

**INVITATION TO TENDER**  
**FOR**  
**SCHOOL CATERING SERVICES**

**TENDER INVITING PARTY:** LYCEE FRANCAIS DE KUALA LUMPUR  
HENRI FAUCONNIER BERHAD  
(also known as the FRENCH SCHOOL OF  
KUALA LUMPUR)

**ADDRESS:** 34, Jalan Dutamas Raya  
Segambut  
51200 Kuala Lumpur  
Wilayah Persekutuan

**CLOSING DATE & TIME:** 14<sup>th</sup> April 2023 at 4:00 PM

## Catering Tender Summary

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## 1. **BACKGROUND**

### 1.1. **Lycée Français de Kuala Lumpur Henri Fauconnier Berhad**

Lycée Français de Kuala Lumpur Henri Fauconnier Berhad or locally known as the French School of Kuala Lumpur (hereinafter called LFKL) is a structure jointly managed by a board of elected parents and a team of professionals affiliated to the Agency for French Education Abroad (AEFE) for which the school has a signed convention.

The French School of Kuala Lumpur is seeking through this tender a Caterer to cater on-site meals for more than 600 students, ages from 3 to 18 years old, from Monday to Friday each week.

The school has 644 students (as of 17 Jan 2023) enrolled from kindergarten through final year. It is one of the major expatriates' schools within the educational community of Kuala Lumpur and is a key player in the French presence in Malaysia.

The school is also currently in discussion with the German School of Kuala Lumpur (DSKL) to have their students moved to LFKL campuses under the LFKL DSKL Project. The project is currently at the conception and planning stage and is expected to be fully or partially realized in January 2024 or later. Currently DSKL have 167 students enrolled for school year 2022-2023 from kindergarten to high schools.

### 1.2. **Business Volume**

Currently the LFKL canteen service serves 600 meals to students over four days - Monday, Tuesday, Thursday and Friday and 60 meals (10% of the volume on normal days) on Wednesday. The average weekly volume is 2,460 meals over 5 days. The volume for the academic year of 2021-22 is 88,560 student meals. The volume of meals for staff is about 30 meals per day.

### 1.3. **Age Group**

Currently, the following age groups are divided to correspond to the different price of meals:

Kindergarten	:	3-5 years	(Kindergarten level TPS/PS, MS, GS)
Lower Primary 1 <sup>st</sup> and 3 <sup>rd</sup> grade	:	6-8 years	(Elementary level CP, CE1, CE2)
Upper Primary 4 <sup>th</sup> to 5 <sup>th</sup> grade	:	9-10 years	(Elementary level CM1, CM2)
Lower Secondary 6 <sup>th</sup> to 9 <sup>th</sup> grade	:	11-14 years	(College 6 <sup>ème</sup> , 5 <sup>ème</sup> , 4 <sup>ème</sup> , 3 <sup>ème</sup> )
Upper Secondary 10 <sup>th</sup> to 12 <sup>th</sup> grade	:	15-17 years	(Lycée 2 <sup>nde</sup> , 1 <sup>ère</sup> , Terminale)
Staff coupons	:	teachers, staff	

## 2. **CATERING TENDER CONDITIONS**

### 2.1. **Contracting Authority and Person in Charge**

The contracting authority for this tender is the school Board of Directors presided by its president, Mrs. Muriel Metivet who has the authority to sign and renew contracts pertaining to work or services provided to Lycée Français de Kuala Lumpur Henri Fauconnier Berhad (LFKL), 34 Jalan Dutamas Raya, 51200 Kuala Lumpur.

The persons in charge of this tender are listed as follow:

Mr. Visal Kaing  
Administrative and Finance Director  
Tel : +603 6250 4415 ext 105  
Email : [visal.kaing@lfkl.edu.my](mailto:visal.kaing@lfkl.edu.my)

Ms Suan Ee Wagner  
Operation Manager  
Tel : +603 6250 4415 ext 108  
Email : [suan.ee.wagner@lfkl.edu.my](mailto:suan.ee.wagner@lfkl.edu.my)

## 2.2. Duration of the Contract

The duration of the contract is specified for a fixed period of two years. At the end of the two years, LFKL can renew the contract for another 2 years, for a total duration of four years maximum.

## 2.3. Language

All tender documents must be submitted in English language.

## 2.4. Currency Unit

The currency unit of the tender shall be Malaysian ringgit (MYR)

## 2.5. Pricing, Billing and Collection of Payment

The price of the tender is calculated on the meal price basis (refer to Appendix A – Catering Service Tender / Price Schedule Form).

Prices indicated above are fixed for the duration of the contract subject to revision only after negotiation with LFKL on a yearly basis, based on 70% of the Annual Consumer Price Index (Headline Inflation) issued by the Government of Malaysia.

The Caterer will invoice the families and collect the canteen fees from the families directly. The school will not consider any offer not fulfilling this criterion.

## 2.6. Tender Procedure

### 2.6.1. Timeline

The key dates for this tender are as follows:

Actions	Dates	
Date of Publication of Invitation	Thursday	09 March 2023
Deadline for Submission of Questions and Non-Disclosure Agreement	Friday	31 March 2023
On Site Visits and Q & A	Period	27 March – 07 April 2023
Tender Closing Date and Time	Monday	14 April 2023 at 04:00 PM
Caterer Presentation and Tasting Session	Period	17 - 21 April 2023
Information of the Awarded Tenderer	Friday	19 May 2023 at 11:00 AM
Signing of Contract	Wednesday	07 June 2023
Contract Start Date	Monday	17 July 2023
Operation Start Date	Monday	04 September 2023

### 2.6.2. Withdrawal of Tender Dossier

The tender documents will be available starting 9 March 2023 on the website of LFKL via the link below:

<https://www.lfkl.edu.my/tender/>

### 2.6.3. Visits, References, etc

Visits to the campus, kitchen, canteen, etc. can be organized and are strongly recommended. They will take place between 27 March to 7 April 2023, by appointment with LFKL by contacting Ms Suan Ee Wagner at [suan.ee.wagner@lfkl.edu.my](mailto:suan.ee.wagner@lfkl.edu.my)

The school may ask to visit any production site and/or catering service managed by the Caterer. In case of impossibility of travel, the school may request a virtual visit, if possible (Skype, Whatapps or Teams), or at least references.

