correct quality and quantity of products to the correct location to ensure the delivery of freshly prepared, seasonal ingredients and meals which meet the mandatory food and nutritional standards to children and young people across the City and which, in turn, increases meal up take and improves their health and well-being, long-term prospects and learning experience and opportunities supporting families across the City.

Through provision of meals to older citizens these Lots and contract will support people to maintain their independence, remaining in their own homes and minimise other potential care costs.

2. ROLES

The roles are:

(a) The Supplier shall source, provide and transport to each named site the specified range of goods (appropriate to the relevant Lot) demanded by the individual unit manager within the constraints of the authorised Core List and ensure that all goods received are fit for intended purpose and

comply with all statutory instruments and appropriate Food Safety Legislation as determined by law and governed by The General Food Law Regulation (EC) 178/2002 as published by the Food Standards Agency and subsequent amendments on their website.

(b) The Supplier shall provide the Core List items when orders are placed. Where this is not achievable the Supplier shall contact the Council immediately to advise and agree an acceptable alternative which will be provided at the same or lesser price than the core list item that is not available.

- The Supplier shall administer and deal with refunds, credit notes and complaints associated with the delivery of this contract within seven working days.

- The Supplier shall ensure that all items are delivered to site packaged in a safe and efficient manner and within the time frames as detailed on the site lists/delivery schedule included on the facility on www.devontenders.gov.uk. It is essential that the safe receipt of ordered items are confirmed by obtaining the signature of the unit manager/nominated person on the delivery note.

- ***Failure to obtain the correct signature on the delivery note at time of delivery could result in orders not confirmed as being received and non-payment of the related order***

(c) The Council will undertake to order goods in a due and timely manner and will provide staff to receive, check and store such goods on the due delivery dates within the time frames as detailed on the site lists/delivery schedule

3. KEY ASPECTS OF PERFORMANCE

The key aspects of good performance are:-

(a) Failure to deliver to agreed contracted requirements results in PCC failing in its obligation to provide high quality meals to the City's Maintained, Trust and Foundation Schools, Academies, in line with the mandatory Food and Nutrient Standards for School Lunches and for Food Other Than School Lunches and for Community Meals Service and residential units the National Association of Care Catering nutritional guidelines and any amendments to these as in force at the time. Revised Food and Nutritional Standards for educational establishments are currently being consulted upon as set out in the national School Food Plan (www.schoolfoodplan.com) and are expected to be in place at the commencement of this contract.

(b) The supplier should manage the contract to ensure correct service levels and product quality is achieved. Suppliers will be measured on the performance of this contract, including, but not exhaustively: -

- On time delivery
- Correct quality of product
- Correct order quantity
- Correctly authorised delivery notes
- Invoicing accuracy (dependent on order process)
- End user satisfaction (customer surveys) undertaken by the supplier on a minimum of three occasions per annum across a minimum of 30% of units.

(c) We expect all prospective suppliers to provide all specified and core listed goods at all times. Should these service levels fall below agreed contracted levels the supplier working with the contract manager will be required to proactively draw up a continuous improvement plan setting out how they will address the poor performance and contract non-compliance.

If the supplier rating still fails to reach agreed service levels then the contract may be terminated in accordance with clause 35 and 36 of our standard terms & conditions.

(d) Items included on the contract that cannot be supplied in accordance with contracted lead-times will be substituted at no extra cost

(e) If any item has to be sourced from another supplier to complete the required order, within the required time-frame and at the correct quality then the difference in cost and all administration costs will be met by the supplier and refunded to the Education Catering Service and Council.

4. KEY PERSONNEL

The following positions are considered key Personnel:

- Account Manager
- Business Development
- Tele-sales Staff
- Drivers / Delivery Staff
- Packers

5. DETAILED SPECIFICATION

The Supplier shall be required to provide clean, safe, high quality, effective and efficient goods (appropriate to the relevant Lot) which deliver high quality and optimum priced products to end users based within Plymouth City Council as listed. Please see Annex 1 for contract items and current volumes.

5.1 Whilst the service is required to be available on 365 days basis the bulk of the business is provided to schools and colleges on a term-time (38 weeks) only basis. Prospective suppliers will need to make themselves aware of and conversant with the likely periods of peak demand; i.e. the published term dates. Details of the educational term dates are available on the Council's web site at: ***www.plymouth.gov.uk/homepage/education/schools/termdates***

5.2 The Supplier shall determine how best to meet this requirement through research and evaluation of anticipated demand and open dialogue with the Contract and Procurement Manager and the Education Catering Service

5.3 Due regard should be given to the City Council's Fair-trade status and the opportunity and requirement to offer and provide, where appropriate, and increasing range of Fair-trade products.

5.4 The Supplier shall provide all meat and meat products from farms which satisfy UK Welfare Standards. All meat must as a minimum meet Red Tractor Assurance Certification (or equivalent) and this must be demonstrated on invoices / delivery notes either by product description or product code. The Supplier shall actively source fresh meat, offal and poultry in accordance with Meat Product Regulations 2003 and that complies with Plymouth's own health and well-being

priorities to reduce inequalities and additionally the national healthy lifestyle and eating agenda. Prospective contractors will be expected to pay specific attention to the mandatory food and nutrient standards, which now apply to all school food and any subsequent changes that may be applied in the future as well as the National Association of Care Catering nutritional guidelines.

5.5 The supplier will be required to provide accurate and detailed specifications for all food products, ingredients of goods supplied as part of this contract prior to them being supplied to the establishments included within this contract. It is essential that the Nutritional Values and all additives of all items provided under this contract are clearly identified in Excel format in accordance to the Allergen regulations September 2013

5.6 The Supplier shall provide auditable evidence of origin and traceability of all product lines. All food items supplied under this contract must be free of Genetically Modified Foods.

5.7 The Supplier shall provide the following information on a monthly basis at scheduled monthly review meetings in order to allow effective monitoring of the service performance and levels of satisfaction through usage:

- Sales/throughput for each outlet
- Line x Line analysis by product and spend
- Monthly, consolidated statements
- Detailed information about products procured that are not on the core lists
- Stock out information with evidence of action taken
- Market place activity detrimental to this contract
- Correct quantity of core items
- Proof of on time and correct delivery as the schedule
- Invoicing accuracy (dependent on order process)
- Communication to be managed in a customer focused, flexible and responsive manner by all agents

This information and data should be supplied as an Excel (.xls) spreadsheet.

5.8 It is expected that items will have a reasonable and practicable shelf life taking into due account the demands of the business. All items are required to be individually packaged and labeled in accordance with the current labeling regulations 2013 and will be transported and delivered in accordance with the Food Safety Act 1990 as amended and all other relevant regulations in force at the time. Prospective suppliers will also be expected to work with the Education Catering Service and the Council to minimize unnecessary packaging and maximise recycling of packaging and waste.

5.8.1 ALL LOTS (1 – 6) AS APPROPRIATE

Storage and Transport

All deliveries will be made in accordance with The Food Safety and Hygiene (England) Amended Regulations 2013.

All storage must be in a manner appropriate to the items stored. All goods requiring chilled storage must be transported under temperature controlled conditions

Packaging

All products shall be packaged and wrapped sufficiently to protect the product from damage and contamination during storage, transport and delivery. All packaging must comply with the Plastic Materials and Articles in Contact with Food Regulations 2012 and all other relevant regulations or EC Directives.

All returnable containers shall be collected not later than the occasion of the next delivery.

All packaging where ever practical must be able to be recycled and with the minimum waste disposal possible

Labelling

All products must be labeled.

All labels must comply with the Food Labeling Regulations 2013 and subsequent legislation and any other applicable specific legislation. In the case of a dietary claim (e.g. suitable for vegetarians) being made, nutritional information must also be provided

All labels must clearly and legibly state: -

- Full description of product
- Country of origin (the terms 'foreign', 'imported', 'EU', etc. Are not acceptable.
- The weight expressed in kilograms
- Storage conditions (whether chilled or frozen)
- Appropriate shelf life based on the Supplier's own shelf life analysis of the product.
- Shelf-life shall be expressed as: - "Use By" for chilled products & "Best Before" for frozen products.

Temperature control

Frozen Products

Vehicles must be designed for the transportation of chilled or frozen food.

All frozen products must be quick frozen. Storage prior to delivery should be minus 18 degrees Centigrade for no longer than three months. Cold storage temperatures must not be allowed to fluctuate. The temperature of frozen products at the time of delivery must not be higher than minus 15 degrees Centigrade.

Meat and offal shall be delivered frozen unless chilled is specifically requested.

