Handbook of Selection of Lunch Suppliers

Applicable to
Primary and Secondary Schools

健康飲食在校園
EatSmart@school.hk

衞生防護中心
Centre for Health Protection

衞生署
Department of Health

Handbook of Selection of Lunch Suppliers

Applicable to Primary and Secondary Schools

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Produced by Health Promotion Branch, Department of Health

This handbook can also be downloaded at “EatSmart@school.hk” Campaign thematic website. (https://school.eatsmart.gov.hk)

In case of any discrepancies between the Chinese and the English versions, the Chinese version shall prevail.

Foreword

Ever since whole day primary schooling was launched, many students have been staying in schools for lunch on each school day. However, we have learnt from experience that schools and parents may overlook the nutritional quality of lunch foods from suppliers and look at instead the suppliers' scale of operation, performance record, the impression from plant visits, and results of tasting sessions and prices. Without proper considerations, the result is: at school, our kids eat nutritionally inferior lunch foods with high content of oil, salt and sugar. As time goes by, their unhealthy eating pattern is reinforced, leading to a higher risk of non-communicable diseases like diabetes and heart disease in their adulthood. For their better health and happy learning experience, we should act promptly against this trend and make long-term plans for the health and future of students.

As consumers, parents of course wish to see that the schools give their children lunch foods that are delicious, healthy and meanwhile affordable. They may not realise that this will depend not only on the schools but also the lunch suppliers, and the selection of a capable one. No matter you are school staff or parents, you should understand that preparing healthy lunch food for students is not an easy task, and that the process of selecting a capable lunch supplier involves a large amount of administrative duties for teachers to ensure that the whole process takes place under open, fair and just terms. Moreover, the selection should take into consideration a wide spectrum of views from parents and students, so that the quality of the final products reflects what they ask for.

It is the recommendation of the Department of Health (DH) that when school staff and parents choose lunch suppliers, they should consider not only factors like food hygiene, suppliers' operation details and prices, but also whether the suppliers concerned are able to supply lunch food with nutritional value. At the same time, the Monitoring Committees on Catering Affairs (MCCA) in schools and responsible teachers should spare no effort to uphold the principles of openness, fairness and justice that govern the whole tendering and selection process.

Ever since the "EatSmart@school.hk" Campaign was launched, DH has produced a series of reference materials in collaboration with the Education Bureau and other stakeholders, and later compiled them into a handbook for schools and parents who need substantial assistance when choosing their lunch suppliers. This current version is revised in September 2019 to incorporate the latest comments as collected by DH from schools and school lunch suppliers. Apart from DH, the Education Bureau (EDB), the Environmental Protection Department (EPD), the Food and Environmental Hygiene Department (FEHD), the Independent Commission Against Corruption (ICAC) and the Innovation and Technology Commission (ITC) may also revise their notices and guidelines from time to time, so schools should also note the most updated information from these bodies when choosing their lunch suppliers. Schools are welcome to take reference from the proposed flow charts and templates in this handbook, formulate their internal guidelines of lunch supplier selection, and practise healthy eating in schools.

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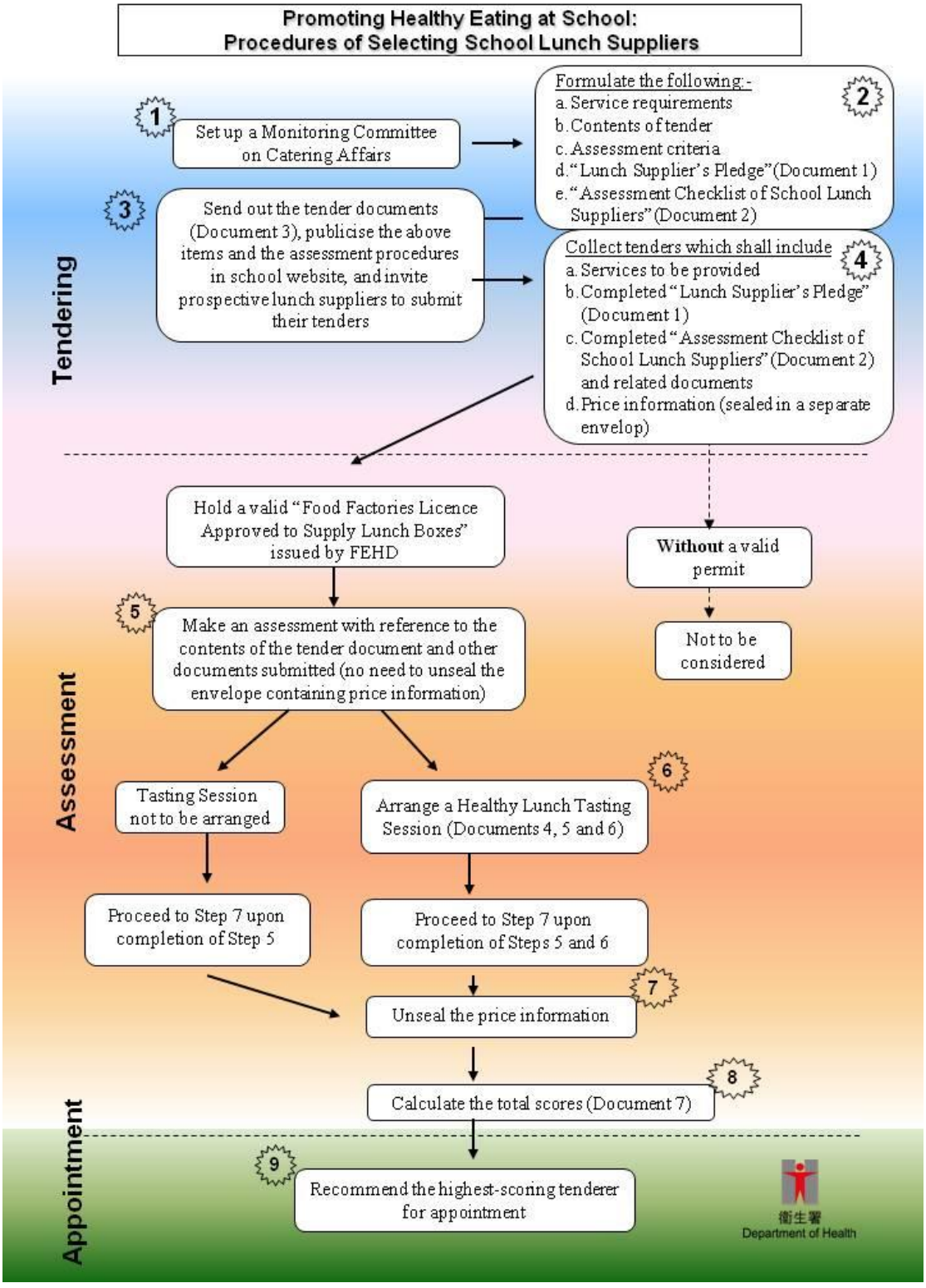
Chapter I: Procedures of Selecting School Lunch Suppliers

The Procedures, formulated by DH, EDB, EPD and other departments, are for reference and adoption by schools and parents in choosing lunch suppliers who are capable of providing delicious, healthy and eco-friendly meals in an open, fair and just manner.



Procedures of Selecting School Lunch Suppliers

Schools should adhere to EDB circulars regarding "Procurement Procedures in Aided Schools" (http://applications.edb.gov.hk/circular/upload/ EDBC/ EDBC13004E.pdf) and invite competitive tenders for the acquisition of ideal lunch provision service at reasonable price. As strongly advised by EDB, the "Monitoring Committee on Trading Operations" should be formed to monitor and steer various types of trading operations, including lunch supply. Schools can also establish their Monitoring Committees on Catering Affairs (MCCA) to deal with matters on lunch supplier selection.

Step 1: Setting up a Monitoring Committee on Catering Affairs

As for the membership composition of an MCCA, schools can refer to the recommended membership composition of the "Monitoring Committee(s) on Trading Operations" (MCTOs) in the "Guidelines on Conducting Trading Operations" issued by EDB. If schools authorise parent-teacher associations (PTAs) or school sponsoring bodies (SSBs) to handle the duties of selection of lunch suppliers, prior approval should be obtained from school management committees (SMCs) or incorporated management committees (IMCs), and such records should be properly documented. SMCs/IMCs have the obligation to ensure authorised PTAs or SSBs should comply with the principles and guidelines (especially those concerning tendering/quotation exercise and the use of profits/net income generated from trading operations) as set in EDB circular on "Trading Operations in Schools".

In this connection, SMCs/IMCs should obtain relevant records from PTAs/SSBs for proper documentation purposes. If PTAs/SSBs wish to undertake trading operations in schools, they should be treated as one of the bidders and be subject to competitive bidding and the same selection procedures applicable to other bidders. Under such circumstances, the tendering process should be conducted directly by schools. If any school staff member or anyone in MCCA or his/her immediate family member or personal friend has financial or other interests with lunch suppliers, the staff/committee member concerned is required to declare his/her interests in full detail to the schools. Schools should also set out the mechanism of handling conflict of interests.

Schools shall observe the general principles on acceptance of advantages and donations set out in the prevailing EDB circular on "Acceptance of Advantages and Donations by Schools and their Staff". SMCs/IMCs and school principals with delegated authority should formulate clear policies for schools on acceptance of advantages and donations, accountability systems and monitoring procedures in accordance with the contents and coverage of the Prevention of Bribery Ordinance (POBO). In exceptional circumstances where schools reckon that there are compelling reasons to accept such donations from suppliers/contractors, the acceptance should be fully justified, documented and approved by the SMC/IMC in advance. Schools shall also remind school staff members and MCCA members that they should avoid accepting entertainment provided by tenderers, suppliers or contractors or having frequent social/private dealings with them, so as not to give rise to perception of favouritism or conflict of interests.

Step 2: Formulation of Requirements by MCCA on Catering Affairs

MCCA has an important role in formulating the details in a tender document and the complete assessment procedures. As such, the committee members should make their decisions as soon as possible; they should also keep the minutes of meetings properly and have them open to the access of all students, teachers and parents. The committee members should refer to all guidelines as listed in Chapter III of this handbook and have the responsibility to check on revised versions from time to time. This section is a recommendation from DH on how to formulate the contents in a tender document and the assessment procedures; committee members may assess its applicability and make adjustments as appropriate according to the school context.

The following items must be completed by MCCA before a tendering exercise is launched:

a. **Round up the following:**

i. service requirements (see item 2b);

ii. documents to be submitted by tenderers (see item 2c);

iii. decision on whether "healthy lunch tasting session (tasting session)" is needed, and have relevant arrangements and assessment criteria in place if so (see Step 6 in this chapter);

iv. decision on whether site visits to the lunch suppliers" plants is needed, and have related arrangements in place if so (see Step 6 in this chapter);

v. assessment criteria

Assessment is divided into two parts: service and pricing. Service assessment comprises of scores from the "Assessment Checklist of School Lunch Supplier", "Assessment Checklist of Healthy Lunch Tasting Session (tasting session)" (if applicable), and site visit to suppliers' plants (if applicable). Therefore, MCCA should formulate the following criteria of assessment:

- a uniform assessment criteria for each document of proof as listed in the "Assessment Checklist of School Lunch Supplier"(see 2d);
- the pass mark of service assessment; and
- the ratio between service assessment and pricing assessment, e.g.:
  weighting of service assessment: 80
  weighting of pricing assessment: 20
  making up a total of 100.

b. **Finalise the contents of the tender document by stipulating:**

i. that all meal choices must meet the nutritional requirements as listed in the "Nutritional Guidelines on Lunch for Students" (latest version) issued by DH;

ii. service targets (in general, meals are provided to students, teachers and school staff on school days in school terms. If schools require the lunch suppliers to provide meals or other catering services on non-school days, the schools should specify the details in the "Service Requirements" section in the "Invitation for Submission of Tender" or arrange a separate tender so as to avoid any impact on the selection for lunch suppliers or any suspicion of solicitation of interest, donations, advantages or services);

iii. mode of lunch delivery (lunch-box, on-site meal portioning, mixed mode or others);
iv. number of meal choices to be provided each day;
v. amount of meal sets to be delivered each day (listings of amounts for lower/upper primary and junior/senior secondary students are recommended);
vi. quantity and frequency of fruit provided each week;
vii. duration of service contract (two or three years), termination clauses and breach-of-contract clauses. It should be noted that EDB suggests that a new tender should be invited at least every three years (See no. 8 of FAQs of Chapter II in this handbook).

c. **Stipulate the documents which tenderers have to submit:**

i. "Invitation for Submission of Tender" (listing each item of service in detail);
ii. "Lunch Supplier's Pledge" (Document 1);
iii. "Assessment Checklist of School Lunch Supplier" (Document 2);
iv. all documents of proof, which must include:
- a meal list for one month's school lunch;
- the duplicate of a valid "Food Factory Licence Approved to Supply Lunch Boxes" issued by FEHD (applicable to sub-contractors, if any)*;
- Copies of inspection records by Health Inspector of FEHD in the past 12 months (with copies of notices of exemption from inspection, if applicable); and
- any other document(s) as specified by schools.

v. pricing information
- Unless tenderers submit a conditional quotation with an attachment of quotation of price variation clauses, future claims about price adjustments will not be considered.

