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Tender

## **WHHT - Baby Funeral Services**

West Hertfordshire Hospitals NHS Trust

F02: Contract notice

Notice identifier: 2021/S 000-004766

Procurement identifier (OCID): ocds-h6vhtk-029a0f

Published 9 March 2021, 10:56pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

West Hertfordshire Hospitals NHS Trust

Watford General Hospital, Vicarage Road

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.3) Communication**

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

[https://nhs.bravosolution.co.uk/nhs\\_collaborative/web/login.html](https://nhs.bravosolution.co.uk/nhs_collaborative/web/login.html)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://nhs.bravosolution.co.uk/nhs\\_collaborative/web/login.html](https://nhs.bravosolution.co.uk/nhs_collaborative/web/login.html)

Tenders or requests to participate must be submitted to the above-mentioned address

## **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 - Baby Funeral Services

Reference number

T/03-21/1033

#### **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) is inviting tenders for baby funeral services. The anticipated contract length is an initial 3 years, with options to extend, up to a maximum of 5 years.

#### **II.1.5) Estimated total value**

Value excluding VAT: £120,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKH - EAST OF ENGLAND

#### **II.2.4) Description of the procurement**

Child funeral services apply to those funeral services where the deceased is under 12 years of age, including funeral services for stillborn or infants, and fetal disposal arrangements (non-viable fetuses – NVFs).

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**

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

### **II.2.6) Estimated value**

Value excluding VAT: £120,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend 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

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

Date

16 April 2021

Local time

12:00pm

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

English

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

Duration in months: 6 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

16 April 2021

Local time

12:01pm

Place

Hertfordshire NHS Procurement, 2nd Floor, The Gate House, Fretherne Road, Welwyn Garden City, Herts., AL8 6NS

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court of Justice

London

Country

United Kingdom