Hard copy evidence of temperature is required at the time of delivery and this should be signed by the delivery driver and left with the unit manager

Chilled Products

Chilled products: for the purpose of this contract 'Temperature Control' shall be construed as meaning that the products shall be kept at an approved continuous and consistent chilled temperature.

Chilled foods must be stored at between 0 and 8 degrees Centigrade or alternatively at a previously documented assessed temperature for the food type(s) handled.

On-delivery:

Hard copy evidence of temperature is required at the time of delivery and this should be signed by the delivery driver and left with the unit manager.

On no account must any delivery of chilled food be allowed to remain in uncontrolled temperatures. Should this occur the unit manager will refuse these items and they will have to be replaced at the cost of the supplier.

Temperature of chilled products on delivery must never exceed 8 degrees Centigrade. Chilled storage temperatures must not be allowed to fluctuate unduly.

5.8.2 LOT 1 - FRESH MEAT OFFAL POULTRY AND FISH

Grade Specification / Quality

All meat and meat products must satisfy UK Welfare Standards and Assured Food Standards - Red Tractor Assurance (or equivalent) as a minimum

Beef

Any beef supplied shall be home killed and derived from carcasses of steer with moderately to well-developed muscles and a light fat covering. Under no circumstances shall heifer or cow beef be used.

All animals used for meat in this contract should be below the age of 30 months. The requirement must be backed with documentation if required by the customer.

Lamb

All meat delivered as lamb shall be Prime (P grade only). First Quality Home-Killed Lamb shall be under 12 months of age at time of slaughter, be of either sex, but exclude any lamb showing any strong male characteristics. Carcasses having (i) excessive fat or (ii) excessively dark lean/or yellow fat, shall not be classed as First Quality.

Minced Lamb must not have a fat content above 15 – 20 %

Pork

All meat delivered as pork shall be Home-killed First Quality.

All pork purchased under the auspices of this contract must conform to minimum UK legislation or equivalent concerning tethering and feeding whether the source is UK, EC or Imported.

Cutting

All cutting shall be in strict accordance with that published in The Meat Buyers Guide published by International Thomson Publishing Ltd. London EL12 7QA

- All cuts detached in the product schedule are identified by the code number as used in the Buyers Guide.
- **Any meat supplied that has at any time been frozen and thawed must have the disclaimer "previously frozen do not refreeze".**

Poultry

All Poultry supplied fresh or frozen must be Grade 'A' birds, as specified on the Code of Practice issued by the British Poultry Packers.

Prospective Tenderers should also be aware that there may be a requirement for the supply of fresh or frozen free range poultry and, as such, where identified on the core lists provide details accordingly along with evidence of traceability and provenance.

Minced Poultry must not have a fat content above 10%

Halal Meat and Meat Products

As previously advised, it is likely that there will be a requirement for a growing availability of Halal assured meat and meat products through the life time of this contract. Prospective suppliers should ensure that they will be able to meet this requirement and ensure that such items supplied are under the UK Animals (Slaughter or Killing) Regulations 1995 (S1 731) and the GCC Standard for Islamic Halal Slaughter Regulations for Meat and Poultry 2004

> By USDA Foreign Agricultural Service - This report is an unofficial translation of the Arab Gulf Cooperation Council's (GCC) Standard No. 993/1998. This standard governs conditions of "Halal" slaughter of animals that is to be conducted according to the Islamic Law (Shari'a).

Evidence will also be required as meeting the requirements of the Halal Authority Board (HAB) trading in the name of Halal Pioneering Ltd registered in the UK company number 8022150.

Joint Size

Maximum for Joint Size 3 lbs. / 1.5 kg unless specified by Customer

<u>Amendments to the Meat Buyers Guide 2010 NAMP</u>

• Lean Minced Beef	Code 149	The Fat content should not exceed 10% when measured chemically or as specified
• Minced Pork	Code 322	The Fat content should not exceed 15% when measured chemically or as specified

Meat and offal shall be delivered frozen unless chilled is specifically requested.

Excess Weight - Meat

Under no circumstances will the Council pay for produce delivered in excess of that which has been ordered with the exception of: -

Jointed Meat - The maximum excess weight allowance for jointed meats shall be 10%.

UNDER NO CIRCUMSTANCES WHATSOEVER MAY RE-FROZEN MEAT OR OFFAL BE DELIVERED TO ANY ESTABLISHMENT

FISH

Product Specification

Please see Annex 1 for list of contract items and volume

Legal Requirement

All goods shall conform to the Frozen Foods Regulations 2006 governing the sale and/or delivery of such goods in the United Kingdom in force at the time of delivery.

All frozen products must be quick frozen. Storage prior to delivery should be minus 18 degrees Centigrade for no longer than three months. Cold storage temperatures must not be allowed to fluctuate. The temperature of frozen products at the time of delivery must not be higher than minus 15 degrees Centigrade.

All food supplied shall be fit for human consumption and acquired, stored, distributed and delivered in accordance with the Food Safety (General Food Hygiene) Regulation 1995 as amended and all other relevant regulations, including though not exhaustively:-

- The Food Hygiene (England) regulations 2012 Amended
- Regulation E C 852 2004 on Hygiene Of Food Items
- Meat Products (England) Amended Regulations 2008
- Meat Products and Spreadable Fish Products Regulations 1984
- Poultry Meat (Water Content) Regulations 1984/1145
- Food (Control of Irradiation) Regulations 1990/2490
- Food Labeling Regulations 2013
- Food Safety (Temperature Control) Regulations 1995
- Food Safety (General Food Hygiene) Regulation 1995
- Frozen Food Regulations 2006

All fish supplied must be from sustainable fish stocks, MSC or equivalent

5.8.3 LOT 2 – AMBIENT DRY AND CHILLED FOODS

Product Specification

Please see Annex 1 for list of contract items and volume

Legal Requirement

All goods shall conform strictly to all the relevant Statutory Regulations governing the sale and/or delivery of such goods in the United Kingdom in force at the time of delivery.

Lot 2 also contains a small amount of Disposable Items which are required in this contract

All food supplied shall be fit for human consumption and acquired, stored, distributed and delivered in accordance with the Food Safety (General Food Hygiene) Regulation 1995 as amended and all other relevant regulations, including though not exhaustively: -

- The Food Hygiene (England) Amended regulations 2012

- Regulation E C 852 2004 on Hygiene Of Food Items
- Meat Products (England) (amended) Regulations 2008
- Meat Products and Spreadable Fish Products Regulations 1984
- Poultry Meat (Water Content) Regulations 1984/1145
- Egg (Marketing Standards) (Amendment) Regulations July 2010
- Fruit Juices and Fruit Nectars England Regulations 2013
- Spreadable Fats (Marketing Standards) Regulations 1995/3116
- Food (Control of Irradiation) Regulations 1990/2490
- Food Labeling Regulations 2013
- Food Safety (Temperature Control) Regulations 1995

5.8.4 LOT 3 FROZEN FOODS

Product Specification

Please see Annex 1 for list of contract items and volume

Legal Requirement

All goods shall conform to the Frozen Foods Regulations 2006 governing the sale and/or delivery of such goods in the United Kingdom in force at the time of delivery.

All frozen products must be quick frozen. Storage prior to delivery should be minus 18 degrees Centigrade for no longer than three months. Cold storage temperatures must not be allowed to fluctuate. The temperature of frozen products at the time of delivery must not be higher than minus 15 degrees Centigrade.

Meat and offal shall be delivered frozen unless chilled is specifically requested.

All food supplied shall be fit for human consumption and acquired, stored, distributed and delivered in accordance with the Food Safety (General Food Hygiene) Regulation 1995 as amended and all other relevant regulations, including though not exhaustively:-

- The Food Hygiene (England) regulations 2012 Amended
- Regulation E C 852 2004 on Hygiene Of Food Items
- Meat Products (England) Amended Regulations 2008
- Meat Products and Spreadable Fish Products Regulations 1984
- Poultry Meat (Water Content) Regulations 1984/1145
- Food (Control of Irradiation) Regulations 1990/2490
- Food Labeling Regulations 2013
- Food Safety (Temperature Control) Regulations 1995
- Food Safety (General Food Hygiene) Regulation 1995
- Frozen Food Regulations 2006

5.8.5 LOT 4 – FRESH MILK AND FRESH BREAD

Milk Quality

All milk supplied under the Provision of the Contract shall comply with the Provisions of The Food Hygiene (England) Regulations 2012 Amended and Drinking Milk Regulations 2008 and any appropriate amendment, regulation or order not specifically listed. Where appropriate the Supplier shall maintain records demonstrating compliance with British or equivalent standard.

Proof of Quality

Tenderers are advised that submission of this tender implies that all milk supplied under this Agreement must comply with EC Regulation No. 2167/83 and 1548/90 (and subsequent amendments). The supplier must comply with any requests for analyses/information without cost to the Authority.