*Note:

Schools must ensure that tendering lunch suppliers hold a "Food Factory Licence Approved to Supply Lunch Boxes" (i.e. a food factory licence with endorsement/permission to supply lunch boxes) issued by FEHD. Unlicensed lunch suppliers should not be considered by schools. Schools should also confirm whether the licensed food factories have commissioned subcontractors to provide lunch boxes for them or whether the food in the lunch boxes contains a portion of ready-to-eat food made by subcontractors. If so, the schools should also require that such subcontractors should provide, at tender submission, (proof of) a valid "Food Factory Licence Approved to Supply Lunch Boxes" or a valid food factory licence for which they are permitted/approved to produce such food. If the lunch supplier intends to change the subcontractor(s) after the appointment, the lunch supplier must ensure that the subcontractor(s) in question is/are holder(s) of the valid relevant licences, and that copies of the latter's licences will be submitted to the school for record purposes.

d. **Assessment criteria:**

i. For tenders that fulfil requirements as listed in Steps 2b and 2c above, MCCA may perform uniform assessment of each of the documents of proof with the use of "Assessment Checklist of School Lunch Supplier"

(Document 2) (please refer to no.3 of FAQs of Chapter II in this handbook for details);

ii. As for assessing suppliers' pledge about the nutritional requirements for school lunch, MCCA can do so with reference to the meal list for one month's school lunch submitted by the tenderers. The score of "nutritional requirements" should constitute 50% or above of the total score in the "Assessment Checklist of School Lunch Supplier" (Document 2).

To highlight the importance of "nutritional requirements", schools should perform scoring assessment taking into account the following four main items as listed in the "Classification of Food Items for School Lunch" (https://school.eatsmart.gov.hk/files/pdf/Lunch_Classification_en.pdf) formulated by DH. MCCA should agree and determine in advance the scores to be deducted in the case of nutritional requirements not being met for each meal choice.

1. All meal choices shall not provide dessert.
2. All meal choices shall not contain "Strongly Discouraged Food Items", also known as "red light" food items.
3. "Limited Food Items" (also known as "yellow light" food items) shall not be provided for more than two days in any meal choice provided in the week (one week = four or five school days). (For further details, please refer to no.3 of FAQs of Chapter II in this handbook.)
4. Confirm the frequency of provision of the "Encouraged Food Items" (also known as "green light" food items), in particular grains, with reference to the mode of meal serving:
   - "Encouraged Food Items" are generally grains, with at least 10% of whole grains or added vegetables;
   - If more than one type of grains is provided each day, at least one meal choice shall include "Encouraged Food Items" on all school days;
   - If only one type of grains is provided each day, then "Encouraged Food Items" shall be provided on at least two school days in a week.
5. In short, the more capable a lunch supplier is of providing healthy lunch, the fewer scores will be deducted.

iii. As for the rest of the documents of proof listed out in the "Assessment Checklist of School Lunch Supplier", MCCA can give a pre-agreed score to each document that meets the requirements.

iv. Schools should assess the services and price quotation of the tenderers separately. The assessment on services should not be affected by the price quotation. As such, the price information from the tenderers (to be submitted as separate documents from service information) cannot be unsealed until all the assessment on services has been concluded. (See no. 7 of FAQs of Chapter II in this handbook.)

Step 3: Announcing an Invitation to Tender/Sending out of Tender Invitation Documents

For the reference of potential bidding suppliers and prospective parent subscribers, MCCA can, upon conclusion of the above-mentioned tasks, upload to the school website the Letter of Invitation for Tender, which announces the service requirements, documents to be submitted by tenderers or other relevant arrangements, assessment criteria, the details on submission of tender documents as well as the date and time of submission deadline, etc. (Please see "Invitation for Submission of Tender (Template)" (Document 3).)

Step 4: Collecting Tender Documents

Schools should set up tender document collection boxes in accordance with EDB guidelines. The contents of the tenders submitted must comply with all the requirements stated in Step 2c. No one is allowed to amend the contents of the tenders, including the prices, after submission.

Note: Schools should make it compulsory that tenderers enclose service information (in triplicate) and price information (also in triplicate) in two separate envelopes and have them sealed. The two envelopes shall be clearly marked with the words "service information" and "price information", and then put in a large envelope for submission. Tenderers shall neither disclose their prices in the service information nor indicate/disclose their identity on any of the envelopes; otherwise, the concerned tender documents shall not be considered.

Step 5: Assessment of Tender Documents and Other Documents Submitted

MCCA would make assessment according to the tenders submitted by the tenderers as well as the submitted documents required by the "Assessment Checklist of School Lunch Supplier" (Document 2).

For tenders that fulfil requirements as listed in Steps 2b and 2c above, MCCA can carry out assessment of each document of proof as listed in the "Assessment Checklist of School Lunch Supplier" (Document 2) in accordance with the preset uniform criteria. (Please see Step 2d for assessment criteria.)

If MCCA decides not to hold a tasting session, the school can proceed directly to Step 7 (Price Assessment) once the assessment of each document of proof as listed in the "Assessment Checklist of School Lunch Supplier" is concluded.

If MCCA decides to hold a tasting session, the school should invite the participation of the three highest-scoring prospective lunch suppliers from the "Assessment Checklist of School Lunch Supplier". In case more than three candidates have scored the highest marks, MCCA will assess and compare the details of the highest-scoring tenderers again until three finalists are selected to take part in the tasting session. MCCA should note that before the assessment regarding the "Assessment Checklist of School Lunch Supplier" is concluded and before the tasting session is held, the school should not unseal any envelopes containing price information.

Step 6: Assessment of Healthy Lunch Tasting Sessions (Tasting Sessions)

Before a tasting session is held, MCCA should set its aims, such as:

i. assessing the nutritional quality of meals provided by the tenderers to make sure that their food follows the recommendations of the "Nutritional Guidelines on Lunch for Students" (latest version) issued by DH;
ii. assessing the appearance, the creativity and the taste of the meals to be provided by the tenderers (to find out whether they are capable of producing healthy meals and at the same time safeguarding the attractiveness of their appearance, aroma and taste).

As for the actual operational rundown of the tasting session, DH recommends that schools arrange only the three highest-scoring tenderers from the first round of assessment to enter the tasting session in order to oversee that the session takes place in an eco-friendly manner and within control. MCCA can refer to the recommendations on arrangements and assessment criteria for tasting session below, with aid from "Invitation to Tasting Session" (Document 4), "Assessment Form for Nutritional Value" (Document 5) and "Assessment Form for Attractiveness" (Document 6).

Suggested Arrangements for Tasting Session:

i. The finalists should provide for tasting, free of charge, five meal choices fulfilling the requirements of "Good Practices" as detailed in the "Nutritional Guidelines on Lunch for Students" (latest version) issued by DH:
    - each meal choice should contain at least one serving of vegetables;
    - only healthy and non-hydrogenated vegetable oils (e.g. corn oil, canola oil, olive oil and peanut oil) in limited amount are used for cooking;
    - all visible animal fat and excess oil used in cooking are removed before serving;
    - use more natural ingredients, herbs and spices to enhance dish flavours;
    - no dessert and confectionery is supplied.

ii. The lunch suppliers should submit the meal list in advance for the school to ascertain beforehand whether the proposed meal choices meet the above-mentioned requirements. As for the meal choices not approved, they should be strictly denied entry to school premises on the day of the tasting session. (For details, please refer to "Invitation to Tasting Session" (Document 4).)

iii. To ensure the representativeness of the tasting result, MCCA will invite three groups of school representatives, i.e. teachers, parents and students, to take part in the tasting session.

iv. In order to avoid wastage and scandal, there should not be too many school representatives. Take a primary school as example: it is recommended that two student representatives from each class in Primary 4 and 5 and parent representatives from Primary 1 to 5 be invited for attendance, and that the

three groups (teachers, parents and students) of representatives be of the same size. (For details, please refer to "Invitation to Tasting Session" (Document 4).)

v. To ensure the objectivity of the voting, the tasting session should be conducted in a double-blinded manner, which means that lunch suppliers will be identified by their assigned codes; except the staff responsible for devising the codes, no tasting-session participants and other staff present know the identity behind the codes. Practical measures are as follows:
    - no names or logos revealing the identity of the supplier should appear on any food container;
    - no staff or representatives of the lunch suppliers are allowed to stay inside or outside the premises of the tasting session;
    - lunch suppliers are only allowed to put the name of a meal item on the meal box;
    - lunch suppliers are only allowed to hand in their meal items directly to MCCA for coding.
    - all on-site arrangements must be made in such a manner that throughout the tasting session each food item will not reveal the identity of its supplier.

Restrictions of Tasting Session:

i. no provision of "Strongly Discouraged Food Items";
ii. no provision of "Limited Food Items";
iii. no provision of beverage (including fruit juice) except water;
iv. no provision of food items without prior approval by the school;
v. no provision of gifts and promotion items of any kind to participants; and
vi. no offer of benefit(s) of any kind by tenderers, their employees and agencies to school staff, SMC/IMC members, PTA members or parents or students involved in the supplier/contractor selection process.

Schools should strictly follow the rules formulated by MCCA for the tasting sessions, and penalise or even disqualify suppliers who fail to abide by the rules. In case of any disputes, the decisions of schools shall be final. However, schools are obliged to provide for an appeal mechanism. (Please refer to Step 10 of this chapter.)

Plant Visits

Schools should understand that any assessment of plants regarding structure, interior hygiene, food safety, packaging management and even transportation involves expertise and professional equipment. What school staff and parents see during a plant visit may simply be window dressing and will not help them understand how the supplier's operation actually works. In fact, schools can obtain information of a more accurate nature about the situation of the suppliers' plants in a more convenient way through several documents, including licences issued by FEHD, inspection reports and certificates of exemption from inspection from Health Inspectors, and HACCP and ISO 22000 certifications awarded by accredited certification bodies). (For details, please refer to nos. 17-19 of FAQs of Chapter II in this handbook.)

If it is the schools' view that there is a need to visit the plant, MCCAs should set the visit objectives, formulate an objective assessment plan and assign weighting to

such assessment against the total scoring before the commencement of the tendering exercise. In addition, plant visits must be made before price assessment at the tender opening. Meanwhile, to ensure fair treatment, all tenderers who qualify for the tasting sessions should have the opportunity to have their plants visited, and that the tenderers are assessed against the same benchmark.

Step 7: Price Assessment

MCCA is not allowed to open the envelope containing price information to conduct price assessment until it has finished Step 5 (Assessment of Tender Documents and Other Documents Submitted) and Step 6 (Assessment of Healthy Lunch Tasting Sessions (Tasting Sessions) (if applicable)). MCCA should not conduct any negotiations concerning prices with individual lunch suppliers. If such negotiations are truly needed, MCCA should have the reasons for doing so and the decisions made clearly documented, and should oversee that all tendering lunch suppliers should be given the opportunity of obtaining the same information and resubmitting quotations. During the negotiations, MCCA shall not disclose to any tenderer the contents of the tenders submitted by other tenderers.

Step 8: Calculating Total Score

MCCA should use the "Excel for Score Calculation" (Document 7) provided by DH to set beforehand the weighting of service and price for calculating the total score.

Step 9: Recommending for Appointment

MCCA is obilged and required to keep a proper record of all contents and results of the assessments. The tendering lunch supplier with the highest score will be recommended to the school for official appointment. When preparing the contract, the school must ensure that all service requirements as listed in the "Invitation for Submission of Tender" and all the contents of the "Lunch Supplier's Pledge" have been set out in or annexed to the commercial contract for implementation by the lunch supplier.

Step 10: Appeal Mechanism

The above tendering and assessment procedures are in line with the guidelines issued by EDB, and are overseen by MCCAs of schools to ensure that the procedures of assessment and awarding of the contract are fair and proper. If tenderers consider themselves unfairly treated or their tenders unfairly processed, they can report such situation to the schools or contact the Senior School Development Officers of the districts in which the concerned schools are located. (http://www.edb.gov.hk/en/contact-us/reo.html)

Summary

This chapter aims at providing schools, teachers and parents some important information and steps to be noted when selecting school lunch suppliers to ensure

that the whole process complies with the principle of fairness, justice and openness. Schools may visit the "EatSmart@school.hk" Campaign website (https://school.eatsmart.gov.hk) of DH to download all the documents mentioned in this chapter and amend them according to the school context. For the sake of providing nutritious lunches to school children, we believe that schools will assess the candidates and select the most capable lunch suppliers in a proper manner with a view to establishing healthy eating practices in schools.

Chapter II: FAQs

This chapter lists out some problems commonly encountered by schools and lunch suppliers regarding lunch supply, as well as the solutions. We hope these FAQs would assist schools in making the best arrangements regarding healthy school lunch provision.

Tendering Process

Question 1.
When choosing a lunch supplier, is it mandatory for the school to set up an MCCA? Who should be appointed as MCCA members?

Answer:
According to the "**Guidelines on Conducting Trading Operations (Appendix 2)**" (at http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/Appendix%202%28E%29.pdf) issued by EDB, schools are strongly advised to form Monitoring Committee(s) on Trading Operations (MCTOs) to monitor and steer various types of trading operations. Depending on the needs and circumstances, the schools should appoint MCTOs to monitor and supervise the procedures of selection of lunch suppliers, or they can set up MCCAs to make catering arrangement.

For the composition of MCCAs, school can refer to the recommended composition as in the "Guidelines on Conducting Trading Operations" issued by EDB. As suggested, MCCA can be chaired by a senior member of the teaching staff and contain at least two other members of the staff (to be appointed by the School Head, who acts under the delegated authority of the SMC/IMC) and two representatives from the PTA or one to two parents from the school if no PTA has been set up.

If PTAs or SSBs are appointed by schools to handle the selection of lunch suppliers, all authorisation arrangements should receive prior approval from the SMCs/IMCs and be properly documented. The SMCs/IMCs should ensure that authorised PTAs or SSBs should comply with the principles and guidelines as set out in all EDB circulars about trading operations in schools (especially about tendering/price quotation and how to use the profit or net income as generated from trading operations).

For this purpose, the SMCs/IMCs should obtain related documents from PTAs or SSBs for record. If PTAs or SSBs intend to run trading operations in schools, they should be regarded as bidders as well, and should go through the same procedures of tendering/bidding and selection process just like any other bidder does before they are awarded any tender. In such circumstances, schools should take responsibility to run the tendering process by themselves.

Question 2.
How should schools make use of "Lunch Supplier's Pledge" (Document 1) and "Assessment Checklist of School Lunch Supplier" (Document 2)?

Answer:
The purpose of the "Lunch Supplier's Pledge" is to condense the "Nutritional Guidelines on Lunch for

Students" (latest version), issued by DH, into two pages in concise language so as to list out clearly the nutritional requirements of the schools on lunch from suppliers, and to have such requirements written into the contracts in such manner that the schools can keep track of the lunch suppliers' services with regard to the clauses in the pledge. The last page of the pledge contains additional options ("Salt Reduction in School Lunch", "Complementary Arrangements for Promotion of Healthy Diet", "Administrative Arrangements", "Green and Waste Reduction Measures" and "Other Service Requirements") for the schools to choose from and incorporate into their pledge document.

As for the formulation of "Assessment Checklist of School Lunch Supplier", it has two purposes: first is to provide tenderers with a clear and easy-to-understand list of documents which schools would want them to provide; and secondly to help the schools assess the details provided by the tenderers and record them.

As such, MCCAs have the need to decide what details they want to receive from tenderers before the tendering exercise begins so as to facilitate their tender assessment and other assessments. In the template provided by DH, the first three documents listed are the items which must be submitted while the rest are optional; MCCAs can exercise discretion about which one to be required.

Question 3.
How should schools make use of the "Assessment Checklist of School Lunch Supplier" (Document 2)? How do they handle tenders with same scoring?

Answer:
When undergoing the assessment process using the "Assessment Checklist of School Lunch Supplier", the schools can consider the following proposal of assessment:

MCCAs can assess the lunch suppliers' pledges on the nutritional requirements by examining the "meal list for one month's school lunch" which is one of the documents tenderers are required to submit according to the "Assessment Checklist of School Lunch Supplier". For easy reference, the schools can download the "Classification of Food Items for School Lunch" (latest version) from https://school.eatsmart.gov.hk/files/pdf/Lunch_Classification_en.pdf
or refer to the "Nutritional Guidelines on Lunch for Students" (latest version) at https://school.eatsmart.gov.hk/files/pdf/lunch_guidelines_bi.pdf. As a start, it is suggested that MCCAs should preset a score. In order to show the schools' concern for nutritional value, the preset score for "nutritional value" as regards the one-month meal list should take up 50% or above of the total score of the "Assessment Checklist of School Lunch Supplier" (Document 2). (e.g. if the total score in an "Assessment Checklist of School Lunch Supplier" is set at 120, then the suggested subtotal for "nutritional requirements" should be at least 60.)

If the meal list includes items not meeting the requirements as listed below, the schools can deduct a certain pre-agreed score from the preset score. The more capable are the suppliers to provide healthy lunch, the less deduction will be made. To summarise,

1. All meal choices should not provide dessert.
2. Exclude all "Strongly Discouraged Food Items" from the menus and ensure that all meal choices do not contain "red light" food items.
3. Identify the "Limited Food Items" and make sure such "yellow light" food items are offered no more than two days per week (a school week being four to five school days). If a school week in question consists of less than four school days, the provision of "Limited Food

Items" for that particular week should be cut down pro rata. For example, if a school week consists of two to three school days only, then such items should not be offered on more than one school day; if there is only one school day in a week, then no such items should be offered.

4. Depending on the situation of grains being provided at school lunch, verify the frequency of provision of "Encouraged Food Items" (i.e. "green light" food items):
   - ❖ "Encouraged Food Items" are generally grains, with at least 10% of whole grains or added vegetables;
   - ❖ If more than one type of grains is provided each day, then at least one meal choice should include "Encouraged Food Items" on all school days; or
   - ❖ If only one type of grains is provided each day, then "Encouraged Food Items" should be provided on at least two days in a week.

The above are preliminary procedures for meal list assessment, which are different from the usual practice of school supervision on nutritional value of lunch. In order to ensure fairness of the procedures, DH deems it inappropriate for schools to contact tenderers during the assessment period to enquire about the ingredients of proposed meals or method of cooking.

Since an average meal list for a school will only show the names of the meal items or provide limited information about ingredients, in usual circumstances MCCAs will not be able to grade "portion" or other ingredients of the meals in a meal list. Hence, MCCAs are advised to specify in advance which certain items (e.g. size of portion and ingredients of sauce/gravy) will not taken into consideration before conducting the assessment of meal lists submitted by tenderers. If schools have doubt about the assessment of meal lists, they can contact DH for further assistance.

As for the other documentary proofs stated in the "Assessment Checklist of School Lunch Supplier", MCCAs can award each satisfactory document a pre-agreed score.

If an MCCA decides to hold a tasting session, the school should invite the three tenderers with the highest scores on the "Assessment Checklist of School Lunch Supplier". However, if several tenderers attain the same high score, the MCCA will assess and compare the details of the tenderers all over again until three lunch suppliers with the highest scores are picked out for the tasting session.

Question 4.
Why should lunch suppliers tendering for school contracts submit tender documents in triplicate?

Answer:
Submission of tender documents in triplicate is a routine practice in Government procurement. One copy is stored as a closed file (i.e. as a back-up copy), one kept by teachers-in-charge and one for use in assessment and examination.

When submitting the documents, the tendering lunch suppliers shall note that the service information (in triplicate) and the price information (also in triplicate) must be enclosed in two separate sealed envelopes, clearly marked with the words "service information" and "price information". The two envelopes shall then be put in a large envelope for submission. Tenderers should not display or disclose their identity on any of the sealed envelopes; otherwise their tender documents will not be considered.

Question 5.
Is it mandatory for schools to upload the "Invitation for Submission of Tender" document to their websites? Can they just invite a few well-reputed lunch suppliers to bid?

Answer:
Schools used to make newspaper announcements for tender invitation. Nowadays, EDB suggests that schools consider uploading the tender documents and the tendering procedures to the school websites in order to facilitate fair competition between interested bidders and suppliers/contractors on invitation lists.

To ensure the tender invitation reaches to suppliers, schools can consider the possibility of referring to creditable databases of qualified suppliers, and then send them simple letters, say, in the form of faxes, to inform them that the tender documents and tendering procedures have been uploaded to the schools' websites and that suppliers are welcomed to visit the websites and submit tender. This saves time and money.

If schools only intend to invite a few certain suppliers to tender, they can only do so with compelling reasons and have them properly documented to avoid scandal.

Question 6.
When schools need to amend the contents (e.g. closing date of tender) of tender documents after they are issued, how do the schools inform the persons involved?

Answer:
Once the tender documents are approved collectively by MCCAs and the tendering process has begun, the tender documents are not subject to amendment at will unless with compelling reasons and genuine necessity, and with the collective consent of MCCAs. Should there be the need to do so, the invited suppliers must be informed once again by effective means and such arrangements should be properly documented.

Question 7.
Some lunch suppliers queried about the fairness and justice of lunch supplier selection process – they thought that the process put those willing to provide healthy diet in a disadvantaged position. How should one ensure a fair, just and open process of lunch supplier selection?

Answer:
According to the "Guidelines on Conducting Trading Operations (Appendix 2)" (at http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/Appendix%202%28E%29.pdf) issued by EDB, schools are strongly advised to form MCTOs to monitor and steer various types of trading operations, including the selection of lunch suppliers. The schools should ensure that MCTOs operate in an open, fair and just manner.

To meet the principles above, the process of selection of lunch suppliers must comply with the requirements as stated in the EDB circulars regarding "Procurement Procedures in Aided Schools" (http://applications.edb.gov.hk/circular/upload/EDBC/EDBC13004E.pdf), i.e. the suppliers are invited to submit quotations or tenders in an appropriate manner; they are subject to an open, fair and competitive selection process. Schools and MCCAs may refer to "Procedures of Selecting School Lunch Suppliers" of this handbook.

After the lunch suppliers have submitted quotation in paper, the schools and MCCAs should keep the information in strict confidence; they should not allow the suppliers to make any amendments thereto after the closing of tender. MCCAs can make use of the "Assessment Checklist of School Lunch Supplier" issued by DH to assess each bidding supplier; and then consider whether tasting session is needed to verify the nutritional value and the taste of the lunch to be supplied. After the schools have finished assessment of the indicators of the above service areas, they can turn to consider the pricing factors, and by then they should be able to pick the best lunch supplier. All assessment record should be kept properly as reference for school personnel and parents to ensure that the lunch supplier selection process is fair, just and open.

Question 8.
Some schools have the policy that they should change their lunch suppliers every year to avoid being suspected of transfer of benefits. Is it the best practice to change to a new lunch supplier every year?

Answer:
According to the "Guidelines on Conducting Trading Operations" (http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/Appendix%202%28E%29.pdf) issued by EDB, schools should conduct quotation/tender exercises for the procurement of goods or award of service contracts. The contract period should preferably not exceed three years.

It is not the best practice to change to a new lunch supplier on annual basis. Nevertheless, the most important thing is to have a fair, just and open selection process. As such, DH and EDB recommend schools to adopt the "Procedures of Selecting School Lunch Suppliers" formulated by DH. The schools and MCCAs will choose the suitable lunch suppliers in an objective manner on one hand, while long-term performance of the selected lunch suppliers will be assessed by a lunch monitoring mechanism on the other hand.

If the schools worry that they would pick a lunch supplier unsuitable for them despite a lengthy process of selection, the schools may incorporate warnings, termination and breach-of-contract clauses in the contracts to be signed by the lunch suppliers. The schools can then issue an oral or even a more severe written warning if the suppliers performed sub-optimally. Upon receipt of a written warning, if the suppliers do not implement improvement in a thorough way to meet the requirements as stated in the terms of the contract within a specified reasonable timeframe, the schools can terminate the contracts with the suppliers in accordance with the termination clauses in the contracts signed between the schools and the suppliers. The combination of selecting school lunch suppliers with the correct procedures, a contract term of two to three years together with the use of appropriate clauses can minimise the administrative duties of the schools in relation to the selection of lunch suppliers.

Arrangements for Tasting Sessions

Question 9.
Are schools allowed to invite three suppliers only to a tasting session?

Answer:
Tenderers who are qualified for the tasting session within a selection process abiding in the principles of openness, fairness and justice should have a certain level of capability. The tasting session is held for the purpose of assessing the taste of the meals to be provided. With five healthy meal choices provided by each contesting supplier, there will already be a total of fifteen meal choices from three suppliers. This means that to finish the tasting of each meal choice by the amount of just one teaspoon, every taster has to taste 15 spoonfuls of food. It would then be understandable that if the number of suppliers to be invited is set at five, each taster has to taste yet 25 spoonfuls of food. As such, an excessive number of suppliers for a tasting session would spoil the purpose of tasting and result in a huge wastage. To avoid this scenario, DH does not recommend the invitation of more than three suppliers to a tasting session.

Question 10.
A tasting session can offer a large variety of food items. Some lunch suppliers even provide a buffet session, offering salmon, sashimi, sushi, dessert, etc. Then what should one taste in a tasting session?

Answer:
Well before the tasting session, MCCA can learn from the tender documents about the suppliers in relation to their food quality, ancillary arrangements for healthy diet promotion, administrative arrangements and other details.

The arrangements for the tasting session should emphasise the assessment of nutritional quality and the taste of the lunch boxes/on-site portioned meals provided by suppliers in a realistic school setting. As such, suppliers should provide only healthy meal items which would be supplied to school children in the future and the food samples should be realistic. Also, suppliers at a tasting session should not offer high-risk items or those that will never appear on the daily meal lists of schools. As for the arrangements of the tasting session, please refer to “Invitation to Tasting Session” (Document 4).

Marketing Tactics

Question 11.
During a tasting session, some lunch suppliers give out a generous amount of gifts and souvenirs to students and parents with voting rights, or even host gift-awarding games for them. Is this an example of “transfer of benefits”?

Answer:
According to the “Guidelines on Conducting Trading Operations (Appendix 2)” (at http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/

Appendix%202%28E%29.pdf) issued by EDB, "schools should not allow the choice of suppliers/contractors to be in any way influenced by a donation or any other form of advantages".

