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**ANNEX 5 to the tender specifications**

**Questionnaire on technical merit**

## How to fill out the questionnaire

The questionnaire shall be filled out, keeping it short and concise. If reference is made to the technical offer, it is recommended to be specific and to include a clear reference of where to find the appropriate information; general reference to the technical offer should be avoided.

# Product quality

## Food processing

# Enter in the table below which degree of food processing is used in the production

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  The level which will be practiced in the kitchen*Det niveau der reelt vil blive praktiseret i kantinens køkken* | **Always** | **Often** | **Sometimes** | **Never** |
| Own meatballs and fish cakes (e.g. meatballs in curry, bolognaise, etc.)*Egne kødboller (til f.eks.boller i karry, bolognaise mv)* |   |   |   |   |
| Own cold cuts (ham, roast pork, roast beef and the like)*Eget pålæg (hamburgerryg, kamsteg, roastbeef o.lign.)* |  |  |  |  |
| Own - homemade stock for soups*Egen – hjemmegjort fond til supper* |   |   |   |   |
| Own breadcrumb coated fish fillets etc.*Egen panering af fiskefiletter etc.* |   |   |   |   |
| Own cold cut salads e.g. shrimp, chicken, salmon etc.*Egne pålægssalater (reje-, høns-, laks- etc.)* |   |   |   |   |
| Own garnish salads (italian, curry etc.)*Egne garniture salater (italiensk-, karry- etc.)* |   |   |   |   |
| Own pesto, marinades etc.*Egne pestoer, marinader mm.* |   |   |   |   |
| Own salad dressing*Egne salat dressinger* |   |   |   |   |
| Own fresh sliced vegetables*Egne frisksnittede grøntsager*  |   |   |   |   |
| Own sweet preserved *Egen sødt sylt* |   |   |   |   |
| Own acidic preserved*Egen surt sylt* |   |   |   |   |
| Own homemade pancakes (made in a roasting pan)*Egne hjemmebagte bradepandekager* |   |   |   |   |
| Own homemade pies*Egne hjemmebagte tærter* |  |  |  |  |
| Own Homemade cake/pastries*Egne hjemmebagte tørkager/konditorkager* |  |  |  |  |
| Own flour mixture to white/whole meal bread*Egen melblanding til lyse / grove brød* |   |   |   |   |
| Own homemade dark bread ’rugbrød’*Egne hjemmebagte rugbrød*  |  |  |  |  |
| Own flour mixture to dark bread ’rugbrød’*Egen melblanding til rugbrød* |  |  |  |  |

## Taste and nutrients in the food

# How do you ensure that the products you provide to your customers have the right taste and maximum nutritional content?

## Health

# How will you ensure that your customers are eating healthy and varied?

## Individual ingredients in the food

# How will you ensure that your customers can avoid consuming food which is harmful to them – e.g. in relation to a physical situation (possible allergy) or to a cultural situation (e.g. religious beliefs)?

## Self-monitoring program

Enter the frequencies that will be used in the self-monitoring program of the canteen:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Daily/Every time | Weekly | When needed |
| Receiving inspection |  |  |  |
| Cooking control |  |  |  |
| Heating control |  |  |  |
| Refrigeration/cooling control |  |  |  |
| Flushing water control |  |  |  |
| Cleaning control |  |  |  |
| Maintenance |  |  |  |

# Describe who will have to participate in the performance of your self-monitoring control of the canteen and

# How the permanent and temporary staff of the canteen will be introduced to the self-monitoring control.

## Raw material consumption and disposition

# How do you intend to steer the buffet and raw material use, in order to ensure the same selection of food to all customers, the first as well as the last lunch guest?

## Food waste

# How will you ensure minimal food waste?

## Recycling

# Which products would you expect to be recycled?

# Supply chain and organization of the work

## Ordering system

Describe the solution you will implement with regard to orders.

## Selection of supplier(s)

# What are your criteria for choosing your suppliers?

## Delivery and quality assurance in relation to suppliers

How will you ensure that you always receive the agreed goods at the agreed time and with the agreed quality?

## Staffing plan

# Please specify how you expect the working hours to be distributed during the day - schedule with the individual staff members – time of ‘check-in’ ‘check-out’[[1]](#footnote-1).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7-8 | 8-9 | 9-10 | 10-11 | 11-12 | 12-13 | 13-14- | 14-15 | 15-16 |
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## Back-up

How would you deal with back-up/assistance in case of an unexpected staffing need?

# Creativity and interaction with the customers

## Menu proposals

# With reference to section 7.2 of the tender specifications, please provide menu proposals for:

# a lunch buffet for 4 weeks

* a two-course dinner for a meeting at the EEA

## Option Breakfast

With reference to section 7.2 of the tender specifications, please describe the proposed breakfast option.

## New ideas

# Describe new ideas and concepts that can improve the dining experience and the offerings at the EEA.

## Customer satisfaction

# How do you foresee the daily and periodic dialogue with the customers? How will you monitor and assess customer satisfaction?

1. Please note that as specified in section 7.1 of the tender specifications, the canteen shall be open from 08:00 to 15:00 on all working days of the EEA. [↑](#footnote-ref-1)