Pasteurisation

All milk supplied under the terms of this contract must be by means of heat treatment involving a high temperature (at least 71.7°C for 15 seconds, or equivalent combination) or a Pasteurisation process using different time and temperature combinations to obtain an equivalent effect.

Compositional Requirements

The fat content of drinking milk should be as follows: -

- Whole Milk (both standardised and non-standardised): –at least 3.5%
- Semi-skimmed Milk: - 1.7%
- Skimmed Milk: - 0.3% maximum
- Organic Semi-skimmed Milk:-1.7%

Labelling

The Food Labelling Regulations 2013 do not apply to cow's milk. However, the new food labeling regulations which comes into effect from December 2014 will be applicable

Microbiological Criteria

The Dairy Products (Hygiene) Regulations 2000/1209 microbiological criteria should be adhered to for all drinking milk, both raw and heat-treated.

Temperature Control

Chilled foods must be stored at between 0°C and 8°C or alternatively at a previously documented assessed temperature for the food type(s) handled. On delivery, the temperature of chilled products must not exceed 8°C or other appropriate specified temperature(s).

Raw Materials/Finished Goods Procurement

The manufacturer/distributor has a responsibility, under The Food Safety Act 1990 (and any amendments) to procure safe, sound raw materials and/or finished goods.

Processing

Manufacturing should encompass good practices incorporating the Food Safety Act 1990 and must cover the following though this list is not exhaustive: -

- Storage of Milk
- Delivery of Milk
- Stock Rotation
- Un-saleable/unfit food (segregation)
- Temperature Control
- Records of temperature readings
- Thermometer Calibration
- Pasteurisation Equipment
- Maintenance Records
- Prevention of Cross-contamination
- Structural Maintenance Records
- Cleaning including CIP
- Personal Hygiene
- Pest Control
- Refuse Disposal
- Front of House Procedures

Premises Registration

The Supplier must be registered with their Local Authority Environmental Health Department Regulation (EC) 852/2006: Article 6). Local Authorities are not obliged to receipt applications therefore it is essential that you identify in writing that you are registered. '

Legal Requirements

All produce supplied under this Agreement shall conform strictly to all legal requirements governing the production and delivery of such produce within the United Kingdom and European Community. The manufacturer is without limitation responsible for relevant compliance with The Food safety Act 1990 and any subsequent provision. The Authority will not be liable for the effects of any non-compliance of the above-mentioned Act.

Bread Quality

All products must be defined and manufactured in accordance with The Food Safety Act 1990, The Weights & Measures Act 1985 and all subsequent primary regulations, i.e. Bread and Flour Regulations 1998 as amended. The definition of "bread" in the Bread and Flour regulations 1998 states that bread shall consist of dough made from flour and water, with or without other ingredients, which has been fermented by yeast or otherwise leavened and subsequently baked or partly baked.

- All containers provided shall be clean and free from residual debris.
- All rolls should be bagged in dozens and layered in trays to prevent crushing.
- All cakes/morning goods must be covered.

5.8.6 LOT 5 - FRESH FRUIT, VEGETABLES & PREPARED VEGETABLES

Packaging

Where plastic bags are used for peeled potatoes, they must be of a gauge sufficient to withstand handling and transit damage.

In all other cases, where plastic bags are used in the repacking of fruit, vegetables and non-peeled potatoes, they must be new and perforated. No original packaging to be used for exotic imports.

Ware Potatoes

Potatoes, home-grown or imported, must comply with The Potato Marketing Board (PMB) Requirements 1991, The PMB Standard of Grading for New Potatoes 1991, and any subsequent PMB stipulations in regard to the 'ware' standard for potatoes.

Fruit and Vegetables

Copies of the EC Standards may be obtained from the Regional Offices of the Ministry of Agriculture, Fisheries and Food. At the time of printing there are standards for the following produce: -

Apples
Apricots
Artichokes
Asparagus
Aubergines
Avocados
Beans (other than shelling)
Brussels Sprouts
Cabbages
Carrots
Cauliflowers
Celery
Cherries
Chicory (Witloof)
Clementines & Citrus
Courgettes
Cucumbers
Garlic
Grapes (Table)
Grapefruit
Hybrids
Kiwi Fruit
Leeks
Lemons
Lettuce, Endives & Batavia
Mandarins
Mushrooms
Onions
Oranges
Peaches
Pears
Peas
Plums
Pineapples
Raspberries
Assumas
Spinach
Strawberries
Sweet Peppers
Tomatoes
Water Melon

Exotic Fruit and Vegetables

For the purposes of this contract Exotics are defined as produce not normally grown in the E.U. It is a requirement that whole boxes/cartons/containers of Exotics must be opened by the Supplier on his premises prior to delivery and checked for the presence of insects and reptiles. All such creatures must be immediately removed.

5.8.7 LOT 6 –DISPOSABLE ITEMS (consisting of food packaging, utensils and wrapping items)

Product Specification

The Supplier shall be required to provide clean, safe and efficient goods (appropriate to the relevant Lot) which deliver high quality and optimum priced products to end users based within Plymouth City Council as listed on Annex 1 for list of contract goods volumes

The majority of this contract will be used by the Secondary Schools; a small element may be used in the Primary Schools

Legal Requirement

All produce supplied under this Agreement shall conform strictly to all legal requirements governing the production and delivery of such items within the United Kingdom and European Community.

All packaging materials must comply with The Plastic Materials and Articles in Contact with Food Regulations 2012 EU Regulation 1183 (and subsequent amendments).

Where possible materials to be bio degradable to work with our green environmental plan

Please see Annex 1 for service volume

Please see Annex 2 for List of Zones

5.9 Outcomes

The provision of the Services will result in the following outcomes;

- Improving the health and well-being of the city by feeding more children
- Better education from eating healthy food
- Increased employment within the city
- Introduction of the new and improved Food Standards (September 2014)
- Supporting procurement which in turn will provide employment
- Working with Head Teachers to implement the School food plan which was introduced in July 2013
- Supporting schools in delivering cooking with in the curriculum
- Creating a fair co-operative city where we will treat everyone with respect
- Universal Free School Meals for all children in Key Stage One are to be introduced from September 2014. The table below gives indicative figures only of estimated potential increases in meal numbers. These figures cannot be guaranteed and could be higher or lower

Year	Current take-up (forecast for 2013/14)	KS1 80%, 85%, 90%, 90%	KS2 Current, +1%, +1.5%, 2%, +3%	Total
2013/14	1,400,000			1,400,000
2014/15		1,052,022	726,981	1,779,004
2015/16		1,117,774	736,844	1,854,618
2016/17		1,183,525	746,707	1,930,232
2017/18		1,183,525	766,432	1,949,957

Notes:

1. 2013/14 – figures not split between KS1 and KS2
2. KS1 approximately 40% of each school roll
3. KS1 take-up assumed at 80% etc of 40% of school roll
4. KS2 (60% of school roll) take-up assumed at current levels of individual whole school take-up +1%, etc
5. 2014/15 shown as full year effect (not 01/09/14 to 31/03/15)
6. Figures are an estimation only for guidance only and cannot be guaranteed

5.10 Eligibility

- Maintained schools
- Trust schools
- Academies
- Free Schools
- Council / Local authority care homes
- Community Meals Service

5.11 Service Levels

The tenderer shall detail what Help Desk facilities shall be made available to provide first line support, technical and customer service issues during working hours and be capable of providing a service that minimises the need for Customer personnel to interact with the help Desk facility

The tender shall provide estimated response times when dealing with customer service issues and outcomes

The tender shall provide eight weeks lead in times for price increases in relation to the twice annual change in menu cycle

5.12 Quality of product

The quality of product should be as stated in this specification

5.13 Levels of Support

The tenderer will need to allow for peaks and troughs in trading during the school academic year and the introduction of the Universal Infant Free School (UIFSM) to all Key Stage One pupils (aged 5-7) which comes into effect from September 2014. Please refer to table in section 5.9

5.14 Business continuity

There is a need for plans to be in place for the general continuation of your business in the event of a recognised disaster e.g. flooding due to adverse weather conditions, disruption to road and rail networks but also fuel shortages or industrial action.

Demonstrable written business continuity plans will be required.

THIS CONTRACT IS ENTERED INTO BETWEEN:

- ***XXXXXXXXXXXXXX*** hereinafter called the "**CATERER**"

  And

- ***Lycee Louis Massignon***, having its address at P.O. BOX 2314 - ABU DHABI hereinafter called the "CLIENT",

  For the purposes of the management of the establishment's students and staff catering services, hereinafter called "***CATERING SERVICES***".

