

INVITATION OF INTERNATIONAL TENDER NOTICE NO. 04/2021.

01	Agency	Biman Bangladesh Airlines Ltd.		
02	Invitation for	Procurement of Fruit Juice (Foreign) (01 Ltr Aseptic Pack).		
03	Invitation for ref:	30.34.2600.63.Fruit Juice (F).44.2020/130		Dated: 24-02-2020
04	Tender Document Selling Date	From 03-05-2021 to 08-06-2021 (During office hours).		
05	Tender receiving Date and Time	Date: 09-06-2021	Time: 1200 Hrs BST	Note: The procuring entity reserves the right to accept or reject all tenders without assigning any reason thereof. If any unavoidable situation arises during specified date then tender selling/closing/opening date will be shifted to next (working) day without further notice.
06	Tender Opening Date and Time	Date: 09-06-2021	Time: 1500 Hrs BST	
07	Selling Address of Schedule (Local)	(i) Address: a. Manager Finance, Biman Flight Catering Centre, Hazrat Shahjalal International Airport, Kurmitola, Dhaka b. Manager Cash & Banking. Balaka Bhaban. Biman, Bangladesh Airlines, Dhaka.		
08	Selling Tender Document (Foreign)	(ii) Address: Manager Finance, Biman, Dubai, Bangkok, Singapore, London, Jeddah, Riyadh and Kualalampur.		
09	Receiving Tender Document	a. BFCC Main Security Gate, Hazrat Shahjalal International Airport, Kurmitola, Dhaka. b. Biman Balaka Bhaban, Security Counter Gate (Ground Floor), Hazrat Shahjalal International Airport, Kurmitola, Dhaka.		
10	Price of Tender Document (Tk)	USD 25.00 or BDT 2,000.00 (Two thousand) only per set (Non-refundable).		
11	1) Location	2) Tender Security Amount (USD/BDT)		3) Supplying Period
	BFCC/Hazrat Shahjalal International Airport, Kurmitola Dhaka	USD 11,770.00 or BDT 10,00,000.00 (Ten lac) only (Refundable).		Two years
12	Procuring Entity & Fund	General Manager, BFCC, Hazrat Shahjalal International Airport, Kurmitola, Dhaka. BIMAN/BFCC's own fund.		
13	Official-Inviting Tender	Dy-General Manager, BFCC, Hazrat Shahjalal International Airport, Kurmitola, Dhaka. Phone: 880-2-8901760-64 Ext-13, Fax: 880-2-8901638		
14	Tender schedule and other related information will also be available in Biman website: www.biman-airlines.com for ready reference.			

Dy-General Manager, BFCC

Ref: 30.34.2600.63. Fruit Juice (F).Int'l Tender.44.2021/

Date: 27-04-2021

M/S. _____

Subject: International tender schedule and other terms & conditions for procurement of Fruit Juice items (Foreign) (01 Ltr aseptic pack).

- Ref:
- a) International tender notice no. **04/2021** dated 27-04-2021.
 - b) Cost of schedule **USD. 25.00** or **BDT. 2,000.00** (Two thousand) only per set (Non-refundable).
 - c) Earnest money required **USD 11,770.00** or **BDT 10,00,000.00** (Ten lac) only (Refundable)
 - d) Cash receipt no. _____ dated _____ 2021
 - e) Date & time of dropping the tender: On **09-06-2021** up to 1200 hours.
 - f) Date & time of opening the tender: On **09-06-2021** at 1500 hours.

Dear Tenderer,

Enclosed herewith please find the tender schedule along with terms & conditions for procurement of Fruit Juice (Foreign) (01 Ltr aseptic pack).

You may please participate in the tender, if the terms & conditions are acceptable to you.

For- Biman Flight Catering Centre

Mohammad Ali
Dy. General Manager, BFCC.

Enclo: As stated.

International Tender (OTM) No. 04/2021

DATE/TIME DROPPING : 09-06-2021 UP TO 1200 HRS (LT)

DATE/TIME OPENING : 09-06-2021 AT 1500 HRS (LT)

COST OF SCHEDULE : USD. 25.00 OR BDT. 2,000.00 (TWO THOUSAND) ONLY PER SET
(NON-REFUNDABLE).

EARNEST MONEY : USD 11,770.00 OR BDT. 10,00,000.00 (TEN LAC) ONLY
(REFUNDABLE)

C.R.....DATE.....

SIGNATURE.....STAFF NO.....

M/S.....

.....

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This refers to Int'l Tender Ref no. 30.34.2600.63.Fruit Juice (F).44.2020/130 Date: 24-02-2020

Sealed tender is hereby invited from the Manufacturer/Principal/Local agent/Supplier for the following items for the period 02 (Two) years.

Subject: Schedule for procurement of Fruit Juice items (Foreign) (01 Ltr aseptic pack).

<u>Sl No</u>	<u>Name of items</u>	<u>Unit</u>	<u>Total requirement 02 years</u>
01	Orange Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	01 Ltr pack	4,70,400
02	Apple Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	01 Ltr pack	2,88,000
03	Mango Nectar 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	01 Ltr pack	1,92,000
04	Tomato Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	01 Ltr pack	11,520

The detailed description/price schedule, product specifications etc are attached as page no. 06 to 07 which required to complied during the evaluation of tender.

DELIVERY:

Tender is being invited for the period 02 (Two) years. The total tentative delivery shall be made 12 to 18 installment basis. However, actual delivery per installment shall commence within 30 (Thirty) days against supply order given time to time by BFCC depending on operational requirement.

Contd.....P/02

THE TERMS & CONDITIONS ARE AS FOLLOWS:

01. Tender should be submitted in one sealed envelope.
02. OFFER OF ENVELOPE SHALL CONTAIN THE FOLLOWING (Where applicable)
 - i) Photocopy of valid Trade license of current year.
 - ii) Photocopy of certificate from the competent authority stating that current income tax return has been submitted quoting e-TIN no.
 - iii) Photocopy of valid indenting Registration Certificate from CCI & E.
 - iv) Photocopy of valid VAT registration certificate.
 - v) Photocopy of proprietorship/partnership, deed/memorandum of association/certificate of incorporation (Where applicable).
 - vi) Photocopy of valid agency certificate from the principal.
 - vii) Original copy of Money Receipt (M.R) for purchasing tender schedule
 - viii) Certificate of incorporation of principal to be issued from their respective country shall be submitted (In Case of Direct Offer).
 - ix) End user list must be submitted with the offer. Detailed address of end user with nature of supply, duration must clearly be mentioned in the offer.
 - x) Unit Price of each item must be quoted with total price both in word & figure and Brand, Country of origin, Weight etc. must specifically be mentioned in the price schedule at page no 06 to 07 and Original pro-forma invoice from principal is to be submitted.
 - xi) The amount of the tender earnest money shall be **USD 11,770.00** (Eleven thousand seven hundred seventy) or **BDT 10,00,000.00** (Ten lac) only (Refundable) in favor of Biman Flight Catering Centre (BFCC) in the form of Bank Draft/Pay order/Bank Guarantee from a schedule Bank of Bangladesh/ Foreign. In case of foreign Bank Guarantee, if it is a direct offer, PO/DD/BG must be submitted by the Tenderer in foreign currency to be endorsed by any schedule Bank of Bangladesh with full financial risk and liability. The validity of earnest money must be 148 days from the date of opening of the tender for both direct offer and submitted through local Agent.
 - xii) Bidder should have sufficient cash flow to supply the tender items throughout the tender period smoothly. As proof of solvency, the bidders shall submit the original copy of recent Bank Statement/certificate (Min. previous 06 months and not older than 15 days from the date of tender opening).
 - xiii) Chemical composition and microbiological analysis report on all Fruit Juice items (as mentioned in the product specification) from an approved laboratory must be submitted during the submission of tender.
 - xiv) Samples each items brand or (Flavor wise) must be submitted along with the offer and must be ensured that the samples should reach before opening of the tender. This is applicable to all Tenderers even in the case of manufacturer. Working sample also must be submitted before placing purchase order for final approval.
03. TENDER SHALL BE REJECTED IF ANY OF THE ABOVE TERMS AND CONDITIONS ARE NOT FULFILLED.
04. Following information/directives are to be followed:
 - i). Delivery schedule 30 (Thirty) days effective from the date of issuance of the purchase order must be mentioned in the offer.
 - ii). Certificate from local chamber of Commerce or Government agency of concerned country as a proof of manufacturer (If applicable).
 - iii). Original tender schedule and other copy of documents must be submitted with signature and seal of tenderer in every page and total number of pages shall be numerically serial and accordingly should be listed/mentioned in forwarding letter of the tenderer on letter head pad.
 - iv). Payment shall be made through Letter of Credit/By account payee cheque/Wire transfer. In case of payment to the principal through account payee cheque/wire transfer, BFCC will advise Biman nearest outstation to pay the certified invoice amount after receiving of goods at BFCC.
 - v). Unit price of each item must be quoted with total price both in word & figure and Brand, Country of Origin, Weight etc, must specifically be mentioned in the price schedule at page no. 06-07. Tenderer may quote rate of all groups or individual group and successful bidder may be selected on group/package basis at the discretion of BFCC.

