



# DEUTSCHE SCHULE SEOUL

## I N T E R N A T I O N A L

DSSI Tender announcement for School Caterer Outsourcing No. 2023-01

### 2023 DSSI School Lunch Contractor Bid Notice

< contract by negotiation >

We are pleased to announce the following

May 08, 2023

Deutsche Schule Seoul International (DSSI)

In accordance with the provisions of Article 15 of the School Lunch Act (Operation Method of School Lunch), Article 11 of the Enforcement Decree of the same Act (Scope of Consignment Work, etc.), and Article 43 of the Enforcement Decree of the Act on Contracts Involving the State (Conclusion of Contract by Negotiation), we announce the following bid (contract by negotiation) for the selection of a consignment company for school lunches at our school.

#### 1. What is being put up for bid (bid overview)

- A. Service name: School year 2023/2024 Deutsche Schule Seoul International lunch consignment service
- B. Consignment period: August 1, 2023 - July 31, 2024 (1 year)
- C. Tasks (scope of consignment): Cooking on site, serving, washing, cleaning, managing the cafeteria, purchasing ingredients, etc. for students, staff and authorized and pre-announced school visitors.
- D. Cafeteria area: 19.80 square meters for the cooking room and 48.80 square meters for the dining hall (currently approx. 35 seats)
- E. Meal serving location: Cafeteria (Kindergarten meal must be delivered to the kindergarten, which is approximately 50 meters away from the building in which the cafeteria and kitchen are located).
- F. Current number of students and meals served per day

	During the school year		
	Kindergarten	Elementary 1-4	Middle & High School, Staff
Number of Students in SY 2022/2023	25	67	155
Current serving rate	100%	85%	51%
Current price	5000 KRW	6000 KRW	7000 KRW
Number of school days	175	175	175
Meal Service Hours	12:20	12:35	from 13:25 -14:30



- Meals are provided by demand only, and the number of people and days may fluctuate by grade level or school calendar.

- KIOSK (Snack & Beverage) service during the day

G. Base amount: refer to the current amount

## 2. Bidding and Contracting Methods

A. Contract Method: Negotiated Contract

B. Applicable Regulations

1) Article 43 of the Enforcement Decree of the Act on Contracts with the State as a Party (hereinafter referred to as the "State Contract Act") (Conclusion of Contracts by Negotiation)

2) Ministry of Strategy and Finance Regulations (Contract Regulations) Standards for Concluding Contracts by Negotiation (hereinafter referred to as "Standards for Concluding Contracts by Negotiation")

## 3. Bidder Eligibility and Applicable Laws

In order to qualify, applicants for this bid must satisfy the following non-exclusive list of provisions, all called for by relevant applicable law. Only applicants who meet all of these provisions shall submit a bid.

1) A person or legal entity who qualifies under Article 12 of the Enforcement Decree of the National Contract Act (Qualifications for Participation in Competitive Bidding), Article 14 of the Enforcement Rules of the National Contract Act (Certification of Bid Participation Requirements), and Article 40 (Application for Bid Participation).

2) A person or legal entity who has completed the notification of the consignment food service business under Article 37 (Business License, etc.) of the Food Sanitation Act and Article 21 (Types of Business) of the Enforcement Decree of the Food Sanitation Act, No. 8 (Food Hospitality Business).

3) A person or legal entity must be familiar and able to comply with Article 15 of the School Lunch Act (How school lunches are operated)

4) A person or legal entity must be familiar and able to comply with Article 8 of the Enforcement Decree of the School Lunch Act (Duties of Nutrition Teachers) and/or Article 16 of the Enforcement Decree of the Food Hygiene Act (Nutritionists);

5) A person or legal entity must be familiar and able to comply with Article 11 of the Enforcement Decree of the School Lunch Act (Scope of consignment work, etc.)

6) A person or legal entity must be familiar and able to comply with the Basic Direction for School Lunch in 2023 (issued by the Seoul Metropolitan Office of Education)



#### 4. Procedure for submitting a proposal

1) Submission Period: May 8, 2023 - May 23, 2023

#Reception hours: Weekdays 08:30-16:00. Submissions made on Saturdays, Sundays and holidays will not be accepted.

