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Contract

WHHT - Funeral Services

West Hertfordshire Hospitals NHS Trust

F03: Contract award notice

Notice identifier: 2021/S 000-003633

Procurement identifier (OCID): ocids-h6vhtk-029599

Published 23 February 2021, 10:56pm

Section I: Contracting authority

I.1) Name and addresses

West Hertfordshire Hospitals NHS Trust

Watford General Hospital

Watford

WD18 0HB

Contact

Alexander Trollope

Email

alex.trollope@nhs.net

Country

United Kingdom

NUTS code

UKH - EAST OF ENGLAND

Internet address(es)

Main address

<https://www.westhertshospitals.nhs.uk/default.asp>

Buyer's address

https://nhs.bravosolution.co.uk/nhs_collaborative/web/login.html

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

WHHT - Funeral Services

Reference number

T/10-20/967

II.1.2) Main CPV code

- 98371000 - Funeral services

II.1.3) Type of contract

Services

II.1.4) Short description

The West Hertfordshire Hospitals NHS Trust (WHHT) invited tenders for funeral services. The tender was split into two lots — adult funeral services and child funeral services.

Bidders were able to submit tenders for one lot only or for both. The anticipated contract length is an initial 3 years commencing 1 March 2021, with options to extend, up to a maximum of 5 years

II.1.6) Information about lots

This contract is divided into lots: Yes

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £250,000

II.2) Description

II.2.1) Title

Adult Funeral Services

Lot No

A

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services

II.2.3) Place of performance

NUTS codes

- UKH - EAST OF ENGLAND

II.2.4) Description of the procurement

This lot for adult funeral services shall apply to those funeral services where the deceased is 12 years of age or over.

Full details of the Trust's requirements are available in the specification contained within the tender documentation. Core requirements include:

— The contract(s) shall be performed generally in accordance with the Code of Practice of the National Association of Funeral Directors (NAFD);

— The contractor(s) will be required to carry out basic cremations and burials as instructed by the WHHT. Funerals will be conducted in a professional manner, with punctuality, decency, decorum and respect for a diverse range of cultures whether or not mourners

are in attendance;

— Contractors' staff will be expected to have received training with respect to their specific duties and must use the appropriate dress code;

— All funeral arrangements will be made in accordance with the requirements of the Trust, patient and relatives. The WHHT's bereavement services or other nominated location is to be informed of any changes to agreed arrangements at least 72 hours before the time of the funeral;

— Funeral directors shall use every endeavour to ensure that the client, and also the Trust, understand the range of services and care offered, the prices and also any known disbursements, being the fees which may be paid out on behalf of the Trust, to Ministers of Religion, Civil Celebrates, Cemetery or Crematorium fees, and suchlike;

— The contractor(s) shall ensure that the appropriate certificates are issued and all other documentation (such as ensuring the correct identity of the deceased) has been completed before a funeral takes place;

— The services shall be provided in accordance with the specification and, except in emergencies, the contractor(s) shall not deviate from the specification without the prior written consent of the Trust's Authorised Officer.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Commercial / Weighting: 40

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) Description

II.2.1) Title

Child Funeral Services

Lot No

B

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services

II.2.3) Place of performance

NUTS codes

- UKH - EAST OF ENGLAND

II.2.4) Description of the procurement

This lot for child funeral services applies to those funeral services where the deceased is under 12 years of age, including funeral services for stillborn or infants, and foetal disposal arrangements (non-viable births – NVBs).

Full details of the Trust's requirements will be available in the specification contained within the tender documentation. Core requirements include:

- The contract(s) shall be performed generally in accordance with the Code of Practice of the National Association of Funeral Directors (NAFD);
- The contractor(s) will be required to carry out basic cremations and burials as instructed by the WHHT. Funerals will be conducted in a professional manner, with punctuality, decency, decorum and respect for a diverse range of cultures whether or not mourners are in attendance;
- Contractors' staff will be expected to have received training with respect to their specific duties and must use the appropriate dress code;
- All funeral arrangements will be made in accordance with the requirements of the Trust, patient and relatives. The WHHT's bereavement services or other nominated location is to be informed of any changes to agreed arrangements at least 72 hours before the time of the funeral;
- Funeral directors shall use every endeavour to ensure that the client, and also the Trust, understand the range of services and care offered, the prices and also any known disbursements, being the fees which may be paid out on behalf of the Trust, to Ministers of Religion, Civil Celebrates, Cemetery or Crematorium fees, and suchlike;
- The contractor(s) shall ensure that the appropriate certificates are issued and all other

documentation (such as ensuring the correct identity of the deceased) has been completed before a funeral takes place;

— The services shall be provided in accordance with the specification and, except in emergencies, the contractor(s) shall not deviate from the specification without the prior written consent of the Trust's Authorised Officer.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 60

Cost criterion - Name: Commercial / Weighting: 40

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

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.2.1) Previous publication concerning this procedure

Notice number: [2020/S 247-615624](#)

Section V. Award of contract

Lot No

A

Title

Adult Funeral Services

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

23 February 2021

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 1

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

J&S Funeral Service Ltd

Welwyn Garden City

Country

United Kingdom

NUTS code

- UKH - EAST OF ENGLAND

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £250,000

Section V. Award of contract

Lot No

B

Title

Child Funeral Services

A contract/lot is awarded: No

V.1) Information on non-award

The contract/lot is not awarded

No tenders or requests to participate were received or all were rejected

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

High Court of Justice

Strand, City of Westminster

London

WC2A 2LL

Country

United Kingdom