- vi). Price to be quoted in USD/EUR/GBP/AED on “C & F, ICD Kamalapur, Dhaka and or BDT on “Ex-BFCC, Dhaka” basis (As applicable). For conversion of foreign exchange and comparison of quoted rates Biman updated official approved rate will be followed.
- vii). Local agent’s commission must be indicated separately, if bidder participates through local agent.
- viii). Mail/Fax copy of the tender documents, if submitted by local agents must be supported with photocopy of the same. Original documents in support of the mail/fax and photocopy must be submitted within 07 (Seven) days from the date of opening of tender.
- ix). Value is to be quoted on “C & F, ICD Kamalapur, Dhaka” basis and or “Ex-BFCC Dhaka basis (Both or any one). Any kind of correction/overwriting/erasing on rate quoted may render the tender to be non-responsive unless properly countersigned by the authorized person of the bidder.
- x). Tender in sealed cover will be received at (a) BFCC Main Security Gate, Hazrat Shahjalal International Airport, Kurmitola, Dhaka (b) Biman Balaka Bhaban, Security Counter (Ground Floor), Hazrat Shahjalal International Airport, Kurmitola, Dhaka latest by 1200 hrs. (LT.) on **09-06-2021**. Offer will be opened on the same day in the Conference room of BFCC, Hazrat Shahjalal International Airport, Kurmitola, Dhaka. In presence of the Representative(s)/ Tenderers if any at 1500 hrs (LT).
- xi). Offer should remain valid for 120 (One hundred twenty) days from the date of tender opening. Only unconditional offer will be accepted.
- xii). Preference will be given to ISO/HACCP certified company product.
- xiii). In case of offers submitted directly to BFCC by Manufacturer/Principal documents mentioned at SI No.02 (i), (ii), (iii), (iv), (v), (vi), & 04 (viii) are not required. In case of direct offer to BFCC the offers should be mailed at the following addresses through Mail/FAX/stating that offer has been mailed giving relevant detail to General Manager, Biman Flight Catering Centre (BFCC), Hazrat Shahjalal International airport, Dhaka Bangladesh. Telephone no 880-2-8901760-64. Fax no. 880-2-8901638 E-mail gmbfcc@bdbiman.com.
- xiv). Biman Flight Catering Centre reserves the right either to increase or decrease the quantities mentioned in the tender schedule as per actual requirement. Items may discarded/discontinued at any time during the agreement period.
- xv). Any tender received after aforesaid specified date and time will not be entertained. BFCC will not bear any responsibility for late receipt of tender or samples due any postal irregularities or otherwise.
- xvi). Due to unforeseen/unavoidable circumstances revised dates will be the next working days of the tenders closing/opening etc. Undersign may be contacted for clarification, if any, during working days.
- xvii). BFCC has the right to accept or reject any or all tender without assigning any reason thereof.