As such, in order to ensure a fair, just and transparent process of selecting a lunch supplier, headmasters/headmistresses and MCCAs must remind the prospective lunch suppliers and parties involved in the selection of suppliers (e.g. those having the right to vote) that they shall not provide, solicit or accept any advantages, or arrange for any activities, services or gifts which are beyond the scope of meal tasting, in order not to influence the selection results and cause unfair competition. Such malpractice may constitute a breach of the Prevention of Bribery Ordinance. Teachers, parents and members of MCCAs, who are devoted to education, must be careful of such a pitfall.

In addition, schools shall include prevention of bribery clauses in the quotation/tender documents and the contract with a supplier/contractor as stipulated in the "Guidelines on Conducting Trading Operations (Appendix 2)" issued by EDB.

About Lunch Suppliers

Question 12.
Every lunch supplier uses a different production system. Some schools and parents think that the "cook-serve" system produces fresher food with better appearance and taste. Which production system serves best for the provision of school lunch?

Answer:
School lunch is usually produced under "cook-chill" or "cook-fresh" system; it can also be cooked in school canteens. For the sake of appearance, it is always better to cook on-site with fresh ingredients. However, from the viewpoint of dietetics, each way of cooking does not differ much from each other, so DH has no preference for any certain types. Schools can choose their suppliers according to factors like the number of students, space available, location, prices, parents' volition, etc., but it is most important to consider food safety, nutritional quality and the supplier's enthusiasm to promote healthy meal choices.

Question 13.
Schools and parents may not have adequate knowledge of nutrition to ascertain that lunch suppliers implement the healthy lunch policy. How should schools ask the suppliers to provide healthy lunch?

Answer:
When schools communicate with suppliers, they should state clearly the intention and determination of schools and parents to have healthy lunch offered to school children; they should also include in their commercial contracts, signed with the suppliers, important clauses about quality and quantity of food, as specified in "Nutritional Guidelines on Lunch for Students" (latest version); such contracts are the basis on which suppliers are required to adhere strictly to the nutritional recommendations.

Also, schools, parents and MCCAs have to join hands in setting up a monitoring mechanism of healthy school lunch provision. Schools and parents should communicate with each other often for the issue of lunch. It is also recommended for schools to invite parents to share the duties of MCCAs. Meanwhile,

schools can use the "Lunch Monitoring Form" (https://school.eatsmart.gov.hk/files/doc/lunch_monitoring_feedback_form_tc.docx)designed by DH to supervise the quality of lunch boxes on scheduled dates and make sure they offer value for money.

Question 14.
Where can schools get information on the lunch suppliers that participate in the "Salt Reduction Scheme for School Lunches"?

Answer:
The DH has launched the "Salt Reduction Scheme for School Lunches" since the 2017/18 school year. For details of the Scheme and information on the participating lunch suppliers, please visit the "EatSmart@school.hk" Campaign's thematic website at https://school.eatsmart.gov.hk/en/content_salt.aspx?id=6202

Question 15.
At the beginning of every school year, schools may receive promotional materials from many lunch suppliers. Some of them boast their large scale of operation, some boast their long history in the industry, some boast healthy food, some are just the simple restaurants at the street corner… so how do we choose a suitable one?

Answer:
EDB circulars about school lunch arrangements provide clear instructions on the choice and arrangements of lunch supply. First, the schools shall appoint only suppliers with a valid "Food Factory Licence Approved to Supply Lunch Boxes" issued by FEHD.

In order to follow the instructions of the above-mentioned circulars and to assist schools and parents in choosing the suitable lunch suppliers, DH has formulated the "Procedures of Selecting School Lunch Suppliers", which lists all the points to note and the assessment criteria, hoping that schools and parents will consider carefully before they select the most suitable lunch suppliers to provide students with healthy and delicious lunch. (For details, please refer to this handbook or visit the "EatSmart@school.hk" Campaign's thematic website at https://school.eatsmart.gov.hk/en/content_salt.aspx?id=6204). Meanwhile, a number of school lunch suppliers with a valid "Food Factory Licence Approved to Supply Lunch Boxes" have already informed DH on a voluntary basis of their operation details and contact; in return, DH has also uploaded such details to the "EatSmart@school.hk" Campaign's website for the public's reference. If necessary, the schools should enquire with the lunch suppliers in question and verify the contents in this particular database. DH does not assume any legal liability or responsibilities for the accuracy or completeness of the information in the database.

Question 16.
Sometimes the lunch suppliers procure their food ingredients from other sub-contractors to make sure they can provide a wide variety of food items. Are lunch suppliers allowed to acquire part of their supply from other sub-contractors?

Answer:
According to EDB circulars about school lunch arrangements, schools are reminded that their lunch

suppliers must possess a valid food factory licence permitted to supply lunch boxes issued by FEHD. The schools shall also find out whether the licensed food factories in questions have assigned sub-contractors to supply lunch boxes or whether the lunch boxes contain ready-made food manufactured by sub-contractors. If so, licensed food factories and their sub-contractors shall comply with the additional licensing conditions imposed on 1 March 2019 by FEHD, i.e. additional conditions for food factory approved to supply lunch boxes engaging a sub-contractor and conditions to be observed by sub-contractor in supplying meal boxes or ready-to-eat food.

For general enquiries on meal arrangements at schools, please contact the Senior School Development Officers of the districts in which the concerned schools are located. For enquiries on regulatory control of lunch supply provided by licensed food factories, please call the hotline of FEHD on 2868 0000 or contact the district environmental hygiene offices.

Question 17.
School lunch suppliers must observe food safety and hygiene. Some suppliers have even attained certifications such as HACCP and ISO 22000, reflecting their commitment to food hygiene and food safety control. When choosing our lunch suppliers, how do we know that they are committed to these issues?

Answer:
FEHD has very stringent requirements on licensed food factories and conducts inspections to ensure a hygienic environment in the factories and food safety. Schools and parents may request that the lunch suppliers submit copies of all the inspection reports issued by FEHD within the past twelve months together with the tender documents; they can consider the suppliers' performance and related issues with reference to their demerit points, if any.

Besides, some lunch suppliers have adopted the HACCP or ISO 22000 certification systems for the management, monitoring and control of the entire food processing procedures, including sourcing control, food storage, food processing, cooking, cleaning and sterilisation, to ensure that lunch provided to students is safe. Schools and parents can either request lunch suppliers to produce proof of HACCP or ISO 22000 certification awarded to them by accredited certification bodies, or enquire with relevant certification bodies to verify the suppliers' certification status.

Question 18.
What are HACCP and ISO 22000? How can school lunch suppliers obtain the HACCP or ISO 22000 certification?

Answer:
HACCP (Hazard Analysis and Critical Control Point) is a systematised approach to the identification, assessment and control of food safety hazards. Through this approach, lunch suppliers can analyse the hazards possibly created in the food processing procedures and set up control points for supervision in order to prevent contamination of food and guarantee food safety.

ISO 22000 is an international accreditation of food safety management system. It combines HACCP and other internationally accepted principles to formulate a set of requirements on food safety management system. By establishing and implementing a food safety management system complying

with the ISO 22000 standard, lunch suppliers can control their food processing procedures efficiently to ensure food safety.

Lunch suppliers can apply for the HACCP or ISO 22000 certification status. Successful accreditation will lead to the award of corresponding certificates.

Question 19.
There are a lot of certification bodies which can issue HACCP or ISO 22000 certificates to lunch suppliers. Which ones are trustworthy?

Answer:
When requesting lunch suppliers to produce their proof of HACCP or ISO 22000 certification, schools and parents are advised to verify whether such certificate is issued by a certification body accredited for performing HACCP or ISO 22000 certification.

Accreditation can ensure that the certification body is able to provide certification service at the international standard of practice. Before a certification body is awarded with certification status, it has to undergo rigorous assessment by independent technical professionals of the accreditation body to assure that it meets the relevant international standards. Therefore, the HACCP or ISO 22000 certificates issued by accredited certification bodies are more reliable.

At present, local certification bodies can obtain accreditation from local or overseas accreditation bodies. Certificates issued by accredited certification bodies bear logos or symbols of the accreditation bodies concerned.

Hong Kong Accreditation Service (HKAS), which is under the Innovation and Technology Commission of the HKSAR Government is the local accreditation body in Hong Kong. Examples of other accreditation bodies include UKAS of the United Kingdom, ANAB and IAS of the United States, CNAS of China and SAC of Singapore. To select accredited certification services, please visit https://www.itc.gov.hk/en/quality/hkas/conformity_assessment_bodies/hkcas.html for relevant information and the list of accredited certification bodies.

Question 20.
At present some lunch suppliers do not fully comply with the "Nutritional Guidelines on Lunch for Students" (latest version); some even reprimand the schools when being requested to supply healthy lunch in accordance with the guidelines. Do schools and MCCAs have the right to request lunch suppliers to provide healthy lunch in accordance with the Guidelines?

Answer:
As smart consumers protected by the law, schools and parents have the absolute right to request lunch suppliers to supply healthy lunch to students in accordance with the nutritional requirements stipulated in lunch contracts. We also understand that the majority of lunch suppliers support the provision of healthy lunch at schools. Thus, it is important for the schools and parents to uphold the principles of healthy diet, and no compromise should be made for the sake of the students' health.

Besides, various suppliers providing lunch services to primary schools have been accredited under DH's EatSmart School Accreditation Scheme (please refer to the homepage of the scheme for details). This illustrates that with the collaboration of suppliers, schools can provide lunch which fully complies with the nutritional requirements of the Department. We therefore believe that the suppliers have the capability to achieve our standard.

Question 21.
If lunch suppliers provide disposable lunch containers which can be recycled, i.e. recyclable lunch containers, instead of providing washable and reusable lunch containers, is it good enough for protecting the environment?

Answer:
It is not good enough. Although recyclable containers can be recycled, the process of recycling inevitably involves consumption of energy and resources. Moreover, recyclable lunch containers must be washed for clean recycling, thereby increasing the difficulty to recycle. Hence, washable and reusable lunch containers and cutlery should be used to minimise waste production. For further information of green lunch, please visit the website of EPD at https://www.wastereduction.gov.hk/sites/default/files/green_lunch/school_green_lunch_guideline_eng.pdf.

Question 22.
The Handbook of Selection of Lunch Suppliers has updated its "Procedures of Selecting School Lunch Suppliers" and the parts about "Green and Waste Reduction Measures" in its templates of tender documents. If a school lunch supplier is currently still using disposable lunch containers, is it necessary for the school to request the lunch supplier to use reusable lunch containers and cutlery by amending the contents of the contract signed with the lunch supplier before the contract expires?

In response to the implementation of the first-phase regulation of the Product Eco-responsibility (Amendment) Bill 2023 for regulating disposable plastic tableware and other plastic products from 22 April 2024, the answer for this question has been updated accordingly. For details, please refer to **Appendix**.

Production of Lunch Boxes

Question 23.
According to the "Nutritional Guidelines on Lunch for Students" (latest version), meat only constitutes one sixth of the content of a lunch box for children. For growing children, how can such an amount of meat be adequate?

Answer:
The required level of protein intake for adults and children is not too high in fact; it only constitutes 15% of the daily calorie intake. Grains, which are carbohydrates, take up 50% to 60% of the daily calorie intake. As such, we only need to take a small amount of protein-rich food (like meat, fish, eggs or beans) in each meal every day to satisfy the daily requirements for normal body functioning and development.

For example, a junior primary student only needs 4 to 8 slices (equal to 1 to 2 servings) of meat for lunch whereas a senior primary student needs 6 to 10 (equal to 1.5 to 2.5 servings). Excessive intake of meat can lead to excessive intake of fat, which in turn may induce obesity.

Question 24.
Healthy food is often thought to taste bland. As a result, children and parents do not go for healthier choices in general. Does healthy food really taste awful?

Answer:
Every natural food item has its own unique aroma. It is regretful that our palate has been manipulated by unhealthy diet culture and bad eating habits for the past few decades. The general public have developed a preference for strong tastes and dislike fruit and vegetables, resulting in a rampant situation of chronic diseases nowadays.

In fact, healthy food is not only beneficial to health but can also be delicious. In this aspect, the cooks play a very important role. Good cooks can amplify the aroma of natural food without using much seasoning like oil, salt and sugar, so that their customers enjoy delicious and yet healthy dishes!

Of course, it is not easy to change an adverse food culture that has lasted for decades. As parents, however, we do not want our children to follow bad examples and suffer from chronic diseases in future. Starting from today, for the sake of their health, we should set good examples ourselves, encourage them to make healthy lunch choices and foster their healthy eating habits at a young age.

Health Promotion

Question 25.
Parents and children may not keep a copy of their monthly lunch order forms, nor would they keep track of their lunch order patterns. Can lunch suppliers provide parents with monthly reports of their children's lunch order pattern? What purpose will such information serve?

Answer:
Parents should set a good example for their kids and stand by the principles of healthy eating. They should help and encourage their children to make healthy lunch choices, which is amongst the most important steps to foster healthy eating habits among children.

Through negotiation and communication, it is not difficult for lunch suppliers to meet parents' reasonable demands. Most of the lunch suppliers have computerised the children's lunch order data, to provide parents with monthly reports of lunch order. This in turn helps parents to understand and trace their children's dietary habits and patterns, with reference to which they can educate their children and guide them to make the right choices. As for the frequency of such reports, it depends on the requirements of both the schools and the parents. The most important issue is to understand and follow up on the dietary pattern of children.