### 2.6.4 Submission of Tenders

The tender documents must be submitted no later than Monday, **14<sup>th</sup> April 2023 at 04:00 pm**, Kuala Lumpur time, either through registered post to the address below, or hand delivered physically in person to the operation manager, Ms Suan Ee Wagner.

Lycee Francais de Kuala Lumpur  
Attention : Ms Suan Ee Wagner  
34 Jalan Dutamas Raya  
51200 KUALA LUMPUR

Please take note that 2 hard copies are expected. Candidates are also requested to send the same materials by email to [suan.ee.wagner@lfkl.edu.my](mailto:suan.ee.wagner@lfkl.edu.my)

Verbal, telephoned or electronically submitted proposals will not be entertained.

## 2.7. Tender Content Requirements

- Herein attached as Appendix A, the Catering Services Tender / Price Schedule Form to be completed, signed by authorized representative of the company and affix company chop.
- Herein attached as Appendix B, the Non-Disclosure Agreement to be signed, dated and sent before 31st March 2023.
- A draft copy of the Tenderer's Standard Catering Contract
- A draft copy of the Standard Level Agreement
- A detailed company profile that includes statements in regard to the company's capabilities in providing catering services, current and past experiences, accreditations, certifications, awards and other external recognitions.
- Certificate of Registration / Business License / Form 9, Form 24 and Form 49 of the Company.
- Proposed organization chart for catering staff at LFKL, supporting staff at Headquarters and company policies and practices for handling employees' illnesses and absences
- Permits, certifications and licenses connected to the provision of food or catering services.
- Hazard Analysis Critical Control Point (HACCP), Good Hygiene Practices (GHP), Good Manufacturing Practices (GMP) and other food safety and sanitation measures.
- Description of staff and management training, qualifications, certifications and duties.

- Description of processes used in food sourcing and traceability, recipe development, kitchen management and food waste management.
- Description of pedagogical actions that the Tenderer can implement.
- Description of measures taken by the Tenderer in relation with sustainable development.
- Description of deployment plan between the date of award of tender and the first service, especially the implementation of the billing system.
- Any other relevant document.

## 2.8. Tender Selection Criteria

Candidates who do not meet the legal requirements will be disqualified immediately. Company must be a qualified Caterer with professionally trained staff and have good track record, preferably more than 10 years of experience with school and have strong financials and manpower (refer to Appendix C for Checklist of required documents). Only the tender of the companies that fulfill the above requirements will be assessed based on the followings (weighting):

➤ Price	55 %
➤ Quality of meals (menu / tasting) and service	20 %
➤ Billing and payment collection method	15 %
➤ Pedagogical actions and sustainable development	10 %

Candidates who do not meet the legal requirements will be disqualified immediately.

Once the candidates have been ranked according to the final grade, the tender committee will select the successful bidder

LFKL reserves the right to meet with one or more candidates if more details are needed to assign a rating, prior to contract award.

## 2.9. Tender Committee

The tender committee is composed of:

- The Headmistress
- The Administrative and Finance Director
- The Primary School Director
- The Student Counselor Head
- The Operation Manager
- At least one member of the Board of Directors of LFKL
- At least one parent of LFKL
- One member of the Board of Directors of DSKL (German School of Kuala Lumpur)
- One member of the management team of DSKL
- One parent of DSKL

## 2.10. Contract Award

The selected tenderer will be informed in writing, with a letter of award.

## 2.11. LFKL DSKL Project – Amendment of Contract

Upon the completion of the LFKL DSKL Project and arrival of the DSKL students, the Caterer must extend its catering service to the German School of Kuala Lumpur. This extension of service might require amendment in certain aspects of the existing contract. This amendment will be discussed and agreed to by both parties before implementation.

## 2.12. Termination of Contract

The contract will be terminated at the end of the 2 years period. If both parties decide to renew the contract for another 2 years, a written approval from the Board of Directors of LFKL must be obtained at least 6 months in advance.

If the Caterer fails to comply with the followings:

- one or more of the clauses specified in this document or the contract after the contract award
- the clauses outlined in the Service Level Agreement
- persistent issues raised at the Canteen Committee that were not address seriously

LFKL will provide a written notice of these non-compliances. If the Caterer does not rectify these non-compliances within 30 days of receipt of written notice, LFKL has the right to terminate the contract. The Caterer must remain in service until a replacement Caterer has been found.

## 2.13. Governing Laws

The contract shall be construed and take effect according to the laws of Malaysia.

## 3. TENDER SPECIFICATIONS

### 3.1. Description of Services Required

The services required for this tender are

- Production and distribution of meals for the canteens of LFKL.
- Billing and collection of the canteen fees from payers
- Cleaning of the premises and materials concerned (kitchen and annexes, dining area, service area, delivery and disposal areas, rubbish bin, etc)
- Packed school meals for day or overnight school trips
- Occasional catering for special occasions

### 3.2. Operational Details

#### 3.2.1. Number of Sites

- The canteen is divided into 2 sites located at the following addresses:  
Hevea Site : No 5, Jalan Dutamas Dahlia 5, 51200 Kuala Lumpur  
Main Kitchen : production and distribution of food  
LFKL Site : No 34, Jalan Dutamas Raya, 51200 Kuala Lumpur  
Satellite Kitchen : minor cooking, mainly distribution of food  
(Both sites are located within 3 minutes by foot and 2 minutes by car of each other)
- The organization of the two sites is up to the Caterer.
- The current organization is as follows: the meals for both sites are produced in the main kitchen at Hevea. The meals destined for kindergarten and 1<sup>st</sup> to 3<sup>rd</sup> grade students are served at Hevea, whereas the meals destined for 4<sup>th</sup> grade and above are transported by the school van by a member of the staff of the Caterer to LFKL site using the Cambro food trolleys. Only few meals like french fries are produced at the LFKL satellite kitchen.