- *Whereas, the CLIENT requires the performance of the CATERING SERVICES at its premises located in Abu Dhabi,*
- *Whereas, the CATERER declares it is qualified, able and willing to carry out this responsibility as per the terms, provisions and conditions herein contained,*
- *Now, therefore, in consideration thereof, and in view of the mutual covenants and agreements, the CLIENT and the CATERER agree as follows:*

1. ***DESCRIPTION OF SERVICES***:

The CATERER shall provide the CATERING SERVICES to the CLIENT all along the academic year in accordance with the school calendar annexed to Volume II hereof.

The quality, meals, garbage collection, pest control, microbiological testing and other requirements are fully detailed in the Volume II of this Agreement which is fully enforceable as Scope of Services and Specifications.

The CLIENT may use the school Cafeteria outside the duty and meal preparation hours for exceptional events that it organizes. In this case, it shall ensure the cleaning of the used premises unless the CATERER has been asked to serve meals on this occasion.

2. ***INSURANCE***:

The CATERER may be held responsible only as part of the performance of the SERVICES provided for in Volume II of the CONTRACT.

The CATERER undertakes:

- To take up an assurance coverage with a company of sound financial standing to cover his Third Party Liability and in particular against risks of food poisoning. The CATERER shall provide as part of his obligations a written certificate of insurance to the CLIENT.
- To settle regularly his insurance premiums and give evidence thereof as part of his obligations.
- To indemnify the CLIENT for any loss, damage or claim that it may suffer from the provision of CATERER services.

The CLIENT declares:

- To be held responsible and insure against all risks of fire on all premises, installations, equipment and furniture put at the disposal of the CATERER as well as the stocks of any kind necessary for proper rendering of the services within the framework of the CONTRACT.

- To waive any right of recourse against the CATERER in case of damage unless there is willful misconduct or gross negligence on part of the CATERER or any of its employees, management or sub-contractors.

3. THE PRICE

The prices of the SERVICES are deemed inclusive of all obligations described in Volume II hereof and shall be as follows:

- The unit price of the complete meal for primary school pupils: AED xxx (xxx UAE Dirhams and yy) inclusive of the applicable VAT.
- The unit price of the complete meal for secondary school students: AED xxx (xxx UAE Dirhams and yy) inclusive of the applicable VAT..
- The unit price of the full meal of staff working in the Secondary School (or related parties): AED xxx (xxx UAE Dirhams and yy) inclusive of the applicable VAT.
- The prices of snacks sold by the CATERER are included in an attached list.

The above prices shall be valid and applicable for the term of the CONTRACT (i.e. One Academic Year), fixed and non-revisable.

Payment: The CATERER shall pay the CLIENT, on quarterly basis, the equivalent of 5% (five percent) of all its revenues as a share of the servicing expenses.

4. INVOICING AND PAYMENT

The CATERER shall charge directly the families of the rational students and proceed directly to the collections in agreement with the CLIENT. Methods of payment may be offered to families.

The CATERER shall be also in charge of organizing and checking entries to the school cafeteria in agreement with the CLIENT.

In the case of scholarship students, the CLIENT shall substitute for the family and directly settle the amount due to the CATERER within the limit of the amounts of the awarded scholarship.

No minimum billing is guaranteed.

In the event of the renewal of the CONTRACT, the evolution of the tariffs may intervene and shall be made according to the evolution of the prices in the school catering sector and in agreement with the CLIENT. It cannot be higher than 5% per year. It must be notified in writing before the 15th of May preceding its date of application.

In the event of disagreement between the parties as to the evolution of the prices, the new prices of the services will be calculated by applying on the tariffs of the school cafeteria the variation intervened to the highest tuition fees on the preceding September 1st. The increase may not, in any case, be greater than 5%.

All invoicing to the CLIENT (if any) shall be presented in the format in force in the UAE. The CLIENT shall have 30 days to pay. All payments shall be made by bank transfer.

5. VALIDITY OF THE SERVICE DELEGATION CONTRACT AND SAFEGUARD CLAUSES:

The CONTRACT is concluded for One (01) year. It can be renewed expressly by the CLIENT.

The CONTRACT may be terminated at any time by the CLIENT by registered letter with acknowledgment of receipt after two (02) months' notice sent by the CLIENT in case of CATERER's non-compliance with the specifications' clauses.

The CATERER may terminate the CONTRACT by registered letter with acknowledgment of receipt with two (02) months' notice if it considers that, due to changes made by the CLIENT with respect to its services (change of class schedules of students, etc.); its financial equilibrium is threatened.

In the event of changes during the academic year, the CATERER undertakes to ensure the operation of the catering service in accordance with the provisions of the CONTRACT until the end of the academic year.

The contract shall enter into force upon its signature and shall become effective two (02) weeks before the beginning of the academic year following its signature. The first meal will be served on September 01st, 2018.

6. CATERER / CLIENT RELATIONS

Any claims made by either party shall be settled by the CATERER's and the CLIENT's representatives.

A Catering Committee will be created. It shall meet at the CLIENT's premises. It shall consist of the representatives appointed by the CLIENT, and representatives appointed by the CATERER. This Committee shall meet once per month.

7. DISPUTES:

Before seeking the jurisdiction of the Emirati law and the courts of the UAE, the parties undertake to amicably negotiate, as soon as practicable, all the problems arising between them in relation with the execution hereof.

8. TRANSITIONAL MEASURES:

For three (03) months from the date of entry into force, the parties may agree to make amendments hereto, except on financial conditions and tariff systems, with the aim of achieving the maximum satisfaction of students and the families of Lycee Louis Massignon in Abu Dhabi.

Made on..... In Abu Dhabi (UAE)

On behalf of the CLIENT			**On behalf of the CATERER**	
Full Name	:		Full Name	:
Position	:	***The Principal***	Position	:
Signature	:		Signature	:

(Apr 1360/2018)

VOLUME II – SCOPES OF SERVICES & SPECIFICATIONS – CATERING SERVICES

1. OBJETIVE OF THE SERVICES

The French School "***Lycée Louis Massignon***" (***The CLIENT***) has a school cafeteria for its students, staff and possibly the guests. This school cafeteria shall be at the disposal of the CATERER for the purposes of performance of the SERVICES.

The preparation of meals shall be made in a kitchen belonging to the CATERER outside the CLIENT's premises.

In the case of an outside production, the transport between the kitchen and the dining room shall be made in a cook & serve operation respecting the applicable standards of hygiene and food safety (Respect of the standards of Abu Dhabi Food Control Authority, ADFCA, see ANNEX 3). When transported to the inside of the school cafeteria, the food shall be stored in closed and insulated containers. This transportation shall be at the expense and under the responsibility of the CATERER.

2. SCOPE OF THE SERVICES

The CATERER's performance of the SERVICES is in full conformity with the law and the accepted catering industry standards.

The CATERER provides lunch to students, staff and any guests of the CLIENT to the exclusion of any other person.

The meals shall be provided by the CATERER between 11:55 am and 1:30 pm, in three services, for high school students and staff 5 days a week from Sunday to Thursday and for Primary School pupils, 4 days a week, Sunday, Monday, Wednesday and Thursday according to the school calendar. The snack service will be open from 11 am to 14h pm. This distribution and these schedules may be reorganized according to the evolutions of the staff and the rules of the CLIENT.

A calendar will be provided to CATERER in July before the start of the academic year in September.

The catering services of the students of the secondary school sections shall be organized in self-service.
The CATERER shall propose an organization to maximize the fluidity of the service.

On the other hand, for primary school pupils, the meal will be served at the table in a dedicated refectory. The CATERER will be responsible for the delivery of food in these rooms and the recovery of equipment (trays, plates, cutlery, glasses, etc.) and food waste.

The CATERER shall provide at its own expense the cleaning and maintenance of all premises, preparation area and school cafeteria, equipment and furniture in compliance with hygiene standards.

3. PROPERTY OWNERSHIP

The CLIENT shall provide the CATERER with the heavy equipment necessary for the realization of SERVICES: refrigerators, freezers, washing machine dishes. The maintenance of this material shall be the responsibility of CATERER. An inventory is provided in Annex 2 by the CLIENT.

Cookware and dishes shall be provided by the CATERER.

Food and consumables shall be provided by CATERER.

In order to sell snacks to students, a sales kiosk shall be made at the CATERER's disposal by the CLIENT.

The CATERER must inform the CLIENT of any deterioration of the frame and the equipment made at its disposal.

4. MENUS

The CATERER is responsible for providing all the foodstuff and consumables necessary for the satisfactory performance of the SERVICES therein described.