Handling Complaints

Question 26.
In order to enhance the quality of customer service, some lunch suppliers may set up a hotline service for parents. As soon as parents receive "negative" feedback from their children, they may call the hotline and ask the suppliers to handle their request at once, and yet these callers might just lodge the complaints from their perspectives, or they might be only partially informed of the actual circumstances. However, complaints like these from individual parents may have an impact on lunch quality affecting all children. How can the other parents render their help and have a better understanding of the situation?

Answer:
It is agreeable that enhancing service quality is always important and that is why there is the hotline for communication with customers and for collection of comments and complaints from schools and parents. However, unless for urgent matters that require immediate attention, the lunch suppliers are obliged to communicate and negotiate with MCCAs or their appointees regularly upon receipt of parents' comments. They should be committed to the ideals of healthy diet and make incessant effort to improve the supply of healthy lunch to the campus.

A two-way communication channel can indeed strengthen the cooperation between lunch suppliers and parents. MCCAs or their appointees are advised to inform all parents regularly of the consensus reached with lunch suppliers or measures of improvement as agreed on upon negotiation with them. They can also consider explaining to parents why certain comments of theirs run against the principles of healthy diet or why such comments have been rejected by MCCAs and lunch suppliers, all at one go. This can help parents understand better that the ultimate goal of healthy school lunch is to promote health among children by fostering a healthy-diet campus established via the cooperation of various parties.

Chapter III: Laws, Circulars and Guidelines

DH

- Nutritional Guidelines on Lunch for Students
  http://school.eatsmart.gov.hk/files/pdf/lunch_guidelines_bi.pdf
- Nutritional Guidelines on Snacks for Students
  http://school.eatsmart.gov.hk/files/pdf/snack_guidelines_bi.pdf
- Classification of Food Items for School Lunch--Guidelines on use
  http://school.eatsmart.gov.hk/files/pdf/Lunch_Classification_en.pdf

EDB

- Circular on "Meal Arrangements in School"
  https://applications.edb.gov.hk/circular/upload/EDBC/EDBC09017E.pdf
- "Guidelines on Meal Arrangements in Schools"
  https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-sch/meal%20arrangement%20guidelines_Eng.pdf
- Circular on "Trading Operations in Schools"
  http://applications.edb.gov.hk/circular/upload/EDBC/EDBC16010E.pdf
- Appendix 2 of Circular on "Trading Operations in Schools": "Guidelines on Conducting Trading Operations"
  http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/Appendix%202%28E%29.pdf
- Appendix 3 of Circular on "Trading Operations in Schools": "Specific Principles/Arrangements of Different Trading Operations"
  http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/Appendix%203(E).pdf
- Circular on "Procurement Procedures in Aided Schools"
  http://applications.edb.gov.hk/circular/upload/EDBC/EDBC13004E.pdf
- Circular on "Acceptance of Advantages and Donations by Schools and their Staff"
  http://applications.edb.gov.hk/circular/upload/EMBC/EMBC03014E.PDF
- Circular on "Arrangements for Green Lunch and Reduction of Food Waste in School"
  https://applications.edb.gov.hk/circular/upload/EDBC/EDBC16003E.pdf

EPD

- EPD "Guidelines on How to Promote Green Lunch in Schools"
  https://www.wastereduction.gov.hk/sites/default/files/green_lunch/school_green_lunch_guideline_eng.pdf

FEHD

- FEHD "Guidelines on How to Ensure School Lunches Ordered Are Safe"
  http://www.cfs.gov.hk/english/multimedia/multimedia_pub/files/school_lunches_ordered_are_safe.pdf

ICAC

- ICAC Anti-Corruption Laws
  https://www.icac.org.hk/en/home/index.html
- ICAC Best Practice Checklist on Governance and Internal Control in Schools
  https://cpas.icac.hk/UPloadImages/InfoFile/cate_43/2018/d6d817cb-6bec-4bdb-89fb-3cd884c9088f.pdf
- ICAC Best Practice Checklist on Procurement
  http://cpas.icac.hk/UploadImages/InfoFile/cate_43/2016/b4e94be0-46d9-4edd-abc8-5b89e431e32b.pdf

Chapter IV: Reference Documents

Document 1: Lunch Supplier's Pledge

(Please amend the red italic text as appropriate before use)

Lunch Supplier's Pledge*(Template)*

Points to Note

- Tenderers are required to complete the "Lunch Supplier's Pledge" ("the Pledge" hereafter) and submit it together with the "Assessment Checklist of School Lunch Suppliers" and other required tender documents. Those who fail to comply will not be considered.

- The Pledge will become **the basis of the contract** signed with the successful tenderer in future. Once the contract is signed, the school can monitor the lunch supplier's services in accordance with the clauses of the Pledge. Such monitoring aims at assessing the supplier's performance standard and provides rationale for premature termination of contract if indicated.

Pledge for "Nutritional Requirements"

All lunch sets* provided each day meet the requirements of the Department of Health's "Nutritional Guidelines on Lunch for Students" (latest version) as set out below:

1. Control the rationing of food to ensure provision of food in different portions to students of *both junior and senior classes in primary schools/secondary schools* so as to minimise food wastage.
2. Serve sauce and gravy separately from grains.
3. Provide grains, vegetables and meat (or its substitute) in the ratio of 3:2:1 by volume (i.e. grains being the most, followed by vegetables, and meat being the least).
4. Provide no less than one serving of vegetables.
5. Only use the minimal amount of vegetable oils that are non-hydrogenated.
6. Remove all visible animal fats and excessive oil before cooking and serving as far as possible.
7. Use more natural ingredients, herb and spices to enhance dish flavours.
8. Provide at least one lunch set containing grains, with at least 10% of whole grains or added vegetables each day (applicable to lunch suppliers who provide more than one type of grains each day).
9. Provide grains, with at least 10% of whole grains or added vegetables, on at least two school days each week ("week" as on a basis of five school days) (applicable to the lunch suppliers

who provide only one type of grains each day).

10. Limit the supply of following types of food items to no more than two days per week:
    - Grains with added fat or oil
    - Fatty cut of meat and poultry with skin
    - Full-fat dairy products
    - Processed or preserved meat, egg and vegetable products
    - Sauce or gravy with high sugar, salt or fat content
11. Do not provide deep-fried food items.
12. Do not provide food or gravy/sauce with added animal fat or plant-based saturated fat.
13. Do not provide food items with trans fat added.
14. Do not provide food with very high salt content.
15. Do not provide desserts.
16. Do not provide beverages in the category of "Snacks to Choose Less" according to DH's guidelines.

***** Not limited to "healthy meals", "nutritional meals", "vegetarian meals", "organic meal", etc.

Note: For examples of all the above stated foods and drinks, please refer to "Nutritional Guidelines on Snacks for Students" (latest version), "Nutritional Guidelines on Lunch for Students" (latest version) and "Classification of Food Items for School Lunch" (latest version), all issued by the Department of Health and now available on the "EatSmart@school.hk" Campaign thematic website (https://school.eatsmart.gov.hk).

Particulars of tendering lunch supplier and person of charge (in block letters)

Company's name:			
Name of person-in-charge:		Post title:	
Telephone:		Fax:	

Our company is clearly aware that all the contents of this Pledge will become the basis of the contract to be signed between us and *xxxx (school's name)* once we are appointed to be your school's lunch supplier. Our company shall implement the clauses conscientiously within the contract period. Your school may also monitor our services in accordance with the Pledge submitted by us.

Signature of person-in-charge of tendering company: _____

Company stamp: _____

Date: _____

Message to schools: Service conditions for reference only; not compulsory for inclusion in the Pledge. To be tailored to the needs of individual schools.

i. *Pledge for "Salt Reduction in School Lunch":*

1. *Strive to reduce the sodium content of school lunches, for example, by participating in the "Salt Reduction Scheme for School Lunches" launched by DH.*
2. *Pledge to provide sodium-reduced lunches to the school (for example, the number of sodium-reduced lunches provided per month, or the percentage of lunch options offered to schools that are sodium-reduced each month.*

ii. *Pledge for "Complementary Arrangements for Promotion of Healthy Diet":*

1. *Hiring of or subscribe subcontracting service from accredited dietitians/nutritionists to design lunch menus which fulfil the students' nutritional requirements and produce school lunch reports for the whole school.*
2. *Regular dissemination of the information on nutrition to parents and school children.*
3. *Regular nutrition training for lunch supplier's staff to build up their capacity for promoting healthy eating.*

iii. *Pledge for "Administrative Arrangements":*

1. *Submit a month-long menu one month in advance before provision of meals for teacher-in-charge's consideration and approval.*
2. *Provide a small amount of extra grains (e.g. white rice) and vegetables on each meal-subscribing school day for individual students' extra needs.*
3. *Cater for the special needs of students with food allergy.*
4. *Cater for the special needs of ethnic minorities.*
5. *Hold the HACCP or ISO 22000 certifications of food safety management system awarded by accredited certification bodies.*
6. *Be responsible for distribution of meals as well as tidying and cleaning after meal.*
7. *Deal with return/refund of meal.*

iv. ***Pledge for "Green and Waste Reduction Measures":***

1. *Use highly durable, washable and reusable lunch containers in place of disposable ones in order to reduce waste.*
2. *Provide washable and reusable cutlery only. Do not use disposable cutlery.*
3. *Adjust the portion of food flexibly according to the ages and appetites of students to reduce food waste. For details, please refer to "Arrangements for Green Lunch and Reduction of Food Waste in School" at https://applications.edb.gov.hk/circular/upload/EDBC/EDBC16003E.pdf and the "Nutritional Guidelines on Lunch for Students" (latest version) at https://school.eatsmart.gov.hk/files/pdf/lunch_guidelines_bi.pdf.*
4. *Properly arrange collection and recycling of food waste and recyclable materials which can be turned into usable resources.*
5. *Provide appropriate green lunch arrangements to schools by following the principle of reducing waste and minimizing wastage at all times, and by referring to the updated green lunch information from the "Guideline on How to Promote Green Lunch in Schools" regularly (https://www.wastereduction.gov.hk/sites/default/files/green_lunch/school_green_lunch_guideline_eng.pdf).*

v. ***Pledge for "Other Service Requirements":***

- *(At school's discretion)*

Document 2: Assessment Checklist of School Lunch Supplier

(Please amend the red italic text as appropriate before use)

Assessment Checklist of School Lunch Supplier

(Template)

Guide to Use

- Please complete Section A before submission of tender documents.
- Tenderers should submit the following documents of proof, and state their category numbers clearly with reference to Part B.
- Tenderers are not required to complete the column under "Scores (for school's use only)".

A. Particulars of Lunch Supplier

Company's name:		District of lunch supplier's plant:	
Name of contact person:		Post title:	
Tel. no.:		Fax. no.:	

B. List of Documents to be Provided

Document No.	Category of Document	Purpose	Scores (for school's use only)
1.	Duplicate of a valid "Food Factory Licence Approved to Supply Lunch Boxes" issued by FEHD (applicable to sub-contractors, if any)	To assess the validity of licences	Non-submission of proof of valid licences will result in disqualification
2.	Meal list for one month's school lunch *Schools are advised to require tenderers to submit a meal list for a particular month, preferably one such as March or May, which covers fewer public holidays.	To examine the supplier's competency in providing meals which fulfils all nutritional requirements of the "Nutritional Guideline on Lunch for Students" (latest version), and serve as a basis for quality of meals in future.	

3.	Copies of inspection records in the past 12 months by Health Inspector of FEHD (with copies of notices of exemption from inspection, if applicable)	To show the hygiene and safety level of food production	
4.	*Proofs of participation in the "Salt Reduction Scheme for School Lunches"*	*To evaluate whether the supplier has participated in the "Salt Reduction Scheme for School Lunches", and its pledge for provision of sodium-reduced lunches*	
5.	**Proofs of professional qualifications of in-house/subcontracted accredited dietitians/nutritionists*	*To examine the professional standard of the supplier's staff*	
6.	*Nutritional information and overall school lunch report*	*To preview the nutritional information and reports submitted by the supplier, and to evaluate his/her experience and standard accordingly*	
7.	*Supplier's arrangements for the provision of reusable lunch containers to school*	*To evaluate the supplier's pledge for environmental protection and waste reduction*	
8.	*Supplier's plans to provide reusable cutlery to school*	*To evaluate the supplier's pledge for environmental protection and waste reduction*	

9.	*Supplier's proof of eco-friendly materials for the production of lunch containers*	*To evaluate the supplier's pledge for environmental protection and waste reduction*	
10.	*Supplier's proof of eco-friendly materials for the production of cutlery*	*To evaluate the supplier's pledge for environmental protection and waste reduction*	
11.	*Supplier's plans to collect kitchen waste and recyclable materials for recycling*	*To evaluate the supplier's pledge for environmental protection and waste reduction*	
12.	*HACCP or ISO 22000 certifications of food safety management system awarded by accredited certification bodies*	*To find out whether the supplier meets the advanced requirements for food safety management*	
13.	*Plans to accommodate special needs of students with food allergy*	*To examine supplier's problem solving skills*	
14.	*Plans to accommodate special needs of ethnic minorities*	*To examine the supplier's problem solving skills*	

15.	*Details of supplier's provision of nutrition training to staff*	*To evaluate supplier's relevant experience and standard*	

*__Qualified Dietitians__ - Any person who is the holder of the Postgraduate Diploma (or MSc) in Human Nutrition and Dietetics at Hong Kong University SPACE Institute (co-organised with the University of Ulster, UK), or one of the following qualifications, namely,

- Registered Dietitian of Commission of Dietetic Registration, American Dietetic Association; or
- Registered Dietitian of Health & Care Professions Council (UK); or
- Registered Dietitian of Provincial Registration, Dietitians of Canada; or
- Accredited Practising Dietitian of Dietitians Association of Australia.

