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Tender

## **Funeral Director Services**

The City of Edinburgh Council  
Midlothian Council

F02: Contract notice

Notice identifier: 2024/S 000-006493

Procurement identifier (OCID): ocds-h6vhtk-04443d

Published 29 February 2024, 11:10am

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

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

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

#### **Contact**

Nicole Sherry

#### **Email**

[nicole.sherry@edinburgh.gov.uk](mailto:nicole.sherry@edinburgh.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00290](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290)

**I.1) Name and addresses**

Midlothian Council

Midlothian House, Buccleuch Street

Dalkeith

EH22 1DN

**Email**

[procurement@midlothian.gov.uk](mailto:procurement@midlothian.gov.uk)

**Telephone**

+44 1312707500

**Country**

United Kingdom

**NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

<http://www.midlothian.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00336](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00336)

## **I.2) Information about joint procurement**

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

Midlothian Council will be able to call-off from this Framework Agreement.

## **I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

## **I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Funeral Director Services

Reference number

CT1087

#### **II.1.2) Main CPV code**

- 98370000 - Funeral and related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The City of Edinburgh Council intends to establish a single Lot Framework Agreement for the provision of Funeral Services under the terms of Section 87 of the Burial and Cremation Act (Scotland) 2016. This will include the provision of funeral services, transport and storage of the deceased.

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

Value excluding VAT: £250,000

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

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

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh - Mortonhall Crematorium and Craigmillar Castle Park Cemetery. Please refer to tender documentation for further information.

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

The City of Edinburgh Council intend to establish a single Lot Framework Agreement for the provision of Funeral Services under the terms of Section 87 of the Burial and Cremation Act (Scotland) 2016. This will include provision of funeral services, transport and storage of the deceased. In terms of Section 87 of the Burial and Cremation Act (Scotland) 2016, the Council has a duty to make funeral arrangements for any person who dies or is found dead within the Local Authority area where no other Local Authority is liable to make those arrangements and where no other person has come forward to make a suitable funeral arrangement for the deceased.

This Framework Agreement will be primarily used by the City of Edinburgh Council, but Midlothian Council may also use this Framework Agreement.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will be let for an initial period of two years with the option to extend for up to a further two 12-month periods, undertaken at the sole discretion of the Council.

#### **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 III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

It is a mandatory requirement that the successful Provider is registered under the National Association of Funeral Directors (NAFD) or The National Society of Allied & Independent Funeral Directors (SAIF) and must follow the applicable Code of Conduct. Tenderers that do not meet these essential requirements, will be excluded from the tender process.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

This section refers to Section B of Part IV of the SPD (Scotland)

Minimum level(s) of standards possibly required

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.1 - Tenderers are required to have a minimum “general” annual turnover of GBP 125,000 for the last two financial years. Where a Tenderer does not have an annual turnover of this value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer’s suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.4 - Tenderers will be required provide the following information in response to 4B.4:

- Current ratio for Current Year: at least 1.10

- Current ratio for Prior Year: at least 1.10

The formula for calculating a Tenderer's current ratio is current assets divided by current liabilities. The acceptable range for each financial ratio is greater than 1.10. Where a Tenderer's current ratio is less than the acceptable value, the Council may exclude the Tenderer from the competition or may apply discretion seeking supporting evidence to determine the Tenderer's suitability to proceed in the competition.

Part IV: Selection criteria - B: Economic and financial standing – Question 4B.5b & c - Tenderers are required to hold, or commit to obtaining prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

- a. Employers (Compulsory) Liability Insurance - GBP 5 million
- b. Public and Product Liability Insurance - GBP 10 million
- c. Professional Indemnity - GBP 5 million
- d. Motor Vehicle Insurance on a fully comprehensive basis with an appropriate limit of indemnity as deemed by the Contractor

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Selection criteria as stated in the procurement tender documents and SPD.

Minimum level(s) of standards possibly required

Part IV: Selection Criteria – A: Service Contracts - Question 4A.2

It is a mandatory requirement that Providers are registered to The National Association of Funeral Directors (NAFD) OR The National Society of Allied and Independent Funeral Directors (SAIF) and that they follow the applicable Code of Conduct. Tenderers are required to confirm that they meet this mandatory requirement and provide evidence of such (e.g. registration certificate etc.) by way of attachment. Where a Tenderer does not demonstrate compliance to the Council's satisfaction, the Council may exclude the Tenderer from the competition.

Part IV: Selection criteria - C: Technical and Professional Ability – Question 4C.4 - Inclusion of prompt payment clause - Tenderers are required to confirm that they will include the standard clause in all contracts used in the delivery of the framework agreement, ensuring payment of sub-contractors at all stages of the supply chain within 30 days and include a point of contact for sub-contractors to refer to in the case of

payment difficulties. Where a Tenderer does not commit to the inclusion of a prompt payment clause, the Council may exclude the Tenderer from the competition.

Part IV: Selection criteria - D: Technical and Professional Ability – Question 4C.4 - Payment of the Real Living Wage - Tenderers are required to confirm that they will pay any staff that are directly involved in the delivery of the framework agreement (including any agency or sub-contractor staff), at least the Real Living Wage. Where a Tenderer does not commit to pay any staff that at least the Real Living Wage, the Council may exclude the Tenderer from the competition.

Part IV: Selection Criteria – C: Technical and Professional Ability – Question 4C.7 – Response to climate change emergency - Tenderers are required to provide evidence that their organisation is taking steps to build their awareness of the climate change emergency and provide details of how they have/will respond (to the climate change emergency). Tenderers must complete the Climate Change Plan Template, to supply information about their organisation’s carbon emissions sources and the steps that their organisation plans to take to reduce your carbon emissions, including any ongoing or completed plans. Responses do not need to include carbon emissions calculations. Where a Tenderer fails to demonstrate that it is taking steps to build awareness of the climate change emergency and reduce emissions, to the Council’s satisfaction, the Council may exclude the Tenderer from the competition.

Part IV: Selection criteria - D: Quality Assurance - Question 4D.1 - Health & Safety Policy - Tendering Organisations with more than 5 employees are required to have in place a Health & Safety Policy which is approved at a senior level within the Organisation and is reviewed regularly. To demonstrate compliance Tenderers must attach their Health & Safety Policy. Where a Tenderer does not have a Health & Safety Policy and is required to do so, the Council may exclude the Tenderer from the competition.

## **III.2) Conditions related to the contract**

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

**IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

**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

5 April 2024

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: 5 (from the date stated for receipt of tender)

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

Date

5 April 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: It is envisaged that this Contract opportunity will be advertised in the final quarter of 2025 if the extension options are not undertaken, otherwise, in the final quarter of 2026 or the final quarter of 2027.

### **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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25372. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Please see document entitled 'CT1087 Community Benefits Guidance' for further information.

(SC Ref:754269)

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

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

Sherriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom