



## Saviour Lutheran School

### 2023-2024 Lunch Service Arrangements

(Circular No.: E168a/2022-2023)

Dear Parents/Guardians,

According to the guidelines by the Education Bureau and the Department of Health, the school shall undergo tendering procedures with school lunch suppliers for the school years 2023-2026. Tendering procedures have been in progress since February 2023. Tenders from five different suppliers were received. A tasting session for the tenderers was held on 12<sup>th</sup> May. A total of 24 members of the teaching staff, students and parents were invited to take part in the tasting session. Their feedback and participation are deeply appreciated. Tenderers were assessed by the school Catering Committee in terms of their service, price and tasting score. Fit for Life Luncheon and Catering Services was collectively chosen as the proposed tenderer. On 30<sup>th</sup> May, the school Tender Approving Committee approved Fit for Life Luncheon and Catering Services as the lunch service supplier of the school between the school years 2023 and 2026 (a 3-year duration).

The lunch box price will be set at \$28.00 per box in the school year 2023-2024. As for the coming years 2024-2025 and 2025-2026, according to the contract, the lunch box price may be adjusted subject to the adjustment of minimum wage and commodity price. The rate of increase will not exceed 6% per year.

The Lunch Service Overview distributed by Fit for Life Luncheon and Catering Services have been attached for your reference.

In addition, lunch box for September 2023 is available for pre-order. Kindly complete the attached lunch order form, make payment accordingly, and return the form to class teachers on or before 6<sup>th</sup> July.

For any queries, please contact Ms. To at 2729 3929.

Yours faithfully,



Rev. Yeong Ling Wui

Principal

30<sup>th</sup> June, 2023



----- Reply Slip -----

(Circular No.: E168a/2022-2023: Please return to class teachers)

To: Saviour Lutheran School

I am the parent of \_\_\_\_\_ (name of student) of class \_\_\_\_\_. I have read and understood the content of “2023-2024 Lunch Service Arrangements” (Circular No.: E168a/2022-2023).

Parent’s signature: \_\_\_\_\_

Parent’s name (in block letters): \_\_\_\_\_

\_\_\_\_\_, 2023





August 2023

Dear Parents and Students of Saviour Lutheran School,

We are honored to be appointed by your school as the 2023 to 2026 lunch service provider. In the days to come, our company will do its best to improve and provide teachers and students with satisfactory meal services. In order to let parents understand the details of the service more clearly, please find the below a brief introduction for your perusal.

**Luncheon Company Background:**

**Fit For Life Luncheon and Catering Services** was established in 1998 and has more than **25 years** of school lunch service experience. Both our products and management system reach the high standard of hygiene regulations and have long been certified by **ISO 9001, ISO 22000** and **HACCP** international food safety recognition. In the **“Healthy Lunch Master Chef”** competition organized by the Department of Health, we won the Hong Kong Champion and Merit Award. We attained the **‘Prime Award for ECO-Business’** which was reviewed by the Hong Kong Environmental Protection Department, local universities and environmental organizations.

**Luncheon Service Guidelines :**

1. **【Luncheon Style – 5 Choices】** :     - Rice Meal (Chinese/Western)  
                                                  - Noodles Meal  
                                                  - Nutritious Meal  
                                                  - Assorted Food Meal  
                                                  - Vegetarian Meal
2. **【Price】** : **Each lunch box is HK\$28**
3. **【Additional Services】** : Provide a set of reusable stainless steel spoon and fork for whole month ordering students.
4. **【Order Methods】**: Choose meal according to your preference and fill in the form appropriately with dark pencils, blue or black ball pens. Make payment according to the following methods. Students should submit personal order forms to the school **on the designated date**. Personal digital luncheon cards will be distributed to students for confirmation and reference at the end of the month.
5. **【Payment Methods】** :

<b>PPS</b>	Dial “18033” or visit the website “www.ppschk.com”. Follow the instruction and input necessary information including (1) Your own PIN, (2) Our Merchant Code “ <b>9289</b> ”, (3) Your personal account no. (shown on lunch order form) , and (4) The total amount. Please record your 6-digit confirmation number and payment date on the lunch order form.  <b>**The personal number on the existing order form is temporary, please be re-registered the new personal number of this school year when make the payment after class starts in September. **</b>
7-11, Circle K, VanGO or CR Vanguard	1. You may make cash payment at any 7-11、Circle K or VanGO convenience stores in Hong Kong by presenting the personal lunch order form (printed with barcode). 2. Submit the convenience store receipt is NOT necessary. Please be kept for future follow up.
<b>Cheque</b>	1. Please make the cheque payable to “ <b>Fit For Life Luncheon &amp; Catering Services</b> ” and write the school name, class, student’s name on the back, and then staple and return it together with the order form. The cheque may be transferred within one month after it’s withdrawn, please ensure that there is sufficient deposit to avoid bounce. 2. Every bounced cheque by the bank, an additional administrative fee of HK\$50 will be charged.

6. **【Luncheon Order Cancellation】** :

i) **Parent Self-cancellation**

If a student is unable to go to school due to a special incident of physical discomfort, please directly call our hotline **26622202** (24-hr digital recording) or WhatsApp **61019865** **before 9:00am on the same day** (overdue is invalid). The related refund amount will be calculated on the bimonthly personal order form (automatic deduction), and the refund will be transferred to the parent’s designated account by bank at the end of the semester.

ii) **Inclement Weather Cancellation Arrangement**

Due to typhoon, heavy rain or special circumstances, the Education Bureau or the School announces the suspension of classes before 8:00am, NO lunches will be delivered on that day. Lunches on the suspension day will not be postponed to the resumption day. If the classes are terminated after 8:00am, the lunch fee for that day will not be refunded; both parties must have to discuss whether to deliver lunches on that day.

Please do not hesitate to contact our service hotline 26622202 for any enquiry.

Yours faithfully,

**Fit For Life Luncheon & Catering Services**