Section 1: Introduction

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| --- | --- |
| Item | Contract Details |
| Contract Description: | **The Park Federation Academy Trust – School Catering Services** |
| Contract Location | Slough & Hillingdon |
| Period of Contract: | The initial contract is for 3 years with scope for an extension for a further two periods of up to 24 months from the last day of the initial contract period. |
| Approximate Current Annual Value of Contract: | £1,100,000 |
| Procuring Officer: | Any queries must be addressed to:  Matriculate Consulting acting on behalf of **Park Federation Academy Trust** (the Contracting Authority)  Email: tenders@matriculateconsulating.co.uk |
| Submission instructions: | Questionnaires must be returned via email [tenders@matriculateconsulting.co.uk](mailto:tenders@matriculateconsulting.co.uk). |
| Date / Time for return: | Questionnaires must reach us by:  **Date: 28th January 2020**  **Time: 10 am**  Please ensure you allow sufficient time to transmit your completed documents prior to the deadline. Late responses will not be accepted. |
| Envisaged number of Suppliers to be invited to tender: | 5 |

The Park Federation Trust based in Hayes has eight member primary academies based in the Slough and Hayes area educating and caring for 5,000 children.

The Trust is looking for contractors to demonstrate their experience and expertise to manage the catering services to deliver a consistently high quality catering service across all of its member primary academies.

Some staff are entitled to LGPS – the successful company will be required to gain Admitted Body Status to the relevant Pension Authority.

The contract will be for three years commencing August 2020, with two further possible extensions of 24 months.

The schools included in this exercise are:

1. Cranford Park Academy
2. Lake Farm Park Academy
3. West Drayton Academy
4. Wood End Academy
5. Western House Academy
6. Montem Academy
7. The Godolphin Junior Academy
8. James Elliman Academy

**Timetable**

***This timetable is indicative only.*** The Contracting Authorities reserve the right to change it at its discretion.

| Stage | Date/ Time |
| --- | --- |
| Submission of completed SQs | 28th January 2020 -10am |
| Notification of result of evaluation | 31st January 2020 |
| Publish Invitation to Tender | 3rd February 2020 |
| Site Visits | 5th February 2020 |
| Deadline for tender submissions | 17th March 2020 |
| Contract Start Date | 1st September 2020 |

Section 2: Notes for Completion

In order to ensure competition, transparency and value for money, this procurement will be conducted in accordance with the Restricted Procedure, as implemented in the UK by the Public Contracts Regulations 2015 or as may be amended.

The first stage in the procurement process is to shortlist those who submit a completed Standard Selection Questionnaire (SQ). You are invited to complete this SQ and to submit it, together with any requested supporting information, to Matriculate Consulting by the due date for return in accordance with the procedures set out in ‘Submission Instructions’.

By returning the SQ you confirm that the answers given on the SQ are true, complete, accurate and not misleading and understand that false information could result in exclusion at any stage in the procurement process.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that you are not invited to participate further.

Please answer all questions accurately and concisely however you must be explicit and comprehensive in your response as this will be the single source of information on which you will be scored and ranked. Where a question is not relevant to your organisation, this should be indicated, with an explanation.

You are advised neither to make any assumptions about your past or current supplier relationships with the Contracting Authority nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

***Your response must be completed on the form below, any other document or format will be disregarded.***

**Evaluation**

Evaluation of responses to this SQ will first deal with any Suppliers to be excluded as set out in Part 2, Parts 3 -4, 5 and 7 of the SQ\*. The submissions from the remaining Suppliers will be evaluated by objectively assessing the technical ability as relevant to the scope of services. The scoring mechanism for the evaluation of SQs can be found in Appendix 1. In the event that more Suppliers, than the number specified on page one of this document, meet the minimum requirements, the Contracting Authority may reserve the right to shortlist only the specified number with the highest overall score.

\*The Contracting Authority reserves the right to exclude Suppliers at any time throughout the tender process should any of the grounds of exclusion be found to apply.

**Important Notice**

The contents of this SQ, and that of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Contracting Authority and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this SQ and all associated documents immediately and not to retain or pass on any electronic or paper copies.

This SQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by the Contracting Authority and its advisers, including Matriculate Consulting.

The Contracting Authority reserves the right to reject SQs which are not submitted in accordance with the instructions given.

SQs must be completed in the English language.

**Freedom of Information** **Act 2000**

Organisations submitting pre-qualification questionnaires are requested to specify, with reasons, if anything contained in its SQ is confidential and the Contracting Authority will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

**Catering Services for The Park Federation Academy Trust**

**Notes for completion**

1. The “authority” means the Contracting Authority, or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential Supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information – | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>, which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the List of Mandatory and Discretionary Exclusions | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out in Annex C, which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

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| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**

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| **Section 4** | **Economic and Financial Standing** | | |
|  | Question | Response | |
| **4.1** | Please indicate which of the following you have provided to demonstrate your economic/financial standing | |  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | Yes ☐  No ☐ |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |

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| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

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| --- | --- |
| **Section 6** | **Technical and Professional Ability** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.   The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

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| **Response 6.1** | **Contract 1** |
| Name of customer organisation: |  |
| Point of contact in the organisation: |  |
| Position in the organisation: |  |
| Email Address: |  |
| Description of contract (Maximum of 500 words permitted) |  |
| Contract Start date: |  |
| Contract completion date: |  |
| Estimated annual contract value: |  |

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| **Response 6.1** | **Contract 2** |
| Name of customer organisation: |  |
| Point of contact in the organisation: |  |
| Position in the organisation: |  |
| Email Address: |  |
| Description of contract (Maximum of 500 words permitted) |  |
| Contract Start date: |  |
| Contract completion date: |  |
| Estimated annual contract value: |  |

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| **Response 6.1** | **Contract 3** |
| Name of customer organisation: |  |
| Point of contact in the organisation: |  |
| Position in the organisation: |  |
| Email Address: |  |
| Description of contract (Maximum of 500 words permitted) |  |
| Contract Start date: |  |
| Estimated annual contract value: |  |
| Estimated contract value: |  |

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| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |

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| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
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**7. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| --- | --- |
| **Section 7** | **Additional Questions** |
| 7.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £10m  Public Liability Insurance = £10m |
| **7.2** | How would the management structure work on an ongoing basis to ensure the service and on-site catering teams are supported? |
| Response Max 500 words |
| **7.3** | Please give details of a recent meal ordering system you have implemented. Please outline the highs and lows for the customers and any lessons learnt. |
| Response Max 500 words |
| **7.4** | Please provide details on your company’s approach to environmental sustainability, including limiting single use plastics. |
| Response Max 500 words |
| **7.5** | Given the nature of this opportunity, detail specific examples of initiatives you have introduced in schools to encourage pupils to utilise their free school meal allowance. Response |
| Response Max 500 words |
| **7.6** | Please detail the level of management information you would provide to the Trust during the contract in order to monitor performance  Response Max 500 words |
| Response Max 500 words |
| **7.7** | How does your Company monitor and review customer satisfaction, in order to improve service? |
| Response Max 500 words |
| **7.8** | What initiatives do you operate to support food education and provide added value for pupils |
| Response Max 500 words |

**Appendix 1**

This SQ sets out the exclusion and selection criteria which will apply for this tender.

Points will be awarded for the replies to Section 6 and 7. The scoring system to be applied is as follows:

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| --- | --- |
| Item no. in Section 6 | % Weighting |
| Part 1 Potential Supplier Information | Not Scored |
| Part 2/Section 2 Exclusion Grounds | Pass/Fail |
| Part 2/Section 3 Exclusion Grounds | Pass/Fail |
| Part 3 – Section 4 Economic & Financial Standing | Not Scored |
| Part 3 – Section 5 Wider Group | Not Scored |
| Part 3 Section 6 |  |
| 6.1 – Relevant Experience | 18 |
| 7.1 Insurance | Pass/Fail |
| 7.2 Management Support | 14 |
| 7.3 Ordering Systems | 13 |
| 7.4 Environment | 10 |
| 7.5 Uptake | 13 |
| 7.6 Management Information | 8 |
| 7.7 Customer satisfaction | 15 |
| 7.8 Food Education | 9 |