Mohammad Ali
Dy-General Manager, BFCC
 Telephone – 880-2-8901760-64 Ex-13

DECLARATION

I/We-----M/S. -----
-----owner/representative hereby declare that
I/we have accepted all the terms & conditions of tender papers and submitted quotation accordingly.

SIGNATURE OF TENDERER WITH SEAL.

FULL ADDRESS OF THE TENDERER:

NAME :-----

ADDRESS :-----

TELEPHONE NO/MOBILE NO. :-----

TLX CODE :-----

FAX NO. :-----

E-mail ID. :-----

Contd.....P/05

05. ADDITIONAL TERMS & CONDITIONS APPLICABLE FOR SUCCESSFUL BIDDER

- i) Successful tenderer will have to enter into an Agreement with BFCC in proper treasury stamps (To be procured by the bidder) for the period 02 (Two) years which may be extended up to maximum 50% of total work/ period on mutual consent of both the parties. BFCC may terminate the Agreement by serving 30 (thirty) days prior written notice to the supplier. However, in the case of gross violation or material breaches if any substantial terms of the Agreement BFCC can terminate the Agreement with immediate effect.
- ii) Performance guarantee @ 05% (Five Percent) on total value (Refundable) in shape of Bank Guarantee to be submitted by the Supplier/Manufacturer/Principal/Local Agent within 15 (Fifteen) days from the date of receipt of the notice for award of the contract/work order/Purchase order in favour of Biman Flight Catering Centre (BFCC) from a schedule Bank of Bangladesh for a period of 24 (Twenty four) months from the date of issuance of guarantee. In case of foreign bank guarantee the same must be endorsed by any schedule Bank of Bangladesh with full financial risk and liability. Earnest Money is refundable upon receipt of the performance guarantee. The purchaser (BFCC) reserve the right to encash/forfeit the performance guarantee in the event of failure of the supplier to execute timely shipment or for shipment of improper specification.
- iii) In case of successful tenderer's refusal or failure to supply or to accept/comply with the BFCC's offer or purchase/work order BFCC will have the authority to forfeit whole of earnest money including rejection of the tenderers offer ex-parte by BFCC.
- iv) If the supplier Short supplied/not at all supplied/fails to make shipment within the stipulated time of 30 (Thirty) days on receipt of purchase/supply order, BFCC shall have the right to make risk purchase from other source either local or foreign market and excess cost, Carrying Charge/Freight Charge, Manhour and related charges involved, (If any) shall be realized from supplier. In addition, a financial penalty @ 10% (Ten percent) on total risk purchase value shall be imposed to the supplier.
- v) In case of any corrupt, Fraudulent, Collusive or Coercive practices or frequent non-supply substandard supply of goods made by the tenderer, BFCC may hold the tenders liable to be disqualified from participating in any subsequent tender proceedings.
- vi) BFCC reserves the right to encash/forfeit the performance guarantee in the event of frequent failure of the supplier to supply the goods/sub-standard supply as well termination of contract Ex-parte. Goods supplied by the supplier through C & F ICD Kamalapur, Dhaka or ex-BFCC, Hazrat Shahjalal International Airport, Dhaka basis, if found date expired/improper specification, will be rejected by BFCC and supplier shall immediately supply correct goods as replacement failing which clause 05 (iv) above will be applicable. However, goods once rejected will be destroyed by BFCC Ex-parte and the amount is to be deduct from the bill. In case of local supplier, rejected goods shall be taken back by supplier at their own costs & means and replacement of the goods must be done on same day by 1600 LT.
- vii) Items must be forwarded along with the shipper invoice/ commercial invoice, packing list, Airway Bill of each consignment (Where applicable).
- viii) Successful bidder shall ensure manufacturing/expiry date (where applicable) of each item on the Pkt/Ctn etc. preferably in English. Shelf life must be ensured, minimum 09 months at the time of delivery to BFCC.
- ix) Rates once finalized will not be changed during contract period under any circumstances.

Mohammad Ali
Dy. General Manager, BFCC
 Telephone-880-2-8901760-64 Ext-13

DECLARATION

I/We-----M/S. -----
 -----Supplier/Importer/owner representative
 hereby declare that I/we have accepted all terms & conditions of tender papers and submitted quotation accordingly.

