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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](mailto: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](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

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**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

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## **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](#)

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## **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

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### **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

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### **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