The CATERER must respect the essential rules of food balance in compliance with the local standards in force, requiring, for the proper implementation of the service, to serve:

- High quality nutrients and in balanced quantity,
- Appetizing foods for all consumers, respecting good food and culinary practices, in particular by limiting salt seasoning,
- Menus guaranteeing the recommended minimum intakes (see ANNEX 1 grammage GENMCR),

- Menus ensuring a good variety both by frequency of 20 days and by category of products.
- A thematic meal will be proposed every fortnight with an animation.
- The menus proposed by the CATERER shall be checked and signed by a certified nutritionist
- The quarterly menus shall be submitted to the CLIENT's representative before each start of the quarter.
- A snack offers secondary school students products the list of which should be provided as an annex. Opening hours will be also determined by the establishment.
- Meals can be served by the CATERER at the request of the CLIENT for special occasions (meetings, events ...); they will be billed separately.

4.1. STRUCTURE OF MEALS

A single menu will be served to the three categories of guests (primary, teenagers / staff) with appropriate weights (see ANNEX 1) and must include:

- *Bread :*

The CATERER must offer fresh bread every day (according to the defined weight) and at least twice a week other types of bread than white bread (breads, cereal breads, raisin breads, etc.).

- *An appetizer :*

Over twenty consecutive meals, the following frequency must be respected:

- Only 10 times maximum, salad and raw vegetables
- 4 times maximum of quiches, fondues, pizzas, rolled,
- 3 times minimum a starch (pasta salad, taboulé, etc.)

- 3 times minimum soup or soup.
- One or more main protein dish (s):

Over twenty consecutive meals, the following frequency must be respected:

- 4 times red meat (beef and lamb with a frequency of 1 time maximum for minced steaks that contain less than 20% fat),
- 4 times of the poultry,
- 2 times meat in sauce (it is explicitly planned that the counting is done by category: for example, the beef bourguignon will be counted in meat in sauce and not in red meat),
- 4 times fish (breaded fish must consist of at least 70% of animal raw material, the frequency of this dish must be less than that of a fish with a content greater than 95% of animal raw material),
- 2 times a main protein dish (lasagna, paella, etc.) without accompaniment.

In order to comply with these requirements, the CATERER must ensure that only one type of meat is served per dish (mixtures are prohibited, particularly with regard to minced meat dishes).

- one or more side dish (s)

Over twenty consecutive meals, the following frequency must be respected:

- 10 times a dish of cooked vegetables, several times composed of fresh vegetables*,
- 10 times a plate of starchy foods (pasta, rice, pulses, potatoes, semolina, wheat, etc.)

* *Purees will be composed of at least 75% of vegetables and without added flour.*

The candidates can propose several variants (one or more dishes). In the case where several dishes are offered, the candidates are expected to propose a system for monitoring the respect of the defined nutritional balance.

Similarly, the candidates will be able to propose several variants according to the frequency of use of the fresh products in the preparation of the meals.

- *Cheese or Dairy:*

Over twenty consecutive meals, the following frequency must be respected:

- 10 times hard cheese,
- 5 times soft cheese,
- 5 times white cheese, yogurts or unsweetened Swiss pork (the sugar must be presented separately).

The cheese shall be served in individual portions (it can be delivered to the cut and portioned by CATERER agents). The products served must comply with ANNEX 1.

- *A dessert :*

Over twenty consecutive meals, the following frequency must be respected:

- 10 times fresh seasonal fruits, whole or in salad,
- 2 desserts, ice creams, milk desserts, rice or semolina with milk, chocolate mousse,
- 2 times fresh pastry,
- 3 times of the compote (various fruits) and biscuits without cream, chocolate or jam,
- 3 times cooked fruit or syrup.

The CATERER shall endeavor to choose seasonal products, preferably fresh and locally produced.
Each day a fully vegetarian meal will be proposed by CATERER.

The CATERER will provide salt, sugar, pepper, mustard in individual portion depending on the dish served.

4.2. Special Cases and Exceptional Events

- A fully organic meal" will be proposed by the CATERER a monthly basis in the framework of students Health walk project.
- Three to four times a year, the CLIENT can ask the organization of specific events without additional cost (week of taste, Christmas meal, meal of the *Galette des Rois*, etc. ...).

The CATERER does not have to provide specific meals for people with medically recognized food allergies.

- The CLIENT may request CATERER specific services not described in this document. A microwave and a refrigerator will be made at the disposal of the students with an individualized hospitality protocol. The maintenance of this oven and this refrigerator will be the responsibility of the CATERER.
- The table drink will be the mineral water served in a carafe. The CATERER will be responsible for the filling of the carafes, the daily cleaning and their arrangement on the tables.

5. RESPECT OF TEMPERATURES:

Foods transported in a hot transfer must constantly maintain a minimum temperature of 65 °C and this until presentation on the chain of passage.

Cold foods should be stored between 0 °C and 3 °C and, at the time of service, should be stored in a cabinet with a maximum temperature of 10 °C for a maximum of 2 hours.

6. STAFF

The CATERER shall hire, pay and manage independently his employees, thus keeping the CLIENT free of all related social, fiscal and legal charges and obligations.

Particularly:

- the equipment of the staff, their outfits, their food shall be provided by the CATERER,
- In addition to CATERER staff, the necessary staff is made available by the school for the supervision of primary school pupils on the one hand and secondary classes on the other hand.
- The CATERER undertakes to providing staff in sufficient numbers to ensure optimal service operation.
- The staff must be trained in food hygiene rules. As such, the wearing of a charlotte and gloves is mandatory during the service. Similarly, it is requested that the food service is made with utensils and not with the hands. In times of epidemic, the wearing of the mask may be requested by the client.

- The employed staff has a mission of service. The reception of users must be adapted to the public (children) and benevolent (smile and politeness).
- The staff shall also participate in the collective mission of education of the children, in the same way as the other personnel of the establishment.
- The CATERER manager on the CLIENT's premises shall ensure the relations with the CLIENT. The French language will be a plus.
- The CATERER shall provide to its staff all the work clothes necessary for the accomplishment of its mission.
- The CATERER undertakes to ensure the continuity of the catering service even in the event of absence of its staff and during the holidays as worked in the calendar of the CLIENT.
- The CATERER shall check the state of health of its staff and make all the arrangements in the hypothesis where the state of health of its staff is not compatible with the exercise in school catering.
- The CATERER staff shall have access to the premises (refectory, preparation area, kiosk) whenever the interest of the catering service requires that.
- The CATERER undertakes to respect the rules of procedure as well as the safety instructions in case of fire. As such, all staff can be requested, at the request of the Client, for participation in training days in this area, within the limit of one day per year and this, without additional cost to be borne by the CLIENT.
- The Staff undertakes to inform the CLIENT of any safety hazards of which they are aware.

7. RIGHTS AND OBLIGATIONS OF THE CLIENT:

The Client provides CATERER with the preparation area, refectories, equipment and materials in its possession on the date of signature of the contract and necessary for the achievement of the services defined in article 2. A list of these goods is included in Annex to the contract (see ANNEX 2). In accordance with Article 3, the maintenance, removal and renewal of the property shall be the responsibility of CATERER.

The CLIENT shall provide a counter compensation equivalent to 5% of CATERER's revenues, electricity and water and other servicing costs for the facilities and equipment provided.

The CLIENT shall ensure the removal of solid waste.

The CLIENT shall be responsible of the renovations of the premises. The works and improvements required by the evolution of the rules relating to food hygiene in collective catering are also at its expense if they concern the building.

The CLIENT (or his representative) may check the services provided by the CATERER at any time on site or at the place of manufacture, in particular with regard to the variety (see article 4), the temperature (see article 5), the quality and quantity of served meals (see APPENDIX 1), compliance with hygiene rules, maintenance of equipment (via the equipment maintenance and follow-up manual) and compliance with safety rules.

The CLIENT shall ensure the supervision of the students for the duration of the service, including in the dining room.

8. RIGHTS AND OBLIGATIONS OF THE CATERER:

The CATERER shall ensure the deposit of food and solid waste in a specific room made available by the CLIENT in containers provided by the CLIENT.

The removal of waste and the cleaning of the waste storage room are provided by the CATERER.

The CATERER's staff shall not be allowed to collect waste and / or food scraps.

The CATERER must provide a layout proposal (dining room, preparation area, kiosk layout) and an investment plan. It undertakes to execute this investment plan during the first year.

The CATERER shall be held responsible for the management of registrations and deregistration, invoicing and collection of sums.

The system set up by the CATERER must at least allow the online registration / deregistration, the payment of sums due in cash and by bank transfer.

On the other hand, the parents will have at their disposal a contact email address to manage all administrative issues (registration, deregistration, billing, payment); there will be three languages of communication: French, English and Arabic.