Price Schedule for Goods
(FRUIT JUICE ITEMS)

Invitation for Int'l Tender no. 04/2021

Dated: 27-04-2021

PRICE OF GOODS AND DELIVERY SCHEDULE.

01	02	03	04	05	06	07			
SL NO	NAME OF ITEMS AND DESCRIPTION	UNIT	SIZE (Weight/Content)	AMU	TOTAL 02 YEARS REQUIREMENT	RATE PER UNIT C. & F. ICD KAMALAPUR, DHAKA BANGLADESH BASIS			
						BRAND AND ORIGIN (TO BE QUOTED)	PACKING SIZE (TO BE QUOTED)	UNIT PRICE (F/C)	TOTAL PRICE (02 YEARS)
01.	Orange Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	Pkt	01 Ltr Pack	19,600	4,70,400				
02.	Apple Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	Pkt	01 Ltr Pack	12,000	2,88,000				
03.	Mango Nectar 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	Pkt	01 Ltr Pack	8,000	1,92,000				
04.	Tomato Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	Pkt	01 Ltr Pack	480	11,520				

Name of tenderer ----- Signature of Tenderer -----Date-----

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Price Schedule for Goods
(FRUIT JUICE ITEMS)

Invitation for Int'l Tender no. 04/2021

Dated: 27-04-2021

PRICE OF GOODS AND DELIVERY SCHEDULE.

01 SL NO	02 NAME OF ITEMS AND DESCRIPTION	03 UNIT	04 SIZE (Weight/Content)	05 AMU	06 TOTAL 02 YEARS REQUIREMENT	07 RATE PER UNIT EX-BFCC, HSIA, DHAKA BASIS			
						BRAND AND ORIGIN (TO BE QUOTED)	PACKING SIZE (TO BE QUOTED)	UNIT PRICE (BDT)	TOTAL PRICE (02 YEARS)
01.	Orange Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	Pkt	01 Ltr Pack	19,600	4,70,400				
02.	Apple Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	Pkt	01 Ltr Pack	12,000	2,88,000				
03.	Mango Nectar 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	Pkt	01 Ltr Pack	8,000	1,92,000				
04.	Tomato Juice 100% Natural, Aseptic Pack (Tetra Pack) 01 Ltr Per Pack	Pkt	01 Ltr Pack	480	11,520				

Name of tenderer ----- Signature of Tenderer ----- Date-----

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PRODUCT SPECIFICATIONSASEPTIC PACK FRUIT JUICEHygiene Requirement of the Suppliers:

- i. Supplier must submit its company fact profile and fill up questionnaire before start supplying fruit juices.
- ii. Chemical composition and microbiological analysis report from an approved laboratory must be submitted during submission of Tender.
- iii. On-site hygiene audit shall be arranged once in a contract period.
- iv. A complete customer list should be provided.
- v. Preference shall be given to ISO and HACCP certified company.
- vi. Supplied juice must be free from harmful chemicals, colour (Vegetable colour acceptable), microorganisms or other health hazard chemicals and additives.

Limits of Chemicals:

i.	Arsenic (As)	-	0.2 mg/Ltr
ii.	Lead (Pb)	-	0.3 mg/Ltr
iii.	Copper (Cu)	-	5 gm/Ltr
iv.	Zink (Zn)	-	5 gm/Ltr
v.	Iron (Fe)	-	15 gm/Ltr
vi.	Tin	-	250 gm/Ltr
vii.	Sum of Copper, Zink and Iron	-	20 gm/Ltr
viii.	Sulphur dioxide	-	10 gm/Ltr

Specifications of Fruit Juices:01. Orange Juice:

Unfermented but fermentable Juice, intended for direct consumption, obtained by a mechanical process from the endocarp of sound, ripe Orange (*Citrus sinensis* L. Osbeck), preserved exclusively by physical means.

Type	:	100% natural.
Brand	:	Any suitable renowned brand.
Style	:	Aseptic pack (Tetra pack).
Pack size	:	01 Litre per pack.
Shelf-Life	:	Min. 09 month at the receiving point of BFCC.