- Note: The visit of both sites by the Tenderer is highly recommended before any Q & A by the Tenderer.

### 3.2.2. Number of Meals

- 4 days per week on Monday, Tuesday, Thursday, Friday for about 600 students and 30 staff
- 1 day per week on Wednesday for about 10% of the usual number of students and staff mentioned above.
- Number of days of canteen service per school year is 180 days or 36 weeks from the beginning of September to the end of June or beginning July of the following year (refer to Appendix D for the school calendar 2022-2023).
- Hours of service of meals for both students and staff are from 11:30 am to 01:45 pm (refer to Appendix E for details of the lunch time organization).
- The student meals served are roughly divided into 40% in Hevea and 60% in LFKL (refer to Appendix F for details of the number of meals served by grades for the past 3 years (Year 2020/2021, year 2021/2022 and Year 2022/2023 as of 17/01/2023)).

### 3.2.3. Meals Specifications

- The Caterer will comply with the following requirements of the food legislation applicable in Malaysia:
  - Food Act 1983
  - Food Regulations 1985
  - Food Hygiene Regulations 2009
- The meals shall comply with the halal certification requirements
- The menus offered must be balanced and provide nutritional intake recommended to each age group of students. They must respect the following nutritional rules:
  - Provide variety in the meal's structure (entrée, main course, side dish, dessert)
  - Provide sufficient source of calcium
  - Guarantee sufficient variety to provide an intake of fibre and iron
  - Limit the frequency of dishes that are too greasy or sugary
  - Ensure the size of the portions proposed is adapted to the age of the children
  - Not to provide free access to salt or sauces
  - Ensure bread is included as part of the meal and not distributed freely
  - Promote seasonal products
- The Caterer will avoid using potentially allergenic products (nuts, seashells, etc). For the students that are allergic to certain products, the school nurse will establish an individual specialized file known as the PAI. The PAI students are authorized to bring their own meal which is prepared at home to school. These meals are to be stored separately in a positive cold room and served cold to the students concerned.
- The menus should be approved by a dietician and sent to the school monthly.
- The composition of the set meal will be the following:
  - One starter (including at least one type of crudités, salad, soup, or hot starter), not to be repeated within a period of two weeks.

LFKL may request a salad bar to be introduced for LFKL canteen for the secondary students in the future. This request will be discussed and agreed to by both parties before implementation.

- One well balanced main course from a choice of 3 different types:
  - western type
  - asian type
  - sandwich / burger type (not applicable to primary students)
 If required by LFKL, the caterer must be able to provide an appealing and satisfying vegetarian meal on a regular basis.
- French bread cooked in house in sufficient quantity
- One dairy product
- One dessert including at least one type of fresh fruit three times a week, not to be repeated within a period of two weeks.
- The Caterer must make reasonable efforts to obtain from food providers the traceability of food products. In order to certify traceability, the Caterer must keep all identification labels, batch numbers, and invoices for all foodstuffs or food products used, particularly raw materials of animal or vegetable origin. These identifications will be kept for one year and be made available to the school.
- The Caterer will also have to supply paper napkins to users.
- DSKL students require snacks. Upon their arrival, the Caterer must provide snacks to the DSKL students and details of this requirement will be discussed later.

#### 3.2.4. Service Specifications

- The students from kindergarten to CP at Hevea will be served at the table from 11.30am, with food according to the western menu. If there is a request for asian menu, the Caterer must accommodate the request for this change. The trays will be pre-prepared and put on the tables before the students arrive. Bread, condiments and water will be put on the tables as well as glasses and cutlery. The trays will contain the entrée, main course and dessert.
- The primary students from 2<sup>nd</sup> grade onwards, the secondary students and the staff at both sites will use an in-line self-service process for starters, desserts and a choice of either western, asian or sandwich/burger course vegetarian main course from 11.30am to 1.45 pm.
- Subject to food availability, the caterer may refill and serve additional portions for the main course, if required by the students.
- The Caterer personnel will ensure the tables are cleaned between the different services and the floor, if necessary (if trays are dropped for example), throughout the service.
- The school will have an accompanying team available during each service to:
  - Ensure the students proceed smoothly through the canteen service according to the lists drawn up by student support services (vie scolaire).
  - Supervise the students during mealtimes and ensure its smooth running.
  - Assist the children in respect to educational aspects of the meal
  - Organize the link with recess time to ensure a smooth and efficient service rotation in the canteen.

### 3.2.5. School Trips and Special Event

- For day trips, the Caterer will provide students with packed meals.
- For other school trips, the Caterer will reimburse the parents.
- For certain period of the school year (for example exam revision week, company internship, etc) certain level of students will not take lunch at the canteen. The caterer will deduct the fees corresponding to these meals from the parents' invoice accordingly.
- Some teachers and parents might organize special events in the class and request special arrangements (snacks, birthday cakes, etc) with the Caterer. The Caterer will discuss with the teachers or parents concerned directly and invoice accordingly.

### 3.2.6. Presentations and Theme Meals

- The Caterer will be involved with the events organized at LFKL and will include a minimum of 4 theme meals annually.
- Each year, the Caterer will organize a Tasting Week for the students to discover dishes from around the world.
- The Caterer is free to plan other educational presentations relating to the discovery of flavours, cooking, or even a healthy approach to eating.
- Each event will be presented to the Management of LFKL for validation before implementation.

### 3.2.7. Cleaning and Maintenance

The Caterer must be responsible for the maintenance and cleaning of small materials (washing plates, glasses, cutlery, dishes, etc.) and any installation and large equipment needed for the smooth and hygienic running of the canteen and dining areas (for example, fridges, cookers, tables and chairs of the dining areas, extractors fans, walls and floors in the canteen and dining areas before, during, and after each service, etc.).