The CATERER must be able to provide at the beginning of each quarter the number of registered children receiving meals, the distribution between the different tariffs, and the distribution between the different days of the week and must be able to provide any other element of individual management (notably the information relative to scholarship students).

The CATERER shall ensure the maintenance of the equipment and keeps up to date and at the disposal of the CLIENT a book of maintenance and maintenance of the said equipment.

The insects and pests control shall be regularly provided by CATERER inside and around the kitchens, dining rooms and garbage room

Bacteriological checks shall be organized regularly (at least once a month) by the CATERER and carried out by a body authorized on the food served to the CLIENT. The results of these checks shall be immediately communicated to the CLIENT.

The CATERER shall make the necessary investments for the fulfillment of the contract and ensure their renewal (as well as the renewal of the equipment made available at the beginning of the contract by the CLIENT). In accordance with Article 3, it shall provide at the end of each academic year a list of materials removed and acquired.

The CATERER shall be forbidden to use plastic dishes.

The CATERER must inform the CLIENT in writing of the work to be done on the building.

The CATERER shall be subject to the approval of the local authorities. The said approval to be issued from the Abu Dhabi Food Control Authority will be annexed to the contract upon its signature and, where applicable, each renewal thereof.

(Apr 1360-1/2018)

CANTEEN EQUIPMENTS FROM LYCEE

Main display counter

1	Tables S S	2
2	Warmer	1
3	Chiller	1
4	Chiller with shelf	1
5	Display stand	1
6	SS shelf	1
7	Refrigerator	1
8	Warmer Double door	1
9	Chiller	1
10	Water cooler	2
11	Tray rack with steel single	3
12	Tray rack with steel double	3
13	cash counter table	1

Primary canteen Area

1	Warmer	2
2	Chiller	2
3	Table with shelf	2
4	Display rack with shelf	2

Washing Area

1	Dish washing machines	1
2	S S Table	1
3	S S Shelf	5

kiosk

1	S S TABLE	1

Dining area

1	Table and chairs	A LOT

ANNEXE 2 – Grammages

Si les grammages qui suivent, adaptés à chaque classe d'âge, sont nécessaires, ils sont aussi suffisants.

PRODUITS, prêts à consommer, en grammes (plus ou moins 10%), sauf exceptions signalées.	Enfants de moins de 18 mois	Enfants de plus de 18 mois	Enfants en maternelle (6)	Enfants en classe élémentaire (6)	Adolescents, adultes, et personnes âgées si portage à domicile	Personnes âgées en institution	
						Déjeuner	Dîner
REPAS PRINCIPAUX							
PAIN	10	20	30	40	de 50 à 100	50	50
CRUDITÉS sans assaisonnement							
Avocat	20 (1)	30	50	70	80 à 100	80	80
Carottes, céleri et autres racines râpées	40 (1)	40	50	70	90 à 120	70	70
Choux rouges et choux blanc émincé	30 (1)	30	40	60	80 à 100	80	80
Concombre	40 (1)	40	60	80	90 à 100	90	90
Endive	20 (1)	20	20	30	80 à 100	80	80
Melon, Pastèque	80 (1)	80	120	150	150 à 200	150	150
Pamplemousse (à l'unité)	1/4 (1)	1/4	1/2	1/2	1/2	1/2	1/2
Radis	20 (1)	20	30	50	80 à 100	60	60
Salade verte	0	0	25	30	40 à 60	30	30
Tomate	40 (1)	40	60	80	100 à 120	80	80
Salade composée à base de crudités	40 (1)	40	40	60	80 à 100	80	80
Champignons crus	30 (1)	30	40	60	80 à 100	80	80
Fenouil	30 (1)	30	40	60	80 à 100	80	80
CUIDITES sans assaisonnement							
Potage à base de légumes (en litres)	1/8 (1)	1/8	1/8	1/6	1/4	1/6	1/6
Artichaut entier (à l'unité)	1/2 (1)	1/2	1/2	1/2	1	1	1
Fond d'artichaut	30 (1)	30	50	70	80 à 100	80	80
Asperges	30 (1)	30	50	70	80 à 100	80	80
Betteraves	30 (1)	30	50	70	90 à 120	80	80

PRODUITS, prêts à consommer, en grammes (plus ou moins 10%), sauf exceptions signalées.	**Enfants de moins de 18 mois**	**Enfants de plus de 18 mois**	**Enfants en maternelle (6)**	**Enfants en classe élémentaire (6)**	**Adolescents, adultes, et personnes âgées si portage à domicile**	**Personnes âgées en institution**	
						Déjeuner	**Dîner**
Céleri	30 (1)	30	50	70	90 à 120	80	80
Champignons	30 (1)	30	50	70	100 à 120	80	80
Choux-fleurs	30 (1)	30	50	70	90 à 120	80	80
Cœurs de palmier	30 (1)	30	40	60	80 à 100	70	70
Fenouil	30 (1)	30	40	60	80 à 100	70	70
Haricots verts	30 (1)	30	50	70	90 à 120	80	80
Poireaux (blancs de poireaux)	30 (1)	30	50	70	90 à 120	80	80
Salade composée à base de légumes cuits	30 (1)	30	50	70	90 à 120	80	80
Soja (germes de haricots mungo)	30 (1)	30	50	70	90 à 120	70	70
Terrine de légumes	0	0	30	30	30 à 50	30	30
ENTRÉES DE FÉCULENT (Salades composées à base de P. de T., blé, riz, semoule ou pâtes)	30 (1)	30	60	80	100 à 150	100	100
ENTREES PROTIDIQUES DIVERSES							
Œuf dur (à l'unité)	0	1/4	1/2	1	de 1 à 1,5	1	1
Hareng/garniture	0	0	30	40	de 40 à 60	60	60
Maquereau	0	15	30	30	40 à 50	50	50
Sardines (à l'unité)	0	1/2	1	1	2	2	2
Thon au naturel	0	15	30	30	40 à 50	50	50
Jambon cru de pays	0	0	20	30	40 à 50	50	50
Jambon blanc	0	15	30	40	50	50	50
Pâté, terrine, mousse	0	0	30	30	30 à 50	50	50
Pâté en croûte	0	0	45	45	65	65	65
Rillettes	0	0	30	30	30 à 50	50	50
Salami – Saucisson – Mortadelle	0	0	30	30	40 à 50	50	50
ENTREES de PREPARATIONS PATISSIERES SALEES							
Nems	0	0	50	50	100	50	50

PRODUITS, prêts à consommer, en grammes (plus ou moins 10%), sauf exceptions signalées.	Enfants de moins de 18 mois	Enfants de plus de 18 mois	Enfants en maternelle (6)	Enfants en classe élémentaire (6)	Adolescents, adultes, et personnes âgées si portage à domicile	Personnes âgées en institution	
						Déjeuner	Dîner
Crêpes	0	0	50	50	100	50	50
Friand, feuilleté	0	0	55 à 70	55 à 70	80 à 120	80 à 120	55 à 70
Pizza	0	0	70	70	90	70	70
Tarte salée	0	0	70	70	90	70	70
ASSAISONNEMENT HORS D'OEUVRE(poids de la matière grasse)	3 (1)	5	5	7	8	8	8
VIANDES SANS SAUCE							
BŒUF (10)							
Bœuf braisé, bœuf sauté, bouilli de bœuf	20	30	50	70	100 à 120	100	70
Rôti de bœuf, steak	20	30	40	60	80 à 100	80	60
Steak haché de bœuf, viande hachée de bœuf	20	30	50	70	100	100	70
Hamburger de bœuf, autre préparation de viande de bœuf hachée	0	0	50	70	100	100	70
Boulettes de bœuf, ou d'autre viande, de 30g pièce crues (à l'unité)	0	0	2	3	4 à 5	4	3
VEAU (10)							
Sauté de veau ou blanquette (sans os)	20	30	50	70	100 à 120	100	70
Escalope de veau, rôti de veau	20	30	40	60	80 à 100	80	60
Steak haché de veau, viande hachée de veau	20	30	50	70	100	100	70
Hamburger de veau, Rissolette de veau, Préparation de viande de veau hachée	0	0	50	70	100	100	70
Paupiette de veau	0	0	50	70	100 à 120	100	70
AGNEAU-MOUTON (11)							
Gigot	20	30	40	60	80 à 100	80	60
Sauté (sans os)	20	30	50	70	100 à 120	100	70
Côte d'agneau avec os	0	0	0	80	100 à 120	100	70
Boulettes d'agneau-mouton de 30g pièce crues (à l'unité)	0	0	2	3	4 à 5	4	3
Merguez de 50 g pièce crues (à l'unité)	0	0	1	2	2 à 3	2	1,5

