

**Sir Ellis Kadoorie (S) Primary School  
Lunch Supplier's Pledge**

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 Sir Ellis Kadoorie(S) Primary School 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 supplier 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 Sir Ellis Kadoorie (S) Primary School 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 : \_\_\_\_\_

**Service conditions****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. The menu should be in both English and Chinese version.
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 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 <http://www.edb.gov.hk/en/sch-admin/admin/about-sch/meal-arrangement-in-sch.html> and the “Nutritional Guidelines on Lunch for Students” (latest version) at [https://school.eatsmart.gov.hk/files/pdf/lunch\\_guidelines\\_bi.pdf](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/en/schools/green\\_lunch.htm](https://www.wastereduction.gov.hk/en/schools/green_lunch.htm)).