

Appendix 4.C Program of requirements parcel 3 Tomato sauce

1.1 General requirements

Nr.	Requirements
1.	The products comply with the Dutch Commodities Act. See: https://wetten.overheid.nl/BWBR0001969/2021-07-01 .
2.	The maximum delivery period is six (6) weeks after the order is placed.
3.	The contractor is fully liable and product responsible for the products that he delivers.
4.	In case the contractor makes use of subcontractors, the contractor is fully liable for the performance of his subcontractors and therefore also responsible for the products that he delivers.
5.	The contractor needs to be able to provide the contracting authority with detailed, up-to-date product information, where, among others, allergens information is important.
6.	Contractor guarantees to operate the goods flow according to the HACCP- norm.
7.	With each delivery, a digital or paper delivery note should be provided which includes all delivered products. This delivery note should be handed over during the delivery of the orders and should be signed by an authorized person of the contracting authority.
8.	On each delivery note, at least the following information is stated: order number, delivery address, delivery date, debtor number, description of the product, numbers/packaging unit and preferable also the prices and the total invoice amount.
9.	With the delivery of the products, the products will be checked in comparison to the order and if these comply with the HACCP- guidelines: - If the delivered product is in line with the order- and delivery note; - The amount of received products in weight or numbers; - Breakage / shortcoming; - The BB- date; - The packaging (clean and undamaged); In case of any deviations, the contracting authority can choose to refuse the products.
10.	The products need to be packed in the package that is common and in line with the HACCP- norm for the given product groups, unless the contracting authority indicates otherwise.
11.	Besides the mentioned requirements, the supplier takes necessary measurements in order to ensure the safety of people and resources and in order to minimize the impact on the environment.
12.	The manufacturer needs to be Last stage of production BRC or IFS or FSSC 22000 certified.
13.	The certificating institute needs to be accredited.
14.	The certificating institute needs to be able to prove a certificate of its accreditation.
15.	The outer packaging of the products needs to be shrink wrapping.
16.	The pallets are preferably pool pallets with format 100x120 cm of Chep, IPP or LPR. The weight here needs to max. 800kg and the maximum height is 175cm including the pallet.
17.	The delivery needs to take place at distribution centers (DC's) of the Food Bank. See appendix 6 for a list of addresses and contacts.
18.	Products need to delivered using vehicles that at a minimum comply with the Euro 5 norm.
19.	The delivery moments (days and timeslots) are coordinated with the contacts of the DC's in time. The contractor gets in touch in time by phone with the contracting authority in case of contingencies regarding the delivery.
20.	Contractor needs to be reachable by both phone and mail during office hours between 08:00 and 17:30 for the Food Safety Net Foundation and the Food Bank.
21.	Contractor needs to appoint one (1) employee as designated contact person (for example an account manager) that serves as first point of contact for the Food Safety Net Foundation for non-daily contact, being orders and questions. De employee is responsible for adherence and implementation of the framework agreement. During long term absence of this designated contact person, this person is replaced adequately.

22.	The contractor reports each 6 months to the Food Safety Net Foundation. Upon request of the Food Safety Net Foundation, the contractor also provides an intermediate report. The reports contain the following information: - Delivered number of products on product level; - Delivered number and type of products for each location (both revenue and volume); - Number of return shipments (both revenue and volume) in relation to incorrect orders in the past period of 6 months and the current year; - The number of complaints and the reason of these complaints.
23.	Contractor organizes and evaluation meeting each year with the contract manager of the Food Safety Net Foundation. Opdrachtnemer organiseert ieder jaar een evaluatiegesprek met de contractmanager van stichting Voedselvangnet. Topics during these meetings should at least be: - Management reports; - Trends in order quantity; - Possible developments.
24.	In case of emergencies, the contracting authority is free to employ another company whenever a product is temporarily unavailable for delivery at the contractor.
25.	The contractor needs to act according to all applicable legislation and requirements of the contracting authority.
26.	Products may be returned if they do not comply with the HACCP guidelines upon inspection of the delivery of the order. For return shipments, no costs will be brought into account to the contracting authority.
27.	Contractor needs to declare a price in line with appendix 3.C pricing form parcel 3.
28.	All offered prices are fixed during the entire duration of the framework contract, including any extension.
29.	Payment is made monthly in arrears per invoice. Food Safety Net Foundation uses a payment term of 30 days. Invoices need to be sent as a .pdf file to info@voedselvangnet.nl and should include at least the following information: • Delivery address and delivery date; • Purchase order number; • Location of delivery; • Description, size, price and unit of the delivered goods; • Total price of the delivery.

1.2 Specific requirements parcel 3

Nr.	Requirements
30.	The product needs to consist of 100% tomatoes, 7,2 freshly concentrated Brix, 0,45gr/100gr salt and no sugar.
31.	The packaging can be both a can as well as a cardboard packaging with a content of 500 grams. The content can deviate from 500 grams upwards or downwards with a maximum of 20%.
32.	The expiration date should be at least 12 months at delivery.
33.	The label of the packaging needs to comply with NL legislation + origin.
34.	The ingredients and allergens need to be declared according to NL- legislation.