2) Where to submit: Deutsche Schule Seoul International Administration Office (123-6 Dokseodang-ro, Yongsan-gu, Seoul)

3) Submission method: In person

# If the proposal is to be submitted by a representative, please specify in the application form the representative's name, remind the representative to show his/ her/ their national identification card, and submit the representative's power of attorney.

4) Submission Documents

-Bidder's Application 1 - Proposal 1 copies (in English or German) - Sample menu (1 month) (in English or German) - Pricing Proposal (in English or German) - Company/participant's history as a catering business, references, and summary of key prior contracts or other accomplishments.	- Copy of business license - Financial statements - Credit report - Copies of all licenses required for the project - Pledge to be truthful - Copy of Food and beverage liability insurance - 1 Power of Attorney (if registered by a representative)
--	---

# The contents of the submitted proposal may not be altered unless requested by the DSSI and will be considered part of the terms and conditions of the contract upon award of the contract. As necessary, the DSSI may request additional proposals or materials from the bidder.

#### 5. Task description

This task description replaces any and all prior versions of tasks to be fulfilled by the Caterer. Please familiarize yourself with this task description before bidding, since the contents may have changed. It is the responsibility of the bidder to read and understand the responsibilities that would arise from this contract.

#### 6. Proposal presentation & Food Tasting

A. Proposal presentation

1) Date: May 30, 2023 14:00-16:00



2) Location: Deutsche Schule Seoul International

3) Presentation time: 10 minutes for each proposer, followed by questions.  
Response should be around 10 minutes.

# Presentation time may be adjusted after consultation among the evaluation committee members.

4) Other matters

- The order of the proposal presentation is determined by a lottery on the day of the presentation, and the participant must be present 10 minutes before the start of the proposal presentation. Any participant who is late for the proposal presentation and does not win the lottery will not be able to participate in the proposal presentation.

-Proposal presentation materials shall be the same as those already submitted.

B. Food Tasting (1 Western and 1 Korean main dish)

1) Date : either May 31, June 1, or June 5.2023 (after 16:00)

2) Location: Deutsche Schule Seoul International

3) Tasting dates selected: Individual notification to companies on May 25, 2023.

## 7. How to determine the winning bidder

### A. Selection of Negotiation Qualified Bidders

- In accordance with Article 43 of the Enforcement Decree of the National Contract Act and the criteria for concluding a contract by negotiation, the proposal evaluation committee of our school conducts a technical capability evaluation. This committee evaluates the candidates. The score consists of two parts: (1) the aggregate assessment of a bidder's technical ability, and (2) the aggregate ranking of participants in the taste-test. The company with the highest overall score will be selected as the preferred bidder.

### B. Negotiation Order

DSSI will first approach the bidder with the highest combined score with an offer to agree upon a contract. If there are two or more bidders receiving the same combined score, DSSI will initiate contract proposals first with the bidder who received the higher technical ability score. If both highest bidders also have an identical technical ability score, the first negotiation counterpart will be decided by lottery.

### C. Determination of the successful bidder

After the successful conclusion of a contract negotiation, there will be no separate notification and negotiation with other bidders. If negotiations fail with the highest scoring bidder, DSSI will initiate negotiations with the second highest scoring bidder, then the third, then the fourth, and so on, always using the same criteria and procedures to rank order the



# DEUTSCHE SCHULE SEOUL

## I N T E R N A T I O N A L

bidders. If the negotiations with all bidders prove to be unsuccessful, the project may be re-advertised for bidding, or a new bid may be submitted.

### D. Contract conclusion

- The contract must be executed within 10 days after the successful bidder is determined.

Matters concerning the evaluation criteria, evaluation methods, etc. are within the exclusive purview of the Evaluation Committee. No Bidder is entitled to raise any objections to the method(s) chosen by the DSSI to evaluate the bidders' proposals.