***Qualified Nutritionists** - Any person who is the holder of a degree (baccalaureate, master, doctoral) awarded by a university or other institution recognized by the Hong Kong Nutrition Association majoring in either dietetics or nutritions.

- (Source: Website of the Hong Kong Nutrition Association at https:// www.hkna.org.hk/how-to-become-dietitians-and-nutritionists/ &
- Website of the Hong Kong Dietitians Assoication at https://www.hkda.com.hk/p/how-to-become-dietitians?lang=en)

Document 3: Invitation for Submission of Tender

(Please amend the red italic text as appropriate before use)

Our ref: *(2) XXX 1/1/20XX*

(Day/Month/20XX)

XXX School
School Lunch Supply for the 20XX-XX School Year(s)
Invitation for Submission of Tender (Template)

Regarding school lunch supply for staff and students for the *20XX-XX* school year(s), we hereby invite submission of tender from lunch suppliers holding valid permits of "Food Factory Licence Approved to Supply Lunch Boxes" issued by the Food and Environmental Hygiene Department. Tenderers please note the following requirements: -

I. Service Requirements (applicable to lunch box mode of provision)

1. Target groups: *students, teachers and staff*
2. All lunch sets should comply with the requirements laid down in the Department of Health's "Nutritional Guidelines on Lunch for Students" (latest version)
3. Provision of grains, with at least 10% of whole grains or added vegetables (e.g. red rice, brown rice, rice with added leafy vegetables or corn and wholemeal bread): *at least one type per day*
4. Provision of vegetables: provide at least one serving of vegetables in all lunch sets*; provide extra vegetables when requested.*
5. Provision of fruit: *whole fruit shall be provided three times a week (on Monday, Wednesday and Friday, with the exception of school holidays)*
6. Mode of serving: *serving lunch boxes in classrooms*
7. Lunch containers and cutlery: Arrangements regarding the use of reusable lunch containers and cutlery *(Schools are encouraged to adopt green lunch practices ~~using a gradual approach~~, with a view to making a full-scale use of reusable lunch containers and cutlery for school lunches as soon as possible~~by the 2023/24 school year~~. For details, please refer to EDB Circular on"Arrangements for Green Lunch and Reduction of Food Waste in School".)*

Updated in April 2024

8. Available meal choices: *two only per day*
9. Number of lunch boxes: *"estimated at 300 for P.4 - P.6 and 200 for P.1 - P.3 for the next school year" (example from a primary school), with the notion that such estimation was worked out with reference to the situation of the current school year, and that there may be a discrepancy between actual and estimated numbers, to facilitate the bidders' compilation of quotations.*
10. Duration of contract: *two years (20XX-XX and 20 XX-XX school year(s))*

**** OR ****

I. Service Requirements (applicable to on-site meal portioning (OSMP) mode)

1. Target groups: *students, teachers and staff*
2. All lunch sets shall comply with the nutritional requirements laid down in the Department of Health's "Nutritional Guidelines on Lunch for Students" (latest version)
3. Provision of grains, with at least 10% of whole grains or added vegetables (e.g. red rice, brown rice, rice with added leafy vegetables or corn and wholemeal bread): *twice per week (every Tuesday and Thursday, except school holidays)*
4. Provision of vegetables: provide at least one serving of vegetables in all lunch sets*; provide extra vegetables when requested.*
5. Provision of fruit: *whole fruit shall be provided three times a week (on Monday, Wednesday and Friday, except school holidays)*
6. Mode of serving: *on-site meal portioning (i.e. with rice and vegetables cooked in the school kitchen, served with two other dishes (delivered in thermal containers from the supplier's plant and reheated and portioned on-site))*
7. Lunch containers and cutlery: Arrangements regarding the use of reusable lunch containers and cutlery *(Schools are encouraged to adopt green lunch practices ~~using a gradual approach~~, with a view to making a full-scale use of reusable lunch containers and cutlery for school lunches as soon as possible~~by the 2023/24 school year~~. For details, please refer to EDB Circular on "Arrangements for Green Lunch and Reduction of Food Waste in School".)*

Updated in April 2024

8. Available meal choices: *one only, which consists of two dishes*
9. Number of meal sets needed: *"estimated at 300 for P.4 - P.6 and 200 for P.1 - P.3 for the next school year" (example from a primary school), with the notion that such estimation was worked out with reference to the situation of the current school year, and that there may be a discrepancy between actual and estimated numbers, to facilitate the bidders' compilation of quotations.*
10. Duration of contract: *two years (20XX-XX and 20XX-XX school year(s))*
11. *A school canteen is expected to be commissioned by early 20 XX-XX school year; it is believed that by then there will be adequate facilities to meet the demand of OSMP. Bidders are thus advised to refer to the list of facilities and their specifications. (Please see appendix to this document.) Please be aware that a briefing session will be held at this school at X p.m. on (date) and interested lunch suppliers are welcome to attend the briefing and conduct a site visit to our canteen.*
12. The appointed lunch supplier has the responsibility to work closely with the school when there is a need to change course from routine lunch procedures. The appointee has to arrange for an adequate number of staff in a timely manner to help set tables and chairs in the canteen, prepare and perform OSMP, and deliver the meals. After the lunch hour, the supplier should also arrange for his/her staff to tidy up the canteen, clean and store away all utensils and equipment, and take care of the kitchen waste properly.

13. Trained and experienced staff shall be deployed to operate all school canteen equipment and ancillary facilities in a careful and proper manner. In case of any damage to the above facilities caused by negligence of the supplier's staff, the supplier has to bear all cost of repair and compensation where applicable. Under such circumstances, the supplier shall make contingency arrangements to ensure that the supply of school lunch will not be affected.
14. In case of construction delay and other unforeseen circumstances which make OSMP implausible, the lunch supplier will be expected to serve lunch boxes (with two meal choices) until the school canteen is suitable for OSMP again. Other terms listed above prevail in this situation.
15. If the lunch supplier intends to change the subcontractor(s) after the appointment, the lunch supplier must ensure that the subcontractor(s) in question is/are holder(s) of the valid relevant licences, and that copies of the latter's licences will be submitted to the school for record purposes.

II. Documents to be Submitted by Tenderers

1. "Invitation for Submission of Tender", with details of services provided in accordance with the terms and conditions listed above
2. "Lunch Supplier's Pledge", completed
3. "Assessment Checklist of School Lunch Supplier", completed
4. All documents of proof, which **must** include:
    i. Meal list for one month's school lunch
    ii. Duplicate of a valid "Food Factory Licence Approved to Supply Lunch Boxes" issued by the FEHD (applicable to sub-contractors, if any)
    iii. Copies of inspection records by Health Inspector of the FEHD in the past 12 months (with copies of notices of exemption from inspection, if applicable)
    iv. Other documents specified by the school
5. Price information
    - Unless otherwise stated by the tenderer, the tenderer's quotation will become the only valid quotation for the duration of the contract. Unless the tenderer submits a conditional offer which contains a price variation clause, request for price variation will not be considered thereafter.
    - The school will only accept tenders which cover all the above-stated service requirements.

III. Other Arrangements

1. All tenderers shall seal the service information (in triplicates) in an envelope labelled "service information", and seal the price information (in triplicates also) in another

envelope labelled "price information". The two sealed envelopes are in turn to be sealed inside another large envelope. Tenderers shall not disclose their price in the service information or indicate their identity on any of the sealed envelopes; otherwise, the tender will not be considered.

2. Tenderers who fail to provide all the above-said documents/information on or before the deadline will not be considered.
3. Until otherwise specified, the tenders and quotations submitted will be considered for 90 days from the deadline of submission. If a tenderer does not receive appointment notice within the 90 days, he/she may consider that his/her tender is not successful.

IV. Assessment Process

1. For a better understanding of our school's arrangements for tender assessment, interested tenderers are invited to visit our homepage (http://www.xxx.edu.hk) or the module entitled "Selects Lunch Suppliers" on the Department of Health's "EatSmart@school.hk" Campaign website (https://school.eatsmart.gov.hk/en/content_salt.aspx).
2. Each tenderer will be assessed by the contents of all submitted tender documents, the "Lunch Supplier's Pledge" (the "Pledge"), the "Assessment Checklist of School Lunch Supplier" (the "Checklist"), all documents of proof and price quotations. *Before the school assesses the tenderers' price quotations, it will invite the three highest-scoring tenderers from the first round of assessment to take part in the healthy lunch tasting session ("tasting session")*.
3. Tenderers should note that the Pledge will become the basis of the contract signed with the successful tenderer in the future. Once the contract is signed, the school can monitor the lunch supplier's services in accordance with the clauses of the Pledge. Such monitoring aims at assessing the supplier's performance standard and provides rationale for premature termination of contract.
4. Our school treasures very much the endeavour made by all lunch suppliers to promote healthy eating habit. Therefore, the final score is to be worked out with the following weighting:

service assessment score: price assessment score = 80 : 20

(Message to Schools: Scores for service and price assessments should add up to 100. Service assessment score include scores for assessment of the documents listed in part II above, and also scores for assessment of the tasting session (if applicable) and the factory visit (if applicable).

V. Prevention of Bribery Ordinance

1. It is an offence under the Prevention of Bribery Ordinance for school staff/MCCA members to accept advantages from lunch suppliers and contractors, or for lunch suppliers and contractors to provide advantages to school staff/MCCA members. In any case, schools shall not allow the choices of suppliers and contractors to be in any way influenced by any form of advantages, including donations.
2. Breach of the above-mentioned Ordinance by school staff, the lunch supplier/contractor or both parties will render the tender null and void. The school may on this basis rescind the contract awarded.

VI. Anti-collusion

1. The tenderer is prohibited from colluding with other bidders in this tendering exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his/her tender.

VII. Submission of Tender Documents

1. Interested lunch suppliers should drop the tender documents (in the form of confidential documents) into the tender collection box in our school office in fulfilment of the requirements listed in Part II above by X a.m./p.m. on Date Month 20XX. The envelope shall be addressed to "Chairman of the Monitoring Committee on Catering Affairs of *XXX School"* with "Tender Documents for Lunch Supply" clearly marked on the cover. Late submissions will not be considered.

2. Address for submission of tender documents

To: Chairman of the Monitoring Committee on Catering Affairs
XXX School
XXX Road, Hong Kong / Kowloon / New Territories
("Tender Documents for Lunch Supply")

VIII. Appeal Mechanism

The tendering exercise and the assessment process described above follow the prevailing guidelines issued by the Education Bureau, and are monitored by the Monitoring Committee on Catering Affairs of the school to ensure that tenderers are assessed and awarded tender in a fair and proper manner. In case any tenderers believe that their tender applications are treated unfairly, they are advised to report so to the Committee or the Regional Education Office of the Education Bureau (https://www.edb.gov.hk/en/contact-us/reo.html).

IX. Suggestion and Enquiry

To make suggestion or enquiry, lunch suppliers are welcome to contact *Mr./Ms. XXX (teaching staff member)* on *1234 xxxx*.

Headmaster/Headmistress/Principal of *XXX School*

( )

(Please amend the red italic text as appropriate before use)

Invitation to Lunch Suppliers for Submission of Tender*(Template)*

XXX School Telephone no.: *1234 xxxx* Fax no.: *1234 xxxx* Website: *http://www.xxx.edu.hk*	Fax
To: School lunch suppliers	**From:** *Mr XX, Principal*
Your ref:	**Our ref:** *(2) XXX 1/1/20XX*
Fax no.:*1234 xxxx*	**Telephone no.:** *1234 xxxx*
Telephone no.:	**Date:** *XX.XX.20XX*

Invitation for Submission of Tender
for Lunch Supply for the *20XX-XX* School Year(s)

Our school is arranging lunch supply for *20XX-XX* school year(s). We hereby invite school lunch suppliers holding a valid "Food Factory Licence Approved to Supply Lunch Boxes" issued by the Food and Environmental Hygiene Department to submit tender.

Details of tendering procedures, service requirements of our school, assessment criteria, deadline for submission of tender and documents required are available for reference; interested parties can download them from our school's website at *www.xxx.edu.hk*.

(Message to Schools: Apart from publicising the tender invitation and relevant documents on school website, you may consider sending this page by fax to prospective lunch suppliers, the fax numbers of whom can be obtained from reliable sources, e.g. "Database of School Lunch Suppliers" of the Department of Health; this is all the same effective in keeping the tendering process fair and competitive. The database can be found at: https://school.eatsmart.gov.hk/en/content_salt.aspx?id=6206)

Document 4: Invitation to Tasting Session

(Please amend the red italic text as appropriate before use)

Our ref: *(2) XXX 1/1/20XX*

(Day/Month) 20XX

To: ***ABC Food Group***

***XXX* School**

Invitation for Submission of Tender for School Lunch Supply

for the *20XX-XX* School Year(s):

Invitation to Tasting Session *(Template)*

Dear Sir/Madam,

Regarding your submission of tender in relation to school lunch supply for the *20XX –XX* school year(s), we are pleased to inform you that your company has been selected to participate in the second round of assessment, scheduled to take place at *Time on (DATE/MONTH) 20XX*, in the form of a tasting session, in which you are required to provide healthy meal samples for written assessment by representatives from our teachers, students and parents. Should you agree to such arrangement, please return the attached reply slip by fax on or before *(DATE/MONTH) 20XX*. Please note the arrangements and requirements of the tasting session as stated in the enclosures herewith.

