

Sir Ellis Kadoorie (S) Primary School
Assessment Checklist of School Lunch Supplier 2023-2025

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 (March 2023)	To examine the supplier’s competency in providing meals which fulfills <u>all nutritional requirements</u> 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/subcontract accredited dietitians/nutritionists	To examine the professional standard of suppliers’ 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 Professions Council (UK); or
- Registered Dietitian of Provincial Registration, Dietitians of Canada; or
- Accredited Practising Dietitians 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/en/news/how-to-become-dietitian>; & Website of the Hong Kong Dietitians Association at <https://www.hkda.com.hk/p/how-to-become-dietitians?lang=en>)