### 8. Invalidation of Bids

Bidder's evaluations will be rejected if:

The bidder's documents deviate from the plainly ascertainable facts;

If the bid by one person or legal entity colludes or interferes with a bid made by another person or legal entity (an unfair act) or interferes with the regular duties of DSSI employees.

### 9. Other matters

Matters not specified in this notice are subject to relevant laws and regulations such as the School Lunch Act, the National Contract Act, and the Seoul Metropolitan Office of Education's Basic Direction for School Lunch in 2023.

### 10. Contact

The Administration of Deutsche Schule Seoul International / Tel: 02-792-0797

May 08, 2023

Principal of Deutsche Schule Seoul International



## **Applicant Evaluation Criteria & Selection Methodology**

This Methodology has been agreed upon by the Deutsche Schule Seoul International (DSSI), and shall serve as the official and objective assessment criteria by which it will select its next caterer for the cafeteria at the DSSI.

1. DSSI will convene a special Caterer Judging Committee to handle this selection process.
2. The Caterer Judging Committee shall be composed as follows:
  - 1) School Principal
  - 2) Board of Directors
  - 3) Administration
  - 4) Parent Representative
  - 5) Student Representative
  - 6) Teacher Representative
  - 7) Kindergarten Representative
3. The “tasting panel” will consist of a total 25 judges for each group listed below. Each member will issue a score.
  - Kindergarten: 2 Children, 1 parent
  - Elementary School: 5 students, 2 parents,
  - Middle & High School: 8 students, 2 parents
  - Staff: 5

\* If there are more, a draw is made, if less, then move up from election committee members.

### **Caterer Selection Evaluation Scoring System**

Separation		Evaluation criteria	Score	Scoring Basis
Technical abilities Proficiency Evaluation (50 points)	Quantitative evaluation (13 points)	Quantitative evaluation  - Objective documentation status (performance of partial or full catering operations for 150+ people in the last 5 years /Reference material )	0-5	
		Applicant staffing capacity and availability of alternate staff  Catering must be guaranteed at all times	0-1	Yes / No



		<p>Expertise in catering personnel *</p> <ul style="list-style-type: none"> <li>- Number of certified chefs on staff at the school (provide copies of certifications) 0-2</li> <li>- Retaining a nutritionist's license (submission of a copy of the license) 0-2</li> </ul>		
		<p>Communication skills (German or English)</p> <p>1. Ability to communicate in daily life in German 0-1</p> <p>2. or English 0-1</p> <p>3. Potential to collaborate with school classes 0-1</p>		
	Qualitative evaluation (30 points)	<p>1. planning for food service operations (skills, knowledge) 0-2</p> <ul style="list-style-type: none"> <li>- Realism and appropriateness of the operational plan</li> <li>- Specific operating policies and management reasonableness, etc.</li> </ul>		
		<p>2. Food hygiene safety management and accident prevention measures</p> <ul style="list-style-type: none"> <li>- Implementation Plan for Food Sanitation and HACCP Systems 0-2</li> <li>- Plan for the prevention of food accidents (ex: food poisoning, etc.) 0-3</li> </ul>		
		<p>3. Foodservice workforce management plan 0-3</p> <ul style="list-style-type: none"> <li>- deployment and management of food service workers</li> <li>- worker training and capacity building strateg(ies).</li> </ul>		
		<p>4. Plan for efficient cooking, serving, cleaning, and operational logistics</p> <ul style="list-style-type: none"> <li>- Efficient food distribution and management, including maintainance of optimal food temperature 0-2</li> <li>0-1</li> </ul>		



		- Portion control strategies.		
		5. The availability of alternative meals in addition to the regular meal items (ex. customers with food allergies, dietary preferences, or religious dietary needs, etc.)	0-3	
		6. Ability to culinarily differentiate food offerings by age (Kindergarteners, Class 1 -4, secondary school students & adults).	0-2	
		7. Clear and verifiable payment system (App utilization, etc.)	0-2	
		8. Rating of suggestion and complaint management strategy - Ability to work with schools  - Ability to address feedback and suggestions for improvement	0-2	
		9. Availability for special school events (ex: graduation ceremonies, special seminars, Christmas markets, sports days, etc.	0-2	
		10. Availability of snack service(s) during the day (ex. coffee/tea & sandwiches, etc.)	0-3	
		11. Ratings for the sample 1-month menu.	0-3	
	Pricing Evaluation (7 points)	Price schemes: kindergarten/elementary/secondary school and adult pricing.  -meal  -kiosk	Meal:  0-5  Kiosk:  0-2	