For enquiries, please contact teaching staff member *Mr. X* at *1234 **xxxx***.

Yours faithfully,

Monitoring Committee on Catering Affairs

XXX School

Encl.:

Document 5: “School Lunch Supply Tasting Session—Assessment Form for Nutritional Value”

Document 6: “School Lunch Supply Tasting Session—Assessment Form for Attractiveness”

Our ref: *(2) XXX 1/1/20XX* **Fax No:** *1234 xxxx*

XXX School
Invitation for Submission of Tender for School Lunch Supply for the *20XX-XX* School Year(s):
Reply Slip for Tasting Session *(Template)*

To: Monitoring Committee on Catering Affairs,
XXX School

Dear Sir/Madam,

☐ Our company will participate in the tasting session, scheduled to take place at *Time on (DAY/MONTH) 20XX*, for the selection of school lunch supplier for the *20XX-XX* school year(s), and we agree to follow all instructions of your school. We understand that these instructions are set out to ensure an open, fair and just tendering process as well as to assist the school in choosing a lunch supplier most capable of providing healthy, hygienic, nutritious and attractive lunch sets. We also understand that any breach of these instructions may result in disqualification from the tasting session, about which the school's decision shall be deemed final and irrevocable. Our company agrees to submit the following items to be used by your school in the tasting session:

1. "Proposed Recipes of Meals for Use in Tasting Session (I)" — for preliminary examination (to be submitted to the school at least seven working days before the tasting session)
2. "Recipes of Meals Approved by School for Use in Tasting Session (II)" — for declaration of the recipes of the meal samples allowed to be brought to the tasting session (to be submitted to the school on the day of tasting session)
3. A specified amount of meal sets, cutlery and drinking water (to be provided to the school on the day of tasting session)

☐ Our company will NOT participate in the tasting session.

Company Name and Chop : ***(ABC Food Group)***

Signature of Person-in-charge : _____

Date : _____

***XXX* School**

Invitation for Submission of Tender for School Lunch Supply for the *20XX-XX* School Year(s)

Arrangements and Requirements for Tasting Session *(Template)*

Objectives

1. To assess the nutrition value of provided meal samples and check whether they are compliant to the nutritional standard as laid down in the "Nutritional Guidelines on Lunch for Students" issued by the Department of Health (latest version).

2. To assess the appearance, creativity and taste of meal samples so as to examine the suppliers' capability of providing lunch sets that are tasty, attractive and healthy.

Rules and Regulations

1. Participating in the tasting session intrinsically implies that lunch suppliers are willing to adhere to all rules and regulations formulated by the school. The suppliers understand that these rules are set to ensure an open, fair and just environment so that the supplier who is most capable of providing lunch of a healthy, hygienic, tasty and attractive nature will be selected. Breach of these instructions results in disqualification in the tasting session; in case of any disputes, the school's decision shall be deemed final and irrevocable.

2. The Monitoring Committee on Catering Affairs is mainly responsible for: (a) arranging, collecting and previewing the menu provided by prospective lunch suppliers for the tasting session, (b) appointing school staff/teachers, parent helpers and students to act as assessors, and (c) devising measures, before and during the tasting session, to prevent staff of lunch suppliers from interfering with assessors' decision-making.

3. Lunch boxes or food containers from prospective lunch suppliers shall never bear identifiable marks, such as company names, logos or trademarks in printed form.

4. Double-blinding measures will be taken throughout the tasting session. (i.e. Except for school staff assigning codes to prospective lunch suppliers, neither the assessors nor other school staff would know the identity behind those codes.)

5. Assessment of suppliers as conducted in the tasting session is divided into three parts, namely,
   (a) "capability to make healthy lunch";
   (b) "nutritional value"; and
   (c) "attractiveness".

Message to Schools: For the items of assessment in a tasting session, please refer to "Areas of Assessment" in tasting session in the 2nd Step of Document 7.

6. Score for "Capability to make healthy lunch" – Before the tasting session, the Monitoring Committee on Catering Affairs (MCCA) will examine the "Recipes of Meals for Use in Tasting Session" submitted by suppliers in order to calculate the suppliers' scores for their capability to make healthy lunch. (See point 2 of "Arrangements for Tasting Session" for details.)

7. Score for "Nutritional value" – on the day of tasting session, submitted meal samples will be assessed by a small group of school representatives who are well versed in the Department of Health's "Nutritional Guidelines on Lunch for Students" (latest version). Scoring is done on the "Assessment Form for Nutritional Value".

8. Score for "Attractiveness" – submitted meal samples will be assessed by *another team of school representatives made up of 16* teachers, 16* parents, and 16* students*. Scoring is done on the "Assessment Form for Attractiveness".

** Message to Schools: To ensure representativeness of the assessment, the "Score on Attractiveness" will be assessed and marked by a group of school representatives comprising of three sub-groups (i.e. teachers, parents and students) of the same size. Let's take the example of a primary school: with regard to the cognitive development of children, we recommend recruiting students from, say, primary 4 & 5 classes only; on the other hand, parents of students from primary 1 to 5 classes can qualify as parent representatives. In the scenario where there are 4 classes in each grade and where 2 students are picked from each class, then a total of 16 student representatives will be appointed. Hence, another 16 teachers and 16 parents will be needed to form the whole assessment team, totalling 48 members. While the size of the assessment team can vary depending on the circumstance, schools are advised to keep the three sub-groups equal in size and minimise wastage of food as far as possible.*

9. To ensure an objective and impartial evaluation, assessors designated to work on the Score for Nutritional Value and the Score for Attractiveness shall never be involved in the tasks about assigning codes to the prospective lunch suppliers.

10. As the score for the tasting session constitutes only part of the total score of a tender, the outcome of tender bidding will be announced after all factors (including quotations) have been duly considered.

Arrangements for Tasting Session

1. For the purpose of assessment, all prospective lunch suppliers shall provide, at no cost, *5** healthy lunch sets, all of which shall:-
   - meet the requirements of "good practice" as stated in "Nutritional Guidelines on Lunch for Students" (latest version) by the Department of Health:
     - ✓ each meal choice should contain at least one serving of vegetables;
     - ✓ only healthy and non-hydrogenated vegetable oils (e.g. corn oil, canola oil, olive oil and peanut oil) in limited amount are used for cooking;
     - ✓ all visible animal fat and excess oil used in cooking are removed before serving;
     - ✓ use more natural ingredients, herbs and spices to enhance dish flavours and
     - ✓ no dessert and confectionery is supplied.
   - not contain "Strongly Discouraged Food Items", "Limited Food Items", juice and all other kinds of beverages except water and
   - food items whose presence on site is not pre-approved by the school

   ** Message to Schools: As this is an opportunity to test the suppliers' ability to provide healthy and delicious food, it is suggested that the schools should request prospective lunch suppliers to provide five lunch sets for tasting. If the on-site portioning mode is to be used in the future, then it is not necessary to arrange tasting of vegetables cooked on-site in the tasting session.*

2. To ensure the submitted meal samples comply with the nutritional requirements in point 1 above, all prospective lunch suppliers shall submit the recipes for their proposed meal list (with details of ingredients and cooking method) at least 7 working days before the tasting session for prior approval by the school. For details, please refer to the template for "Proposed Recipes of Meals for Use in Tasting Session (I)" attached to the invitation letter. As the school will **NOT** enquire with prospective suppliers in any manner about the recipes of the proposed meals when assessing the recipes, there is the possibility that the school may not understand the ingredients to be used. To avoid the proposed meals being rejected by schools for this reason, prospective suppliers should list clearly in their recipes all details about the ingredients, seasonings, marinade and cooking method required for the making of the meals and sauce/gravy before such recipes are submitted.

The Monitoring Committee on Catering Affairs will check the menu against the Department of Health's "Nutritional Guidelines on Lunch for Students" (latest version) to ascertain compliance with the nutritional standard as set out in point 1 above. The school will inform all prospective suppliers at least 3 working days before the tasting session about which meals have been approved for the tasting session.

In the tasting session, all meal sets provided by prospective suppliers must meet nutritional standards, because the number of meal sets approved for provision in tasting sessions may also affect the suppliers' scores for the item "capability to make healthy lunch". Each supplier can submit 5 meal sets at most for approval by the Monitoring Committee on Catering Affairs; the more meal sets are approved for provision in the tasting session, the higher the scores will be for the suppliers.

3. Attention of prospective suppliers is drawn to the fact that any food item without prior approval of the Monitoring Committee on Catering Affairs is not allowed to be brought into the tasting session area and that prospective suppliers will not be allowed to change their proposed menus. If prospective suppliers bring in foods which are either not pre-approved or not in compliance with the pre-approved meals, such behaviour will be deemed dishonest and result in disqualification from the tasting session (please see Document 5 for details). Therefore, all prospective lunch suppliers should value the opportunity and only provide meals which meet the nutritional requirements as stated in point 1. The purpose of this arrangement is to ensure that prospective suppliers understand the importance our school attaches to healthy lunch and the persistence in our pursuit of such goal. We hope that participating suppliers will comply with the school's requirements with a sense of commitment and responsibility.

4. All meals in the tasting session shall form part of the meal choices which the successful prospective lunch supplier should eventually provide at a frequency desired by the school throughout the contract period.

5. Prospective lunch suppliers cannot in any circumstances provide school staff, students and parents with advantages (including gifts), use gimmicks or any other forms of promotion or offer unhealthy food with a view to influencing the assessment results of the tasting session. Contravention, once spotted, will result in disqualification.

Amount of meal samples required (applicable to lunch box-mode serving)

1. To facilitate tasting in *3 rounds*, prospective lunch suppliers are advised to place lunch boxes in *3 thermal containers* in such a way that each thermal container contains a variety of meal choices.

Such arrangement not only reduces the need to open each container for multiple times but also helps to preserve the food items at their optimal temperature for tasting purpose.

2. From the point of view of environmental protection and to set a good example for children, excess food and wastage should be minimised. As such, prospective lunch suppliers should only provide *13 sets** of each lunch box, *32 sets** of cutlery and water during the tasting session.

** Message to Schools: The estimation is on a basis of 48 assessors and is based on the assumption that one lunch box would be sufficient for 4-6 assessors. The estimation also includes an additional lunch box for assessment of nutritional value. Cutlery and water should be proportionally supplied by the invited lunch suppliers according to the number of assessors. To avoid wastage, it is not necessary for each supplier to provide cutlery and water to all assessors.*

**** OR ****

Amount of meal samples required (applicable to on-site meal portioning mode of serving)

1. To facilitate tasting in *3 rounds*, prospective lunch suppliers are advised to place lunch boxes in *3 thermal containers* in such a way that each thermal container contains a variety of meal choices. Such arrangement not only reduces the need to open each container for multiple times but also helps to preserve the food items at their optimal temperature for tasting purpose.

2. From the point of view of environmental protection and to set a good example for children, excess food and wastage should be minimised. As such, prospective lunch suppliers shall present **each sample meal choice** in *3* separate aluminium foil containers, each containing an amount enough for nibbling by *16** persons. Each lunch supplier shall also prepare separate meal samples, each of standard lunch box size, for assessment of nutritional value. Besides, *32 sets** of cutlery and water shall be needed.

** Message to Schools: If the on-site portioning mode is to be used by a prospective supplier in the future, then grains and vegetables, cooked on site accordingly, will be served fresh no doubt, and so they are not required to be offered in the tasting session. The focus of the tasting session falls on the appearance, innovativeness and taste of the dishes, and yet it is all right to ask the prospective suppliers to provide grains as supplementary food for a more realistic assessment. If grains for this purpose are required from prospective suppliers, please include such item in the list of requests above.*

The estimation is on a basis of 48 assessors and therefore the amount of food in each container should be just sufficient for nibbling by 16 persons. Cutlery and water should be proportionally supplied by the invited lunch suppliers according to the number of assessors. To avoid wastage, it is not necessary for each supplier to provide cutlery and water to all assessors.

Procedures and Rules of Tasting Session

1. All the necessary materials shall reach the school at least 30 minutes before the tasting session starts. (No reheating of food items is allowed, so no alcohol or reheating equipment is needed.)

2. It is the prospective lunch suppliers' responsibility to ensure that all items they bring in (including meal samples and their containers, food tags, cutlery, etc.) do not carry any identification; only dish names are allowed to be shown on containers.

3. Designated members of the "Monitoring Committee on Catering Affairs" will put a code on each submitted meal sample and perform careful documentation for them.

4. All submitted meal samples must conform with the food safety standard set by the Food and Environmental Hygiene Department. Hot food items must be kept at above 60 degrees Celsius. No cold food is allowed. Designated school staff ("designated" as so by the "Monitoring Committee on Catering Affairs") will measure and record the core temperature of the meal samples upon their arrival at the school. Samples without prior approval (please see "Arrangements for Tasting Session" above) or those which have failed the temperature test will be returned immediately to the prospective lunch suppliers and barred from entry to the tasting session area. No replacement will be accepted by the school.