### 3.2.8. Food Safety and Hygiene Controls

The Caterer will adhere strictly to the Malaysian regulations. A non-exhaustive list is presented below:

- Cleaning and disinfection of premises and materials: the Caterer will have to carry out daily cleaning and disinfection of the kitchen premises, work benches, bins and dining areas. Before each school holidays, a large-scale cleaning must be conducted. After cleaning, the material used daily must be protected in an enclosed area and wrapped, until its next use.
- Personnel will have to wear clothing and shoes used only for the catering service and cleaned regularly.
- Condition of the transportation of foodstuff or ingredient must respect the guidelines of the food safety controls.
- When a food poisoning is suspected by the management, the Caterer shall conduct laboratory tests at his own cost, if required by the school. The results of these tests must be sent to the school.

- The Caterer shall present to the school in details the kind and frequency of food safety and hygiene controls that he intends to implement. The Caterer shall allow LFKL to participate in any safety and hygiene audit.

### 3.3. Pricing and Billing

#### 3.3.1. Pricing

- Currently, there are four different rates related to different level of class. The current rates appended as Appendix G can be found on LFKL website at the following address: <https://www.lfkl.edu.my/canteen/>
- There is also a specific rate of 12 RM per meal for the school's staff with the coupon system. Staff will purchase 10 coupons in the form of a booklet of RM120 and pay their daily meals with these coupons.
- For this tender, the Caterer will propose only three rates grid for the students :  
Kindergarten and Primary CP  
CE1 to CM2  
Secondary (both Lower and Upper) School and Adults
- The Caterer will also propose a specific rate for the school's staff members.

#### 3.3.2. Billing

- It is compulsory for all students from kindergarten to lower secondary school to eat at the canteen and be registered under the half-board regime. It will remain compulsory at least for the first 2 years of the contract.
- High-school students have the choice between half-board regime and day to day regime.
- Half-board students have lunch four days a week and the families are billed either for the full year or 3 times a year by term. Depending on their agenda (ECA, Sports association, Exams), they are susceptible to eat on Wednesday and should be billed accordingly on the same fare basis. The 3 terms of the school are September to December, January to March and April to end June/early July.
- Day to day students should be able to eat occasionally and pay on a meal-to-meal basis (Wednesday included)
- The Caterer will be in charge of checking entries, billing and recovery of the cost of meals. The Caterer is free to propose whichever billing solution (online payment, card, cash, ewallet, etc) deemed the most relevant for half-board students, day to day students and staff.  
Currently the school is using CALMS technology to issue cards to its student and staff. To be coherent, the Caterer must use the payment or billing solutions provided by CALMS. The details of the mechanism of payments can be discussed later.
- Strictly for billing purpose, the school will also give access to the Caterer the necessary information concerning the students and parents.
- The Caterer will commit to bill the parents on the basis of a fully rendered service. The Caterer will commit not to bill the parents in case of any events that affects the provision of service due to any acts of god, strikes, fire, pandemics, riot, lockouts or by any other causes which are beyond the reasonable control of the parties.

### 3.4. Staff Requirements

- The Caterer will comply with all Malaysian food, employment and immigration laws and regulations regarding catering staff.
- All the necessary staff required to fulfill the tender object shall be employed and paid by the Caterer (salaries, allowances, insurances, etc). The Caterer will not hire any sub-contractor to fulfill his scope of job.
- The Caterer shall ensure that his personnel are competent to handle foodstuffs and are trained in catering training centers certified by the Malaysian authorities.
- In addition to all the compulsory HSEQ trainings, the school expects the Caterer to train his staff on Child Protection Policy. Evidence of these trainings will be required by the school.
- The Caterer will be responsible for the medical examination of his staff, and the payment of such examination shall be borne by the Caterer. Evidence of these medical examinations will be required by the school.
- The Caterer will be responsible to check the criminal background of each member of its staff and provide the school with evidence of such checking. Evidence of these checking will be required by the school.
- The Caterer will ensure on a day-to-day basis the replacement of any absent members of its staff.
- The Caterer will have to supply LFKL with a list of names, duties, photos and the above-mentioned necessary certifications of all its personnel present on site before the start of the contract. This list will be updated regularly.
- The Caterer must ensure that its personnel respect the instructions of the security guards and internal regulations of LFKL and will only have access to the places authorized by LFKL.
- Prior approval from the management of LFKL is needed if the personnel of the Caterer need to be present on weekends or during school holidays or school closure.

### 3.5. Staff Composition

- The composition of the staff is up to the Caterer.
- The current composition of the staff is as follows:
  - 1 Chef Manager
  - 1 Head Chef
  - 2 Chefs de partie
  - 2 Cooks
  - Kitchen Helpers
  - General workers
  - Stewards
- The Chef, who can be French or local, **must**:
  - know asian, western, and vegetarian cuisines
  - speak fluent English and, preferably, French
  - be present on site each day

### 3.6. Costs

- There is no rental agreement between LFKL and the Caterer. The usage of both premises by Caterer is free of rent.

- However, electricity and water consumptions are to be borne by the Caterer.
- Below is a table of the different costs to be borne by the school and the Caterer. This list does not include:
  - salaries, allowances, taxes, insurances, etc, related to the catering and cleaning staff and the catering activity
  - the cost of ingredients needed for the preparation of the meals

Costs supported by LFKL	Costs supported by the Caterer
Purchasing of kitchen equipment (oven, frier, fixtures and fittings, etc)	Light equipment and disposable including dishes, pots, pans, cutlery, plates, glasses, paper napkins, etc. The existing light equipment used at the dining area must be replaced at the beginning of the contract.
Repairs of kitchen equipment (under the condition that it's a result of normal usage – the evidence will be given either by the company in charge of the preventive maintenance service, or by the company in charge of the repair, if the repair is independent from the service report) Preventive maintenance service	Daily upkeep and maintenance of all fittings and equipment supplied and general maintenance of all drainage pipes
Cleaning of the exhaust ducting system	Maintenance of the kitchen hood and cleaning of the hood filters
Dining area utilities charges	Kitchen utilities charges (separate meters are installed for water and electricity both in LFKL and Hevea) Gas refill for kitchen use
Pest control service for kitchen and dining area	Sanitation and cleaning supplies compliant with Malaysian regulations
Soap and towels for dining area	Soap and towels for kitchen area
Collection and disposal of rubbish from the site	Removal and discarding of rubbish properly from the kitchen to the refuse chamber
Removal of grease	Laboratory tests at the request of the management.
Fixtures and fittings in the dining area	Uniforms and laundry for catering and cleaning staff
Furniture for dining area: chairs, tables, etc	



### 3.7. Insurance

The Caterer agrees to take out all necessary insurance for sufficient cover, in particular for risk due to food poisoning, any liability that it may incur or which is incurred by people working under its orders, during delivery, storage, preparation of foods, as well as acts of any nature carried out in the course of its operations.