Essential Composition & Quality Factors:

a)	Fruit Juice	:	Min. 85% m/m.
b)	Soluble solids	:	Min. 20% m/m at temperature 20°C.
c)	Sugar	:	Max. 50 gm/Ltr
d)	Ethanol content	:	Max. 3 gm/Ltr
d)	Volatile acids	:	Trace.
e)	Essential oil	:	Max. 0.4 ml/Ltr

Organoleptic Properties:

The product shall have the characteristic colour, taste and flavor/aroma of Orange Juice.

Rejection Criteria:

If out of specifications, Juice packs are damaged, perforated, two third of shelf-life is over, origin/composition/date mark is not properly labeled.

02. Apple Juice:

Unfermented but fermentable Juice, intended for direct consumption, obtained by a mechanical process from sound, ripe Apples (*Pyrus malus* L.), preserved exclusively by physical means. The Juice shall be clear.

Type	:	100% natural.
Brand	:	Any suitable renowned brand.
Style	:	Aseptic pack (Tetra pack).
Pack size	:	01 Litre per pack.
Shelf-Life	:	Min. 09 month at the receiving point of BFCC.

Essential Composition & Quality Factors:

a)	Fruit Juice	:	Min. 85% m/m.
b)	Soluble solids	:	Min. 20% m/m at temperature 20°C.
c)	Ethanol content	:	Max. 5 gm/Ltr.
d)	Volatile acids	:	Max. 0.4 gm/Ltr as acetic acid.

Organoleptic Properties:

The product shall have the characteristic colour, taste and flavor/aroma of Apple Juice.

Rejection Criteria:

If out of specifications, Juice packs are damaged, perforated, two third of shelf-life is over, origin/composition/date mark is not properly labeled.

03. Mango Nectar:

Unfermented but fermentable pulpy product, intended for direct consumption, obtained by blending the total edible sieved or ground or homogenized product of sound, ripe mangoes (*Mangifera indica* L.), concentrated or unconcentrated, with water and sugar and preserved exclusively by physical means.

Type	:	100% natural.
Brand	:	Any suitable renowned brand.
Style	:	Aseptic pack (Tetra pack).
Pack size	:	01 Litre per pack.
Shelf-Life	:	Min. 09 month at the receiving point of BFCC.

Essential Composition & Quality Factors:

a)	Fruit Juice	:	Min. 30% m/m.
b)	Soluble solids	:	Min. 20% m/m at temperature 20°C.
c)	Ethanol content	:	Max. 3 g/Ltr.
d)	Volatile acids	:	Trace.
e)	Essential oil	:	Max. 0.4 ml/Ltr.

Organoleptic Properties:

The product shall have the characteristic colour, taste and flavor/aroma of mango.

Rejection Criteria:

If out of specifications, Juice packs are damaged, perforated, two third of shelf-life is over, origin/composition/date mark is not properly labeled.

04. Tomato Juice:

Unfermented but fermentable Juice, intended for direct consumption, obtained by mechanical process from sound, ripe, red or reddish Tomatoes (*Lycopersicum esculentum* L.), preserved exclusively by physical means. The Juice is strained to make it free from skins, seeds and other coarse parts of Tomatoes and impurities.

Type	:	100% natural.
Brand	:	Any suitable renowned brand.
Style	:	Aseptic pack (Tetra pack).
Pack size	:	01 Litre per pack.
Shelf-Life	:	Min. 09 month at the receiving point of BFCC.

Essential Composition & Quality Factors:

a) Fruit Juice	:	Min. 85% m/m.
b) Soluble solids	:	Min. 10% m/m at temperature 20°C.
c) Salt	:	Permissible amount.

Organoleptic Properties:

The product shall have the characteristic colour, taste and flavor/aroma of Tomato Juice.

Rejection Criteria:

If out of specifications, Juice packs are damaged, perforated, two third of shelf-life is over, origin/composition/date mark is not properly maintained.

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Biman Flight Catering Centre
Hazrat Shahjalal International Airport, Dhaka.