5. Staff from all prospective lunch suppliers shall not remain on the school premises during the tasting session and assessment process. The school will contact them after the assessment to ask them to return to pick up their thermal containers and other materials. The school will discard stained items or perishables without returning them to the prospective lunch suppliers.

6. Prospective lunch suppliers are not allowed to approach school staff, parents or students on the school premises or in the vicinity lest the former should interfere with the latter's decision-making in the tasting session.

Feedback and suggestions

1. The above instructions are set to ensure that our school lunch supplier is chosen in an open, fair and just manner. Enquiries or suggestions about the arrangements, details and requirements of the tasting session can be discussed with our teaching staff member *Mr XXX* on *1234 xxxx.*

2. For urgent enquiries on the day of the tasting session, lunch suppliers can approach our teaching staff member *Mr XXX* or the Senior School Development Officer of the respective Regional

Education Office of the Education Bureau
(https://www.edb.gov.hk/en/contact-us/reo.html).

Important Notes

Failure to comply with any of the rules and regulations regarding the tasting session stated in this document may result in disqualification. In case of disputes, the school reserves the right to make the final decision.

XXX School

Invitation for Submission of Tender for School Lunch Supply for 20XX-XX School Years:

Recipes of Meals for Use in Tasting Session (*Template*)

Important Notes on Meal Sets to be Provided for Tasting

1. Meals to be offered for tasting must meet all the following nutritional requirements:
    - complying with the requirements of "good practices" as in "Nutritional Guidelines on Lunch for Students" (latest version) by the Department of Health:
        - ✓ each meal choice should contain at least one serving of vegetables;
        - ✓ only healthy and non-hydrogenated vegetable oils (e.g. corn oil, canola oil, olive oil and peanut oil) in limited amount are used for cooking;
        - ✓ all visible animal fat and excess oil used in cooking are removed before serving;
        - ✓ use more natural ingredients, herbs and spices to enhance dish flavours; and
        - ✓ no dessert and confectionery is supplied.
    - not containing "Strongly Discouraged Food Items", "Limited Food Items", juice and all other kinds of beverages except water; and
    - not containing food items without the prior approval by the school.

    For more examples of "Strongly Discouraged Food Items" and "Limited Food Items", please refer to "Classification of Food Items for School Lunch" and "Nutritional Guidelines on Lunch for Students" (latest version), both issued by the Department of Health on the thematic website of the "EatSmart@school.hk" Campaign.

2. The meals are for tasting and assessment. Prospective suppliers should submit a proposal for five meal sets and send back the completed "Proposed Recipes of Meals for Use in Tasting Session (I)" by either *email or fax* to the school at least seven working days before the tasting session. Every meal set that meets the above nutritional requirements will be allowed to enter the tasting session, and will be awarded *2* marks for the item "capability to make healthy lunch". Meal sets not meeting the requirements will not be allowed in the tasting session, nor will the supplier be allowed to change its menu. As the school will not communicate with prospective suppliers in any manner about the recipes of the proposed meals when assessing the recipes, there is the possibility that the school may not understand the ingredients to be used.

To avoid the proposed meals being rejected by schools for such reason, prospective suppliers should list clearly in their recipes all details about the ingredients, seasonings, marinade and cooking method required for the making of the meals and sauce/gravy before such recipes are submitted.

3. In order to avoid providing food items that are not consistent with the pre-approved meal sets, prospective suppliers must submit "Recipes of Meals Approved by School for Use in Tasting Session (II)" to the school on the day of the tasting session to declare the pre-approved food ingredients to be brought to the site for tasting and assessment.

4. If prospective suppliers provide any food items not approved beforehand, or any meal sets not the same as the pre-approved ones for use on site, such suppliers will be disqualified. In case of disputes, the school shall reserve the right to make the final decision.

Examples of how to compile recipes for use in a tasting session:

Name of meal set:	Shredded pork with rice, sweet corn kernels, cabbage and low-fat white sauce
Ingredients and seasoning:	Lean pork, onion, corn kernels, cabbage, crushed garlic, white rice, salt, sugar and soy sauce
Ingredients for sauce/gravy:	(White sauce) flour, salt, pepper, low-fat milk, margarine and water
Cooking method:	Stir-frying, baking and boiling

Prospective suppliers are advised to list all ingredients clearly in the recipes. The following table shows the breakdown of certain food items that are more difficult to be classified:

Food	**Should be shown as**	**Food**	**Should be shown as**
Chicken steak/chicken fillet	Skinned chicken steak, skinned chicken fillet	Meatball	Homemade meatball (with all details of ingredients and seasonings, such as minced pork)
Vegetarian meat	Plain vegetarian meat	Soup dumpling	Homemade soup dumpling (with all details of ingredients and seasonings, such as dumpling wrappers, minced pork, shitake mushroom, etc.)
Pork patty	Lean pork (not ready-made pork patty)	Soy bean stick	Non deep-fried soy bean stick
(Fried) gluten	White (fried) gluten	Barbecued pork	Homemade barbecued pork (with all details of ingredients and seasonings, such as lean pork)
Hamburger steak	Homemade hamburger steak (with all details of ingredients and seasonings, such as minced beef, onion, etc.)	“Lion’s Head” (large pork ball)	Homemade “lion’s head” (with all details of ingredients and seasonings, such as lean pork, eggs, etc.)

Proposed Recipes of Meals for Use in Tasting Session (I)
(to be submitted at least seven working days before the tasting session)

Meal set 1

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Meal set 2

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Meal set 3

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Meal set 4

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Meal set 5

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Recipes of Meals Approved by School for Use in Tasting Session (II)

(to be submitted on site on the day of tasting session)

Meal set 1

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Meal set 2

Name of meal set:	
Ingredients and seasonings	
Ingredients for sauce/gravy:	
Cooking method:	

Meal set 3

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Meal set 4

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Meal set 5

Name of meal set:	
Ingredients and seasonings:	
Ingredients for sauce/gravy:	
Cooking method:	

Document 5: Assessment Form for Nutritional Value

Please amend the red italic text as appropriate before use

School Lunch Supply Tasting Session
Assessment Form for Nutritional Value *(Template)*

Important Notes

1. If any of the following item(s) is spotted on site during the tasting session, the lunch supplier concerned (on top of the item(s) in question) will be disqualified:
   - "Limited Food Items"*;
   - "Strongly Discouraged Food Items"*;
   - dessert, fruit juice and all other kinds of beverages except water; and
   - other food items without prior approval by the school

   *See "Classification of Food Items for School Lunch" (available on DH's "EatSmart@school.hk" Campaign thematic website) for examples.
2. In order to declare the ingredients for the meals to be offered in the tasting session, as well as to prevent suppliers from providing food items not in compliance with the pre-approved meals, prospective suppliers must submit "Recipes of Meals Approved by School for Use in Tasting Session (II)" to the school upon arrival at the site of the tasting session.

In case of disputes, the school shall reserve the right to make the final decision.

How to assess nutritional values:

- The Monitoring Committee on Catering Affairs is advised to assign a group of persons who are familiar with supervision of lunch nutrition to assess the nutritional value of submitted food samples with reference to "Nutritional Guidelines on Lunch for Students" (latest version) issued by the Department of Health.
- Meal samples will be assessed by teams of assessors instead of individuals. Each team will mark its score below for each supplier, and then work out the total score.
- Please mark the scores in the appropriate boxes:
  - Marking Scheme = No. of meals fulfilling the requirements *x 1*
    (e.g. Supplier A offers 5 meals for assessment in a tasting session, of which only three meet the "3:2:1" portion requirement. Supplier A scores 3 x 1 = 3 for the corresponding assessment item.)

Assessment items:

For lunch box mode, please complete items 1 to 3 below.
For on-site portioning mode, please complete only item 3 (applicable only to schools that request grains from suppliers to complement the meal sets for tasting sessions).

Assessment Items		Code of Lunch Supplier				
1.	Grains, vegetables and meat are in the ratio of 3: 2: 1 by volume, with grains taking up the most of a lunch box, then vegetables, and then meat or its substitutes					
2.	Each meal set contains no less than one serving of vegetables (e.g. half a bowl of cooked leafy vegetables, gourds or mushrooms)					
3.	Each meal set includes grains, with at least 10% of whole grains or added vegetables (e.g. red rice, brown rice, rice added with leafy vegetables or corn, mixed grains rice, wholemeal bread)					
	Total Score					

Document 6: Assessment Form for Attractiveness

(Please amend the red italic text as appropriate before use)

School Lunch Supply Tasting Session
Assessment Form for Attractiveness *(Template)*

- Make your overall assessment with reference to appearance, creativity and taste of the meal sets.
- Please fill in the scores *(0-4)* in the respective boxes
  (With 4 being "Very Satisfied" and 0 being "Very Dissatisfied")

Note: after the tasting exercise, the teacher(s)-in-charge will collect the score sheets, work out the average total score for each supplier, and then put the score under the "attractiveness" item of the 2nd Step in Document 7.

Assessment Items		Code of Lunch Supplier				
I.	Appearance: attractive and appetising					
II.	Creativity: including a wide variety of food types					
III.	Taste: mildly seasoned, neither salty nor oily					
	Total Score					

Document 7: Excel for Score Calculation

Selection of School Lunch Supplier
Excel for Score Calculation

Points to Note

1. Download excel file at https://school.eatsmart.gov.hk/files/xls/Supplier_Doc7_Score_bi.xls;

2. Follow the 5 steps below. By amending the values or properties in the yellow boxes you can automatically generate the total scores in the blue boxes.

1st Step

Monitoring Committee on Catering Affairs should set the ratio between service score and price score (the total of both should add up to 100) well beforehand, preferably before issuing the tender invitation.

Service score weight	80.0
Price score weight	20.0

2nd Step

1. The scores on the assessment form are determined according to a uniform marking scheme, based on the "Assessment Checklist of School Lunch Supplier" completed by the suppliers, the attached documentary proof and the verified information;
2. Enter the key scores in the yellow boxes as shown in the table below;
3. Suppliers whose service score is lower than the passing mark will not be considered.

(In the following example, the full score for assessment form is 120, and 37 a tasting session that adopts the lunch box mode.)

Areas of Assessment			Score to Suppliers					
			Co.A	Co. B	Co.C			
Service	Assessment form	School lunch menu (60 scores)	40.0	35.0	50.0			
		Inspection report (10 scores)	10.0	8.0	8.0			
		Others (50 scores)	40.0	30.0	45.0			
	Tasting session	Capability to make healthy lunch (10 scores) (2 scores for each meal set approved for tasting)	10.0	8.0	10.0			
		Nutritional value (Lunch box mode: 15 scores) (On-site meal portioning mode : 5 scores)	13.0	9.0	10.0			
		Attractiveness (12 scores)	10.9	12.0	11.7			
Service score			123.9	102.0	134.7	0.0	0.0	0.0

Quoted price (Mark in price for each meal set)	18.0	17.0	17.5				

3rd Step

1. Check the yellow box with the highest service score;
2. Check the yellow box with the lowest quoted price.

Highest Service Score	134.7
Lowest Quoted Price	17.0

4th Step

The adjusted scores are as follows:

Adjusted score	Score to Suppliers					
	Co. A	Co. B	Co. C			
Adjusted service score	73.6	60.6	80.0			
Adjusted price score	18.9	20.0	19.4			
Adjusted total score	92.5	80.6	99.4	0.0	0.0	0.0

5th Step

1. Monitoring Committee on Catering Affairs should select the supplier with the highest adjusted score.
2. Monitoring Committee on Catering Affairs should recommend the supplier with the highest adjusted score to the School Principal.
3. School should then approve the recommendation and award the contract according to terms listed in the tender document.
4. School should inform all tenderers (both awarded and non-awarded) of the outcome.

FAQ 22
The Handbook of Selection of Lunch Suppliers has updated its "Procedures of Selecting School Lunch Suppliers" and the parts about "Green and Waste Reduction Measures" in its templates of tender documents. If a school lunch supplier is currently still using disposable lunch containers, is it necessary for the school to request the lunch supplier to use reusable lunch containers and cutlery by amending the contents of the contract signed with the lunch supplier before the contract expires?
Answer: Schools are encouraged to adopt green lunch practices with a view to making a full-scale use of reusable lunch containers and cutlery for school lunches as soon as possible. Nonetheless, please note that the regulation of disposable plastic tableware and other plastic products has been implemented since 22 April 2024. Schools are required to promptly review the arrangement of school lunch with their lunch suppliers to ensure the compliance with the statutory requirements. [Note: The regulation on disposable plastic tableware and other plastic products has been implemented since 22 April 2024. As regards the circumstances of school lunches, in accordance with the amended Product Eco-responsibility Ordinance (Chapter 603), when lunch suppliers offer catering services such as on-site meal portioning to students, they are prohibited from providing nine types of disposable plastic tableware (including expanded polystyrene (EPS) tableware, straws, stirrers, cutlery (forks, knives, spoons), plates, cups, cup lids, food containers, and food container covers). As for providing takeaway services, such as supplying lunch boxes prepared at food factories to students directly, the suppliers are prohibited from providing the first five types of disposable plastic tableware (including EPS tableware, straws, stirrers, cutlery, and plates). For more details on the regulation, please refer to https://www.cuttheplastics.hk/index.php/en/ .]