PRODUITS, prêts à consommer, en grammes (plus ou moins 10%), sauf exceptions signalées.	Enfants de moins de 18 mois	Enfants de plus de 18 mois	Enfants en maternelle (6)	Enfants en classe élémentaire (6)	Adolescents, adultes, et personnes âgées si portage à domicile	Personnes âgées en institution	
						Déjeuner	Dîner
PORC (12)							
Rôti de porc, grillade (sans os)	20	30	40	60	80 à 100	100	70
Sauté (sans os)	20	30	50	70	100 à 120	100	70
Côte de porc (avec os)	0	0	0	80	100 à 120	100	70
Jambon DD, palette de porc	20	30	40	60	80 à 100	80	70
Andouillettes	0	0	50	70	100 à 120	100	70
Saucisse de porc de 50 g pièce crue (à l'unité)	0	0	1	2	2 à 3	2	1,5
VOLAILLE-LAPIN (9)							
Rôti, escalope et aiguillettes de volaille, blanc de poulet	20	30	40	60	80 à 100	80	60
Sauté et émincé de volaille	20	30	50	70	100 à 120	100	70
Jambon de volaille	20	30	40	60	80 à 100	80	60
Cordon bleu ou pané façon cordon bleu	0	0	50	70	100 à 120	100	70
Cuisse, haut de cuisse, pilon de volaille (avec os)	20 (7)	30 (7)	100	140	140 à 180	140	100
Brochette	0	0	50	70	100 à 120	100	70
Paupiette de volaille	0	0	50	70	100 à 120	100	70
Fingers, beignets, nuggets de 20 g pièce cuits	0	0	2	3	5	5	3,5
Escalope panée de volaille ou autre viande	0	0	50	70	100 à 120	100	70
Cuisse ou demi-cuisse de lapin (avec os)	0	0	100	140	140 à 180	140	100
Sauté et émincé de lapin (sans os) (7)	20	30	50	70	100 à 120	100	70
Paupiette de lapin	0	0	50	70	100 à 120	100	70
Saucisse de volaille de 50g pièce crue (à l'unité)	0	0	1	2	2 à 3	2	1,5
ABATS							
Foie, langue, rognons, boudin	0	0	50	70	100 à 120	100	70
Tripes avec sauce	0	0	50	70	100 à 200	100 à 200	140
OEUFS (plat principal)							

PRODUITS, prêts à consommer, en grammes (plus ou moins 10%), sauf exceptions signalées.	Enfants de moins de 18 mois	Enfants de plus de 18 mois	Enfants en maternelle (6)	Enfants en classe élémentaire (6)	Adolescents, adultes, et personnes âgées si portage à domicile	Personnes âgées en institution	
						Déjeuner	Dîner
Œufs durs (à l'unité)	1/4 (1)	1/2	1	2	2 à 3	2	1,5
Omelette	10 (1)	20	60	90	90 à 130	90	60
POISSONS (Sans sauce)							
Poissons non enrobés sans arêtes (filets, rôtis, steaks, brochettes, cubes)	20	30	50	70	100 à 120	100	70
Brochettes de poisson	0	0	50	70	100 à 120	100	70
Darne	0	0	0	0	120 à 140	120	80
Beignets, poissons panés ou enrobés (croquettes, paupiettes, …)	0	0	50	70	100 à 120	100	70
Poissons entiers	0	0	0	0	150 à 170	150	110
PLATS COMPOSES							
Poids recommandé de la denrée protidique du plat composé (choucroute, paëlla, hachis parmentier, brandade, légumes farcis, raviolis, cannellonis, lasagnes, autres plats composés)	20 (3) (5)	30 (3)	50	70	100 à 120	100	70
Poids de la portion de plat, comprenant denrée protidique, garniture et sauce (hachis parmentier, brandade, raviolis, cannellonis, lasagnes, choucroute, paëlla, légumes farcis, autres plats composés ...)	210 à 220 (3) (5)	180 (3)	180	250	250 à 300	250	175
Préparations pâtissières (crêpes, pizzas, croque-monsieur, friands, quiches, autres préparations pâtissières) servies en plat principal	0	60(3) + garniture obligatoire de légumes	100	150	200	150	150
Quenelle	0	40(3) + garniture légumes obligatoire	60	80	120 à 160	120	80
LEGUMES CUITS	120 (1)	120	100	100	150	150	150
FÉCULENTS CUITS							
Riz – Pâtes – Pommes de terre	120 (1)	120	120	170	200 à 250	200	200

PRODUITS, prêts à consommer, en grammes (plus ou moins 10%), sauf exceptions signalées.	**Enfants de moins de 18 mois**	**Enfants de plus de 18 mois**	**Enfants en maternelle (6)**	**Enfants en classe élémentaire (6)**	**Adolescents, adultes, et personnes âgées si portage à domicile**	**Personnes âgées en institution**	
						Déjeuner	**Dîner**
Purée de pomme de terre, fraiche ou reconstituée	120	150	150	200	250	230	230
Frites	0	100	120	170	200 à 250	200	200
Chips	0	0	30	30	60	30	30
Légumes secs	0	120	120	170	200 à 250	200	200
Purée de légumes (légumes et pomme de terre) **pour les enfants mangeant mixé**	200	/	/	/	/	/	/
SAUCES POUR PLATS (jus de viande, sauce tomate, béchamel, beurre blanc, sauce crème, sauce forestière, mayonnaise, ketchup, etc.) Poids de la matière grasse	3 (1)	5	5	7	8	8	8
FROMAGES (8)	16 à 20 (1)	16 à 20	16 à 20	16 à 30	16 à 40	16 à 40	16 à 40
PRODUITS LAITIERS FRAIS (8)							
Fromage blanc, fromages frais (autres que le petit suisse et les fromages frais de type suisse)	090 à 100(1)	90 à 100	90 à 120	90 à 120	90 à 120	90 à 120	90 à 120
Yaourt et autres laits fermentés	0100 à 125 (1)	100-125	100-125	100-125	100-125	100-125	100-125
Petit suisse et autres fromages frais de type suisse	050 à 60 (1)	50 à 60	50 à 60	50 à 60	100 à 120	100 à 120	100 à 120
Lait demi-écrémé en ml des menus 4 composantes	0	0	125	125	250 (2)	/	/
Lait infantile ou équivalent (en ml)	100 à 125	0	/	/	/	/	/
DESSERTS							
Desserts lactés	0	90 à 125	90 à 125	90 à 125	90 à 125	90 à 125	90 à 125
Mousse (en cl)	0	10 à 12	10 à 12	10 à 12	10 à 12	10 à 12	10 à 12
Fruits crus	80 (1)	80 à 100	100	100	100 à 150	100 à 150	100 à 150
Fruits cuits	80 à 100	80 à 100	100	100	100 à 150	100 à 150	100 à 150
Fruits secs	15 (1)	15	20	20	30	30	30
Pâtisseries fraiches ou surgelées, à base de pâte à choux, en portions ou à découper	20 (1)	20-30	20-45	20-45	40-60	40-60	40-60
Pâtisseries fraiches, surgelées, ou déshydratées, en portions, à découper en	30 à 35 (1)	35 à 45	40-60	40-60	60-80	60-80	60-80

PRODUITS, prêts à consommer, en grammes (plus ou moins 10%), sauf exceptions signalées.	**Enfants de moins de 18 mois**	**Enfants de plus de 18 mois**	**Enfants en maternelle (6)**	**Enfants en classe élémentaire (6)**	**Adolescents, adultes, et personnes âgées si portage à domicile**	**Personnes âgées en institution**	
						Déjeuner	**Dîner**
portions ou à reconstituer							
Pâtisserie sèche emballée (tous types de biscuits et gâteaux se conservant à température ambiante)	10-20	10-20	20-30	20-30	30-50	30-50	30-50
Biscuits d'accompagnement	0	0	15	15	20	20	20
Glaces et sorbets (ml)	40 à 50 (1)	40 à 50	50 à 70	50 à 100	50 à 120 pour les adolescents 50 à 150 pour les adultes et les personnes âgées si portage à domicile	50 à 150	50 à 150
Desserts contenant plus de 60% de fruits	0	40-80	80 à 100	80 à 100	80 à 100	80 à 100	80 à 100
JUS DE FRUITS (en ml) (4)	/	/	/	/	/	200	/
PETIT DEJEUNER, GOUTER, COLLATION (enfants, adolescents et personnes âgées en institution)	**Enfants de moins de 18 mois**	**Enfants de plus de 18 mois**	**Enfants en maternelle**	**Enfants en classe élémentaire**	**Adolescents, adultes, Personnes âgées si portage à domicile**	**Personnes âgées en institution**	
Pain	10 à 20	30 à 40	40	50	80	40	
Biscuits secs	15 (1)	20 à 30	/	/	/	/	
Céréales	10 à 20	30	25 à 35	40 à 45	50 à 60	50 à 60	
Pâtisseries sèches (tous types de biscuits et gâteaux se conservant à température ambiante)	15 (1)	20 à 30	30	30	50	50	
Pâtisseries type quatre quarts	20-30	30-40	40-60	40-60	60-80	60-80	
Confiture, chocolat, miel, crème de marron, nougat, pâte de fruit	10(13)	15	20	20	30	30	
Fruit cru	80 à 100	80 à 100	100	100	100 à 150	100 à 150	
Fruit cuit	80 à 100	80 à 100	100	100	100 à 150	100 à 150	
Fruits secs	15 (1)	15	20	20	30	30	
Lait demi écrémé du petit déjeuner (ml)	/	/	200	200	250	200	
Lait demi écrémé du goûter (en ml)	0	150 (lait entier)	125	125	250	150	