The Caterer will need to provide an insurance policy each year indicating all the guarantees stated above, as well as the name of their broker or insurance company, if required by LFKL.

### 3.8. PDPA Requirements Compliance

The parties involved undertake to comply with the regulations in force applicable to the processing of personal data and such collection and/or the processing of the personal data shall be done in accordance with the provisions under the Personal Data Protection Act 2010.

### 3.9. Liability toward LFKL

The Caterer undertakes to discharge the school of any responsibilities and save harmless LFKL from and against all claims with respect to the production and distribution of meals.

### 3.10. Communication between the Caterer and LFKL

The Caterer and LFKL will designate, from the beginning of the contract, principal contact personnel. Communication between the two parties will be through these two people, and possibly their deputies in the event of absence.

Additionally, LFKL has a Canteen Committee which consist of representatives of different players in the school community (students, personnel, parents, administration) and specialists. The Caterer's representative is an invited member of this Committee, which meets 3 to 4 times per year.

## 4. SUSTAINABLE DEVELOPMENT AND SOCIAL RESPONSABILITY

Social and environmental responsibility in pursuit of sustainable development goals of the Caterer is an important element to the school. The Caterer, as part of its operation, or in partnership with the school, will have to put procedures in place respecting sustainable development, and in line with eco-responsibility. This concerns dealing with rubbish, utensils and cutlery, foodstuffs and adequate communication.

### 4.1. Rubbish Control & Management

The Caterer will try to:

- Avoid using disposable dishes and plastic cutlery
- Separate food rubbish from non-recyclable rubbish for composting
- Sort recyclable rubbish (metal, plastic) to facilitate recycling
- Reduce the quantity of food served in portions to avoid wastage but facilitate and encourage distribution of extra servings.
- Reduce as much as possible the usage of materials and products with controversial impact on the environment and health

### 4.2. Produce

The Caterer will try to:

- Use fresh local or seasonal produce requiring the least possible transport (short distances).
- Choose organically grown or sustainably grown produce from Malaysia.
- Reduce salt intake (no free access for the students), fat intake (use varied vegetable oils of quality) and sugar (limit the use of aspartame)

#### 4.3. Communications

- Allow students to make suggestions or give their opinion easily.
- Manage these responses to take trends into account with the LFKL management.
- Propose information leaflets on balanced diet, environmental impact.
- Give information on products used, suggest a link (photographic exhibition, reports, visits) between producers and teachers/students

### 5. VERIFICATION OF SERVICE OPERATIONS

This will relate particularly to:

- Safety of the materials, foodstuffs, premises, delivery methods
- The service's nutritional quality: composition of menus and nature of foodstuffs
- The quantity served and wastage
- Pricing and quality of the ingredient used
- Others: appearance, taste etc.

In order to carry out this monitoring by LFKL in the best possible conditions, the Caterer will have, all supporting documentation and technical documentation available for LFKL at any time, when needed.

#### 5.1. Permanent Control

The LFKL may, at any time, and without prior notice to the Caterer, carry out any testing deemed necessary with the aim of checking that the service and methods of its operation conform to the clauses of the contract.

For contract monitoring, testing will be carried out by the Canteen Commission or by any other people chosen by the Principal of LFKL. The Caterer will make available to these people all the areas involved with the service (kitchen, providers, producers etc.) and make available any information relative to the contractual specifications of the service, including:

- The list of personnel (with photo), the list and content of training done.
- Technical specifications of the foodstuffs, the corresponding veterinarian certification, delivery receipts, etc.
- The documents relating to inspections of authorities at Caterer sites.
- The documents relating to procedures put in place by the Caterer and proof of respect for these, particularly vis-à-vis the origin and quality of the ingredients, respect of the cold chain, storage conditions, hygiene during preparation of dishes etc.
- The list and result of analyses carried out on foodstuffs, on the surfaces of the premises and the equipment, temperature controls, etc.

#### 5.2. Check by Specialist Agents

The school may, at any time, call on a department or specialist agent of its choice, without prior reference to the Caterer to conduct checks on its operations.



### 5.3. Bacteriological and Chemical checks of Food

Besides the checks made by the Caterer, LFKL may carry out at its own cost, bacteriological tests or research on chemical residues at its discretion.

**Come and join us for a period of 4 years maximum serving  
the students and personnel of LFKL!**



## Appendix A

### Catering Service Tender / Price schedule Form

**Company Name** : .....  
 .....

**Registered Address** : .....  
 .....  
 .....  
 .....

**Telephone No** : .....

**Email Address** : .....

**Name of Authorized Representative** : .....

Designation : .....

Mobile No : .....

Email : .....

**Name of Person In Charge** : .....

Designation : .....

Mobile No : .....

Email : .....

### Main Catering Prices

Level	Price of Meal
Kindergarten + CP	
CE1, CE2, CM1, CM2	
College / Lycée	
Day-to-day fare / Adults	
Staff	

### **Event Catering Prices**

Kindly provide a list of your menu together with the prices as an attachment for Event Catering Services.

*Prices indicated above are fixed for the duration of the contract subject to revision only after negotiation with LFKL on a yearly basis, based on 70% of the Annual Consumer Price Index (Headline Inflation) issued by the Government of Malaysia.*

I, the undersigned representative of the above-named company, hereby attests and agrees that:

- I am duly authorized by the Company to act on its behalf, and to submit tenders, bids, offers and to enter into legally binding agreements.
- All the information contained in this tender and all its attachments, supplements and appendixes are true and correct to the best of my knowledge.
- If the Company is awarded the tender, the Company shall enter and execute a Catering Contract with LFKL, based on the services outlined in the Catering Tender.

