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Tender

Contract for Provision of Funeral Services

City & County of Swansea

F02: Contract notice

Notice identifier: 2023/S 000-001908

Procurement identifier (OCID): ocds-h6vhtk-039976

Published 20 January 2023, 4:27pm

Section I: Contracting authority

I.1) Name and addresses

City & County of Swansea

Civic Centre

Swansea

SA1 3SN

Contact

Lisa Evans

Email

procurement@swansea.gov.uk

Telephone

+44 7966230649

Country

United Kingdom

NUTS code

UKL18 - Swansea

Internet address(es)

Main address

<http://www.swansea.gov.uk/dobusiness>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0254

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://etenderwales.bravosolution.co.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<http://etenderwales.bravosolution.co.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Contract for Provision of Funeral Services

Reference number

CCS/22/268

II.1.2) Main CPV code

- 98371000 - Funeral services

II.1.3) Type of contract

Services

II.1.4) Short description

Under the Public Health (Control Of Disease) Act 1984 the Council has a statutory duty to dispose of human remains when there is no family, or the family are unwilling or unable to make arrangements. The contracted funeral service provides an economic means of fulfilling the Council's responsibility.

The Council expects a contract funeral to be handled as professionally as a private funeral, and to that end items included in Annex 2: Price Schedule form part of this specification.

Certain fees are fixed and will be the same for all submitting a tender. These include cremation fees and doctor's fees. There is no need to submit tendered prices for these items.

The Council expects the successful funeral director to meet with the requirements of relevant legislation, in particular the Environmental Protection Act 1990 and such instructions as may be issued by the Institute Of Cemetery & Crematorium Management, Federation Of Burial & Cremation Authorities, Professional Trade Associations and the ICCM Charter For The Bereaved.

II.1.5) Estimated total value

Value excluding VAT: £0.01

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKL18 - Swansea

Main site or place of performance

Swansea

II.2.4) Description of the procurement

Under the Public Health (Control Of Disease) Act 1984 the Council has a statutory duty to dispose of human remains when there is no family, or the family are unwilling or unable to make arrangements. The contracted funeral service provides an economic means of fulfilling the Council's responsibility.

The Council expects a contract funeral to be handled as professionally as a private funeral, and to that end items included in Annex 2: Price Schedule form part of this specification.

Certain fees are fixed and will be the same for all submitting a tender. These include cremation fees and doctor's fees. There is no need to submit tendered prices for these items.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

(With The Option Of Extending Up To a Further 24 months)

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

The Council expects the successful funeral director to meet with the requirements of relevant legislation, in particular the Environmental Protection Act 1990 and such instructions as may be issued by the Institute Of Cemetery & Crematorium Management, Federation Of Burial & Cremation Authorities, Professional Trade Associations and the ICCM Charter For The Bereaved.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The Council expects the successful funeral director to meet with the requirements of relevant legislation, in particular the Environmental Protection Act 1990 and such instructions as may be issued by the Institute Of Cemetery & Crematorium Management, Federation Of Burial & Cremation Authorities, Professional Trade Associations and the ICCM Charter For The Bereaved.

Unless there is written evidence that the deceased was against cremation, funeral arrangement will be for cremation at Morryston Crematorium. Unless family members wish to scatter the ashes, scattering will be carried out in the garden of remembrance at Morryston.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

23 February 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English, Welsh

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 24 April 2023

IV.2.7) Conditions for opening of tenders

Date

23 February 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Contract Period: 1st April 2023 to 31st March 2024

(With The Option Of Extending Up To a Further 24 months)

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Register your company on the eTenderWales portal (this is only required once):

- Navigate to the portal: <http://etenderwales.bravosolution.co.uk>
 - Click the “Suppliers register here” link.
 - Enter your correct business and user details.
 - Note the username you chose and click “Save” when complete.
 - You will shortly receive an e-mail with your unique password (please keep this secure).
 - Agree to the terms and conditions and click “continue”.
2. Express an interest in the project:
- Login to the portal with your username/password.
 - Click the “ITTs Open to All Suppliers” link (these are the ITTs open to any registered supplier).
 - Click on the relevant ITT to access the content.

— Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.

— This will move the ITT into your “My ITTs” page (this is a secure area reserved for your projects only).

— Click on the ITT code. You can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.

3. Responding to the invitation to tender:

— You can now choose to “Reply” or “Reject” (please give a reason if rejecting).

— You can now use the “Messages” function to communicate with the buyer and seek any clarification.

— Note the deadline for completion, then follow the onscreen instructions to complete the ITT.

— There may be a mixture of online and offline actions for you to perform (there is detailed online help available).

If you require any further assistance use the online help. Alternatively, the BravoSolution helpdesk can be contacted (Monday to Friday, 8:00 to 18:00) on:

— E-mail: help@bravosolution.co.uk

— Phone: +44 8003684850

Thanks

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=127836

(WA Ref:127836)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Legal, Democratic and Business Intelligence, Swansea Council,

Civic Centre, Oystermouth Road, Maritime Quarter,

Swansea,

SA1 3SN

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Procurement Department,

Civic Centre, Oystermouth Road, Maritime Quarter,

Swansea,

SA1 3SN

Email

procurement@swansea.gov.uk

Telephone

+44 7966230649

Country

United Kingdom

Internet address

<https://www.swansea.gov.uk/procurement>