INTERNATIONAL TENDER NOTICE NO. 04/2021 DATED: 27-04-2021

PROCUREMENT OF FRUIT JUICE ITEMS (FOREIGN) (01 LTR ASEPTIC PACK) .

SUPPLIER QUESTIONNAIRSE DOCUMENTS.

Questionnaire Completed by :

Position/Job Title :

Company Name :

To be best of my knowledge all information detailed in this questionnaire is factually correct.

Signed :

Date :

This Section For Biman Flight Catering Centre Use Only

Completed from/Documents Received :

Date :

Name :

Signature :

Full approval given : Yes/No

Qualified Approval Given : Yes/No

Supporting Comments :

BFCC Management Notified :

SUPPLIER QUESTIONNAIRE DOCUMENT

Company Background :

Company Name :

Parent Company :
(If different from above)

Company Address :

Telephone No :

Fax No :

E-mail Address :

Type of Business :
(Manufacturer/Distributor
Wholesaler/Other)

Core Product/Item	Pack Type	Pack Size	Packaging

Contd.....P/13

FOOD SAFETY MANAGEMENT

01. Does Your Company have a food hygiene/Food Safety Policy Statement? If yes please attach a copy.

Yes

No

02. Does your company subscribe to any of the following?

Scheme	Detail	Comment
SQF		
ISO 22000		
HACCP		
BRC		
HALAL CERTIFICATION		

03. If the answer to all the above is no. Please comment on your quality assurance controls.

Contd.....P/14

PLEASE GIVE DETAILED ANSWERS TO THE FOLLOWING:

	Comment & Detail
<p>Do you have a food safety-training programme?</p> <p>i. e. Staff trained to what level:</p> <p>.....basic</p> <p>.....intermediate</p> <p>.....advanced</p>	
<p>Is your food safety training programme?</p> <p>a) Examination based</p> <p>b) External/Internal</p>	
<p>Do you keep individual records of staff training?</p>	

Contd.....P/15

BUILDING AREA:

Details of construction and state of maintenance.

Area	Floor	Walls	Ceilings
Goods Delivery			
Storage			
Production			
Packaging/Assembly			
Dispatch			

Give details of drainage & water supply:

Is the plant and equipment in a good state or repair? Yes or No.

Do you have a planned maintenance schedule? Yes or No.

Is there a documented maintenance report for all equipment? Yes or No

Are food production/handling areas are separated e. g. raw/finished? Yes or No.

Has a HACCP study been undertaken to identify all?

Potential safety Hazards and associated risks? Yes or No.

Do you follow Halal procedure? Yes or No.

Do you handle Halal and non-halal together? Yes or No.

Do you keep allergen products separate? Yes or No.

Please attach details of above:

Contd.....P/16

MICROBIOLOGICAL TESTING:

Is microbiological testing carried out by your company? Yes or No.

Is this carried out by an accredited Laboratory? Give Details.

Give details of microbiological criteria:

Are products released only on completion of satisfactory microbiological tests? Yes/No.

Chemical Analysis:

Please give the chemical analysis report of your product to be supplied.

Contd.....P/17

Please give details on the following:

01. Are internal audits or Hygiene inspections documented? Yes/No.

Comments and detail

02. Are foreign body control procedures in place e. g. metal detector, decanting procedures, glass policy etc.

Comments and detail

03. Is there full tractability of all products through Manufacturer, Storage and delivery?

Comments and detail

Cleaning/Sanitizing/Pest Control of Unit:

Please answer in detail the following:

Subject	Comment & Detail
Are cleaning schedules available for all areas? Please enclose a copy:	
Are sanitizers used in food contract areas? Please give details:	
Are detailed records available of cleaning standards achieved?	
Who is responsible for pest control in your buildings?	
Are details available showing pest infestation/control methods/bait/plan/insecticides and pesticides used?	

Contd.....P/19

General Information:

Please detail any further information that you consider may be of assistance:

A large, empty rectangular box with a thin black border, intended for the respondent to provide additional information. The box is currently blank.

Thank you for taking the time to complete this questionnaire.