Signature of the Authorized Representative : .....

Full Name : .....

Date : .....

Company Seal :

## Appendix B

### Non-Disclosure Agreement

*(Form to be filled in and submitted before 31<sup>st</sup> March 2023)*

In relation to the Tender Invitation by Lycée Français de Kuala Lumpur Henri Fauconnier Berhad (LFKL) and the Tender submitted by the undersigned catering company (Tenderer), the Tenderer hereby agrees:

- To keep strictly confidential and not to disclose any confidential information related to the Catering Tender documents; all information contained therein, all information disclosed to the Tenderer throughout or as part of the Tender process therein described, including, but not limited to, information obtained through visits of LFKL, meetings with any LFKL staff, parent, advisor, or information obtained through the Tenderer's presentation.
- To limit access to confidential information to a need-to-know basis, disclosing such to Tenderer's staff only as necessary.
- That this Non-Disclosure Agreement shall be valid and binding whether the Tenderer is awarded the Tender or not.
- That this Non-Disclosure Agreement shall be incorporated by reference and become part of the Catering Contract, if the Tenderer is awarded the Tender

**Company Name** : .....

.....

**Registered Address** : .....

.....

.....

.....

**Telephone No** : .....

**Email Address** : .....

**Signature of Authorized Representative** : .....

**Full Name** : .....

**Designation** : .....

**Date** : .....

**Company Chop** : .....

## Appendix C

### Checklist of Documents Required

Please tick ✓ documents submitted		
1	Appendix A Catering Services Tender / Price Schedule Form	
2	Appendix B Non-Disclosure Agreement (to be submitted before 3/03/2023)	
3	Draft Copy of Tenderer's Standard Catering Contract	
4	Draft Copy of Standard Level Agreement	
5	Company Profile	
6	Latest Audited Financial Statements	
7	Form 9 / 13	
8	Form 24 & 49	
9	Proposed organization chart for catering staff at LFKL and supporting staff at Headquarters	
10	Company policies and practices for handling employees' illnesses and absences	
11	Permits, certifications and licenses for the provision of food or catering service	
12	Documents related to Company's Hazard Analysis Critical Control Point (HACCP), Good Hygiene Practices (GHP), Good Manufacturing Practices (GMP) and other food safety and sanitation measures.	
13	Description of staff and management training, qualifications, certifications and duties.	
14	Description of processes used in food sourcing and traceability, recipe development, kitchen management and food waste management	
15	Description of pedagogical actions that the Tenderer can implement.	
16	Description of measures taken by the Tenderer in relation with sustainable development.	
17	Description of deployment plan between the date of award of tender and the first service, especially the implementation of the billing system	
18	Any other relevant document (please specify) _____	