## Selection process and timeline

Date	Detailed timeline	Remarks
May 8, 2023	Announcement date	min. 10 days
May 23, 2023	Application Deadline	
May 25, 2023	Announcement of candidates & Selecting a Tasting Day (selecting a tasting menu) *	
May 30, 2023 14:00	Presentation day of candidates at school	
May 31/ Jun.1/Jun.5, 2023 (after 4PM preparing / 6 PM tasting)	Tasting and proposal evaluation / Q&A	Tasting panelists
June 5-9, 2023	Evaluation period *	Judging committees
June 14, 2023.	Announcing the results *	Notify individually
until June 28, 2023	Signing contracts*	Within 10 days
August 24, 2023	Start of school (Academic year 2023/'24	

\*Some fluctuations may occur due to school schedules



DSSI Tender announcement for School Caterer Outsourcing No. 2023-01

## Tender Registration Form 2023 DSSI School Lunch Contractor Bid Notice

< contract by negotiation >

Name of the Company	
Last and First Name of the Company's Representative (CEO)	
Last and First Name of the Project Manager	
Address of the Company	
Telephone No. (office)	
Mobile Phone No.	
E-Mail Address	
Website	

For the participation in the tender process for the school lunch contractor of the DSSI the following preconditions are fulfilled:

- Licensure status for school food contractors
- Foodservice knowledge and know-how
- Verification/pledge of no food incidents in the last 3 years
- Must comply with all school food laws and regulations and work closely with school officials

The following documents are attached to this registration:

- Completed and signed application form
- Company/Bidder history, references, and major project accomplishments
- Copy of business registration & copy of representative's ID (Certificate of Incorporation - for corporations only)
- A copy of the school food contractor's relevant licenses & permits
- Copies of all licenses required for the project (chef's license, dietician's license, etc.)
- Proposals
- Letter of Pledge
- Sample menu (1 month's worth)
- Power of attorney (if a second person registers)



## Letter of Pledge

We [ ] (hereinafter “applicant”) confirm that we have no objection to the following aspects of the selection process that the Deutsche Schule Seoul International (“DSSI”) will use to identify its next catering contractor.

We confirm that we have no objections or reservations, and hereby and submit the following pledge:

By bidding on this contract we also agree to the following terms and conditions that DSSI considers to be crucial to its selection process:

2. If it comes to light that there are material discrepancies between applicant’s bidding documents and the reality of applicant’s business, this shall be grounds for rejecting the bid, or – even after the contract has already been agreed and signed – for terminating the contract on grounds of material misrepresentation..
3. As part of the evaluation process, DSSI reserves the right to visits to the company (within reason), or ask to see certain documents relevant to the bid. Applicant agrees to not raise any objections to such requests, as long as they are reasonably related to the merits of the application..
4. If selected, Applicant agrees to abide by the terms of the contract and maintain open lines of communication with DSSI to discuss any changed or changing circumstances on a mutually acceptable basis.
5. Applicant commits to immediately correct or remedy any problems with the service contract, unless there is good reason why such action is impossible or unreasonable according to the terms of the contract.
6. In case of breach of contract, Applicant agrees not to raise any objections to DSSI seeking to recoup any subsequent lawful claims of loss or damage that resulted from that breach. This does not preclude Applicant from raising any objections to such claims insofar as they are in accordance with relevant Korean laws and regulations.
7. Any documents submitted as part of this application will not be returned, and Applicant agrees to accept the outcome of DSSI’s selection process without objection.

2023. 5. .

Applicant Name :

Representative: (Signature)