PRODUITS, prêts à consommer, en grammes (plus ou moins 10%), sauf exceptions signalées.	Enfants de moins de 18 mois	Enfants de plus de 18 mois	Enfants en maternelle (6)	Enfants en classe élémentaire (6)	Adolescents, adultes, et personnes âgées si portage à domicile	Personnes âgées en institution	
						Déjeuner	Dîner
Jus de fruits pur jus, sans sucre ajouté (en ml) (4)	0	80	125	125	200	200	
Yaourt et autres laits fermentés	100 à 125 (1)	100 à 125	100 à 125	100 à 125	100 à 125	100 à 125	
Fromage blanc	90-100(1)	90 à 100	90 à 120	90 à 120	90 à 120	90 à 120	
Fromage	16 à 20 (1)	16 à 20	16 à 20	16 à 30	16 à 40	16 à 40	
Petit suisse et autres fromages frais de type suisse	50 à 60 (1)	50 à 60	50 à 60	50 à 60	100 à 120	100 à 120	
Lait infantile ou équivalent (en ml)	200 à 250	200 à 250	/	/	/	/	
Beurre	5 (1)	5	8	8	16	16	

(1) Ne concerne que les nourrissons de plus de 12 mois
(2) Adolescents uniquement
(3) Préparations maison uniquement
(4) Cf. glossaire en annexe
(5)Uniquement hachis Parmentier, brandade ou autres purées complètes
(6) Ces grammages sont ceux du déjeuner, et ne sont pas adaptés au dîner.
(7) Garanti sans os pour les enfants de moins ou de plus de 18 mois
(8) Cf. Spécification technique du GEMRCN applicable aux produits laitiers http://www.economie.gouv.fr/directions_services/daj/marches_publics/oeap/gem/table.html
(9) Cf. Spécification technique du GEMRCN applicable aux viandes de volailles et de lapins, et spécification technique applicable aux produits à base de viandes de volailles http://www.economie.gouv.fr/directions_services/daj/marches_publics/oeap/gem/table.html
(10) Cf. Spécification technique du GEMRCN applicable aux viandes de gros bovins, et Cf. Spécification technique du GEMRCN applicable aux viandes de veau http://www.economie.gouv.fr/directions_services/daj/marches_publics/oeap/gem/table.html
(11) Cf. Spécification technique du GEMRCN applicable aux viandes d'ovins http://www.economie.gouv.fr/directions_services/daj/marches_publics/oeap/gem/table.html
(12) Cf. Spécification technique du GEMRCN applicable aux viandes de porcins http://www.economie.gouv.fr/directions_services/daj/marches_publics/oeap/gem/table.html
(13) Ne concerne que les nourrissons de plus de 12 mois, sans qu'il y ait urgence à leur servir

1. INTRODUCTION

The Lycée Louis-Massignon is the French School in Abu Dhabi (CLIENT) is under the responsibility of the French Embassy, and a private school licensed by ADEC. It now hosts 1750 students from pre-school to grade 12th and about 220 staff members, from teachers to administration and maintenance personnel who enable the daily operation of the campus.

2. SCOPE OF WORKS

The CLIENT is tendering for: School Restauration Services.

The school has a restaurant for its students, staff and guests.

This school restaurant is available to the service provider (CATERER) for the SERVICES.

The preparation of meals is done in a kitchen belonging to the CATERER outside the premises of the CLIENT.

The transport between this kitchen and the dining room is made in hot connection respecting the applicable standards in terms of hygiene and food safety (compliance with ADFCA standards). This connection is at the expense and under the responsibility of the operator.

The present contract is bound to start in order to be able to serve meals from September 1st,2018.

3. CALL FOR TENDER AND OBTAINING TENDER DOCUMENTS / CONFIDENTIALITY OF DOCUMENTS

Soft copies of tender documents are transmitted by email and are freely available to all tenderers that have previously answered to the call for Tender for those SERVICES.

All documents issued and information given to the Tenderer shall be treated as confidential.

4. COST OF TENDERING

All costs for the preparation and submission of this Tender are at the sole account of the Tenderers. The CLIENT will not be responsible for compensating any expenses which may be incurred by any Tenderer for this Tender.

5. LANGUAGE AND CURRENCY

The Contract documents shall be drawn up in English, which shall be the governing language of The Contract. However, should the CLIENT request the translation of any document submitted by the Contractor into Arabic it shall be prepared by and at the cost of the CATERER.

The currency of the contract will be UAE Dirhams. All prices quoted must be in U.A.E. Dirhams (AED). Fractions of Dirhams shall be in Fils.

6. CLIENT'S REPRESENTATIVE AND REQUEST FOR INFORMATION (RFI)

In order to ensure uniform interpretation of the specifications and to facilitate the exchange of information, the employer has appointed the following person(s) to represent him for this project:

M. Cédric ALBY – CLIENT Financial Manager

daf@louismassignon.com

Should there be any doubt or query in the meaning of any of the Tender documents or as to anything to be performed or not to be performed or as to any other matter, the Tenderer must set forth in writing and submit the same to the Client not later than 7 days before the date stipulated for submittal of Tenders. The replies to written queries, the explanations and clarifications given and copies of documents will be issued as "Tenderers Bulletin" and circulated to all Tenderers not later than 3 days before the date stipulated for submittal of Tenders.

7. TENDER PRICE/VALITY OF TENDER PRICE

The prize awarded is not update and not reviewable

Tenders shall remain valid and binding upon the Tenderer for a period of **90 days**, commencing from the date fixed for submittal of Tenders to the Client and it may be accepted at any time before the expiration of this period. A provision for extension upon mutual agreement shall be explicitly mentioned,

8. TENDER DOCUMENTS TO BE SUBMITTED

The Tenderers shall submit one complete set of "ORIGINAL" in hard copy in a sealed envelope of the Tender documents together with a soft copy (USB or CD).

The Tenderers shall submit the following documents signed and stamped:

VOLUME 0 - The instructions to tenderers

VOLUME I - Conditions of Contract of the SERVICES.

VOLUME II- Scope and Specifications of the SERVICES

All the above documents shall be dully signed and stamped.

In addition, the documents following documents shall be provided:

VALID TRADE LICENSE :*Copy of the current trade license (DED Abu Dhabi)*

VALID LICENSE FROM Abu Dhabi Food Control Authority

AUTHORIZED REPRESENTATIVE duly substantiated by the *Power of attorney*

MOL LIST: *Last up to date list of staff*

FINANCIALS STATEMENTS: audited *reports for last three years*

SELETED REFERENCE ON SIMILAR BUISNESS: *The service provider will have to select a maximum of 4 references demonstrating its ability to perform the services required in the tender*

COVER LETTER: *The service provider will explain the reasons of answering the Tender and confirming full compliance with the technical and contractual condition set forth by the CLIENT*

TECHNICAL OFFER: *The service provider must submit an example menu for 20 days based on the Specifications and Scope of Work and the CVs of the key personnel*

COMMERCIAL OFFER: Prices detail must be presented for meals and items sold in the kiosk

9. TENDER SUBMISSION

Tender shall be submitted in plain (i.e without any mark allowing the identification of the Tenderer) sealed envelope at the CLIENT's premises reception desk.

The envelope shall be endorsed as follows: "LLM – SCHOOL RESTAURANT"

The Tender shall be deposited not later than **May 13th 2018 noon.**

10. APPLICABLE LAW

The applicable law for the Tender and the Contract will be the applicable Emirati law.

11. ACCEPTANCE

Tender will be evaluated upon the bid handed by the Tenderers. The Tenderers must be prepared to meet the CLIENT's representative's office during tender evaluation if requested to do so, in order to clarify and/or amplify any part of his Tender.

The CLIENT is not binded to accept the lowest or any Tender and will not state a reason for the acceptance or rejection of a tender.