## Appendix D

### School Calendar Year 2022 - 2023

# CALENDRIER SCOLAIRE 2022/2023 - VALIDÉ PAR L'AEFE

AOUT 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEV 2023	MAR 2023	AVR 2023	MAI 2023	JUIN 2023	JUILL 2023
1 Lundi 2 Mardi 3 Mercredi 4 Jeudi 5 Vendredi 6 Samedi 7 Dimanche 8 Lundi 9 Mardi 10 Mercredi 11 Jeudi 12 Vendredi 13 Samedi 14 Dimanche 15 Lundi 16 Mardi 17 Mercredi 18 Jeudi 19 Vendredi 20 Samedi 21 Dimanche 22 Lundi 23 Mardi 24 Mercredi 25 Jeudi 26 Vendredi 27 Samedi 28 Dimanche 29 Lundi 30 Mardi 31 Mercredi	1 Jeudi 2 Vendredi 3 Samedi 4 Dimanche 5 Lundi 6 Mardi 7 Mercredi 8 Jeudi 9 Vendredi 10 Samedi 11 Dimanche 12 Lundi 13 Mardi 14 Mercredi 15 Jeudi 16 Vendredi 17 Samedi 18 Dimanche 19 Lundi 20 Mardi 21 Mercredi 22 Jeudi 23 Vendredi 24 Samedi 25 Dimanche 26 Lundi 27 Mardi 28 Mercredi 29 Jeudi 30 Vendredi 31 Samedi	1 Samedi 2 Dimanche 3 Lundi 4 Mardi 5 Mercredi 6 Jeudi 7 Vendredi 8 Samedi 9 Dimanche 10 Lundi 11 Mardi 12 Mercredi 13 Jeudi 14 Vendredi 15 Samedi 16 Dimanche 17 Lundi 18 Mardi 19 Mercredi 20 Jeudi 21 Vendredi 22 Samedi 23 Dimanche 24 Lundi 25 Mardi 26 Mercredi 27 Jeudi 28 Vendredi 29 Samedi 30 Dimanche 31 Lundi	1 Mardi 2 Mercredi 3 Jeudi 4 Vendredi 5 Samedi 6 Dimanche 7 Lundi 8 Mardi 9 Mercredi 10 Jeudi 11 Vendredi 12 Samedi 13 Dimanche 14 Lundi 15 Mardi 16 Mercredi 17 Jeudi 18 Vendredi 19 Samedi 20 Dimanche 21 Lundi 22 Mardi 23 Mercredi 24 Jeudi 25 Vendredi 26 Samedi 27 Dimanche 28 Lundi 29 Mardi 30 Mercredi 31 Jeudi	1 Jeudi 2 Vendredi 3 Samedi 4 Dimanche 5 Lundi 6 Mardi 7 Mercredi 8 Jeudi 9 Vendredi 10 Samedi 11 Dimanche 12 Lundi 13 Mardi 14 Mercredi 15 Jeudi 16 Vendredi 17 Samedi 18 Dimanche 19 Lundi 20 Mardi 21 Mercredi 22 Jeudi 23 Vendredi 24 Samedi 25 Dimanche 26 Lundi 27 Mardi 28 Mercredi 29 Jeudi 30 Vendredi 31 Samedi	1 Dimanche 2 Lundi 3 Mardi 4 Mercredi 5 Jeudi 6 Vendredi 7 Samedi 8 Dimanche 9 Lundi 10 Mardi 11 Mercredi 12 Jeudi 13 Vendredi 14 Samedi 15 Dimanche 16 Lundi 17 Mardi 18 Mercredi 19 Jeudi 20 Vendredi 21 Samedi 22 Dimanche 23 Lundi 24 Mardi 25 Mercredi 26 Jeudi 27 Vendredi 28 Samedi 29 Dimanche 30 Lundi 31 Mardi	1 Mercredi 2 Jeudi 3 Vendredi 4 Samedi 5 Dimanche 6 Lundi 7 Mardi 8 Mercredi 9 Jeudi 10 Vendredi 11 Samedi 12 Dimanche 13 Lundi 14 Mardi 15 Mercredi 16 Jeudi 17 Vendredi 18 Samedi 19 Dimanche 20 Lundi 21 Mardi 22 Mercredi 23 Jeudi 24 Vendredi 25 Samedi 26 Dimanche 27 Lundi 28 Mardi 29 Mercredi 30 Jeudi 31 Vendredi	1 Samedi 2 Dimanche 3 Lundi 4 Mardi 5 Mercredi 6 Jeudi 7 Vendredi 8 Samedi 9 Dimanche 10 Lundi 11 Mardi 12 Mercredi 13 Jeudi 14 Vendredi 15 Samedi 16 Dimanche 17 Lundi 18 Mardi 19 Mercredi 20 Jeudi 21 Vendredi 22 Samedi 23 Dimanche 24 Lundi 25 Mardi 26 Mercredi 27 Jeudi 28 Vendredi 29 Samedi 30 Dimanche 31 Lundi	1 Lundi 2 Mardi 3 Mercredi 4 Jeudi 5 Vendredi 6 Samedi 7 Dimanche 8 Lundi 9 Mardi 10 Mercredi 11 Jeudi 12 Vendredi 13 Samedi 14 Dimanche 15 Lundi 16 Mardi 17 Mercredi 18 Jeudi 19 Vendredi 20 Samedi 21 Dimanche 22 Lundi 23 Mardi 24 Mercredi 25 Jeudi 26 Vendredi 27 Samedi 28 Dimanche 29 Lundi 30 Mardi 31 Mercredi	1 Jeudi 2 Vendredi 3 Samedi 4 Dimanche 5 Lundi 6 Mardi 7 Mercredi 8 Jeudi 9 Vendredi 10 Samedi 11 Dimanche 12 Lundi 13 Mardi 14 Mercredi 15 Jeudi 16 Vendredi 17 Samedi 18 Dimanche 19 Lundi 20 Mardi 21 Mercredi 22 Jeudi 23 Vendredi 24 Samedi 25 Dimanche 26 Lundi 27 Mardi 28 Mercredi 29 Jeudi 30 Vendredi 31 Samedi	1 Samedi 2 Dimanche 3 Lundi 4 Mardi 5 Mercredi 6 Jeudi 7 Vendredi 8 Samedi 9 Dimanche 10 Lundi 11 Mardi 12 Mercredi 13 Jeudi 14 Vendredi 15 Samedi 16 Dimanche 17 Lundi 18 Mardi 19 Mercredi 20 Jeudi 21 Vendredi 22 Samedi 23 Dimanche 24 Lundi 25 Mardi 26 Mercredi 27 Jeudi 28 Vendredi 29 Samedi 30 Dimanche 31 Lundi	

31 Août National Day	01 Jan New Year	01 Feb Federal Territory Day	04 Mai Wesak Day	Jours fériés
16 Sep Malaysia Day	22 Jan Chinese New Year	22 Avr Hari Raya Puasa	05 Juin Agong's Birthday	Retour scolaire
24 Oct Deepavali	23 Jan Chinese New Year	23 Avr Hari Raya Puasa		Pre-retour des professeurs
25 Dec Noël	24 Jan Chinese New Year	01 Mai Labour Day		Vacances scolaires

● Jours fériés  
● Rentrée scolaire  
● Pré-entrée des professeurs  
● Vacances scolaires

## Appendix E

### Lunch Time Organization

		11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45
Hevea	TPS/PS	S	S	S							
Hevea	MS	S	S	S							
Hevea	GS	S	S	S							
Hevea	CP	S	S	S							
Hevea	CE1			Q	Q	Q					
Hevea	CE2			Q	Q	Q					
LFKL	CM1	Q	Q	Q							
LFKL	CM2	Q	Q	Q							
LFKL	6eme				Q	Q	Q	Q	Q		
LFKL	5eme				Q	Q	Q	Q	Q		
LFKL	4eme				Q	Q	Q	Q	Q		
LFKL	3eme				Q	Q	Q	Q	Q		
LFKL	2nde				Q	Q	Q	Q	Q		
LFKL	1ere				Q	Q	Q	Q	Q		
LFKL	Tale				Q	Q	Q	Q	Q		
Hevea LFKL	Staff	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q

Lunch time for Kindergarten and Primary school is from 11.30 am to 12.30 pm  
Due to space constraint, the lunch time of the students are arranged according to the above rotations.

S = Seated served at the table

Q = Queue for in line service

## Appendix F

### Details of Meal Breakdown by Grades for 3 School Years

Year 2020 / 2021						
Level	UK Grade	French Grade	Half Board Students	Day to Day Students	Allergies	Grand Total
Kindergarden Hevea		TPS/PS	22			22
		MS	36			36
		GS	43			43
Lower Primary Hevea	1st	CP	62			62
	2nd	CE1	53		1	54
	3rd	CE2	47			47
Upper Primary LFKL	4th	CM1	53			53
	5th	CM2	45		6	51
Lower Secondary LFKL	6th	6eme	43			43
	7th	5eme	45			45
	8th	4eme	40		4	44
	9th	3eme	32			32
Upper Secondary LFKL	10th	2nd	24	11	1	36
	11th	1er	28	17	1	46
	12th	TE	21	9		30
<b>Grand Total</b>			<b>594</b>	<b>37</b>	<b>13</b>	<b>644</b>

Year 2021 / 2022						
Level	UK Grade	French Grade	Half Board Students	Day to Day Students	Allergies	Grand Total
Kindergarden Hevea		TPS/PS	12			12
		MS	32			32
		GS	49			49
Lower Primary Hevea	1st	CP	48			48
	2nd	CE1	61			61
	3rd	CE2	50		1	51
Upper Primary LFKL	4th	CM1	45		2	47
	5th	CM2	55			55
Lower Secondary LFKL	6th	6eme	41		7	48
	7th	5eme	46			46
	8th	4eme	42			42
	9th	3eme	30		4	34
Upper Secondary LFKL	10th	2nd	31	4		35
	11th	1er	16	9	2	27
	12th	TE	22	21	1	44
<b>Grand Total</b>			<b>580</b>	<b>34</b>	<b>17</b>	<b>631</b>



Year 2022 / 2023 (as of 17 Jan 2023)						
Level	UK Grade	French Grade	Half Board Students	Day to Day Students	Allergies	Grand Total
Kindergarden Hevea		TPS/PS	19			19
		MS	23			23
		GS	46		2	48
Lower Primary Hevea	1st	CP	60			60
	2nd	CE1	53			53
	3rd	CE2	58		1	59
Upper Primary LFKL	4th	CM1	47		1	48
	5th	CM2	48		3	51
Lower Secondary LFKL	6th	6eme	61			61
	7th	5eme	36		5	41
	8th	4eme	41			41
	9th	3eme	44			44
Upper Secondary LFKL	10th	2nd	22	5	3	30
	11th	1er	35	2		37
	12th	TE	16	10	3	29
<b>Grand Total</b>			<b>609</b>	<b>17</b>	<b>18</b>	<b>644</b>

## Appendix G

### Canteen Tarif 2022-2023

#### FRENCH SCHOOL 2022/2023

	FIRST TERM			SECOND TERM			THIRD TERM			TOTAL	
	Nbre Days	Unit Price Rm	Total amount	Nbre Days	Unit Price Rm	Total amount	Nbre Days	Unit Price Rm	Total amount	Days/Year	Amount
KINDERGARTEN	53	12.50	662.50	38	12.50	475.00	45	12.50	562.50	136	RM1,700.00
	Sept/17/Oct/12/Nov/14/Dec/10										
	53	16.3	863.90	38	16.3	619.40	45	16.3	733.50	136	RM2,216.80
PRIMARY CP-CE1	Sept/17/Oct/12/Nov/14/Dec/10										
	53	17.9	948.70	38	17.9	680.20	45	17.9	805.50	136	RM2,434.40
	Sept/17/Oct/12/Nov/14/Dec/10										
PRIMARY CE2-CM2	53	19.8	1,049.40	38	19.8	752.40	45	19.8	891.00	136	RM2,692.80
	Sept/17/Oct/12/Nov/14/Dec/10										
	53	19.8	1,049.40	38	19.8	752.40	45	19.8	891.00	136	RM2,692.80
COLLEGE	Sept/17/Oct/12/Nov/14/Dec/10										
	53	19.8	1,049.40	38	19.8	752.40	45	19.8	891.00	136	RM2,692.80
	Sept/17/Oct/12/Nov/14/Dec/10										
LYCEE	53	19.8	1,049.40	38	19.8	752.40	45	19.8	891.00	136	RM2,692.80
	Sept/17/Oct/12/Nov/14/Dec/10										
	53	19.8	1,049.40	38	19.8	752.40	45	19.8	891.00	136	RM2,692.80

\*Les tarifs indiqués n'incluent pas les Devoirs Surveillés, les Activités Extra Scolaires, Stages, Sorties scolaires et les révisions BAC.

\* Tous remboursements des repas manqués du à une raison médicale devront faire l'objet d'un courriel envoyé 24H auparavant à l'équipe cantine SHF ([lfkl.shf@gmail.com](mailto:lfkl.shf@gmail.com)) et l'administration du LFKL. Aucun remboursement pour cause personnelle ne sera accordé.

Item	Criteria (Canteen)	Scoring Guide			Weight	Weight % by Row	Score				
							CO 1	Remarks	CO 2	Remarks	CO 3
A	Price	3	2	1	55%		0%		0%		0%
1	Price proposal	Tenderers' proposals will be converted into an overall weighted average based on the number of people in each price category. The most competitive offer will be awarded the maximum number of points, while the others will be awarded a score proportional to their relative competitiveness. )				95%	0%		0%		0%
2	Event Catering Prices	Competitive	Market Price	Less Competitive		5%	0%		0%		0%
B	Quality of meals (menu / tasting) and Service	3	2	1	20%		0%		0%		0%
1	On site tasting	Good	Acceptable	Need improvement		50%	0%		0%		0%
2	Quality of ingredients	Good	Acceptable	Need improvement		25%	0%		0%		0%
3	Presentation of meals	Good	Acceptable	Need improvement		10%	0%		0%		0%
4	Service and distribution of meals	Good	Acceptable	Need improvement		10%	0%		0%		0%
5	Submission of Service Level Agreement	Yes (Comprehensive)	Yes (Simple)	No		5%	0%		0%		0%
C	Billing and payment collection method	3	2	1	15%		0%		0%		0%
1	Condition of Payment and Billing to the parents	Most favorable	Favorable	Less Favorable		80%	0%		0%		0%
2	Payment Options	3 options and more	2 options	Only one option		10%	0%		0%		0%
3	Company policy for reimbursement for students who are sick	Most favorable	Favorable	Less Favorable		10%	0%		0%		0%
D	Pedagogical actions and sustainable development	3	2	1	10%		0%		0%		0%
1	Significant experience in pedagogical actions with other schools	Significant	Moderate	No		40%	0%		0%		0%
2	Company's policy towards sustainable development	Strong commitment	Acceptable	Need improvement		40%	0%		0%		0%
3	Experience in implementing a variety of vegetarian meal	Significant	Moderate	No		20%	0%		0%		0%
					100%		0%		0%		0%