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Tender

SCC APC Contract for a Transport Removals Service on Behalf of H.M. Coroner for Surrey

Surrey County Council

F02: Contract notice

Notice identifier: 2023/S 000-007335

Procurement identifier (OCID): ocds-h6vhtk-03b286

Published 14 March 2023, 9:53am

Section I: Contracting authority

I.1) Name and addresses

Surrey County Council

Woodhatch Place, 11 Cockshot Hill

Reigate

RH2 8EF

Contact

Andrew Clarke

Email

andrew.clarke@surreycc.gov.uk

Country

United Kingdom

Region code

UKJ2 - Surrey, East and West Sussex

Internet address(es)

Main address

www.surreycc.gov.uk

Buyer's address

<https://supplierlive.proactisp2p.com>

I.3) Communication

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

<https://supplierlive.proactisp2p.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com>

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

SCC APC Contract for a Transport Removals Service on Behalf of H.M. Coroner for Surrey

Reference number

DN1481

II.1.2) Main CPV code

- 98370000 - Funeral and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The Coroners Act 1988 places several duties on Local Authorities for the provision of a Coroner's Service. The Coroner is an independent judicial officer whose role is to investigate the causes of sudden deaths, deaths of unknown cause, unnatural or violent deaths or deaths in custody. Bodies that fall under the jurisdiction of the Coroner are transported to a designated mortuary under specific conditions for further investigation and possible post-mortem.

The proposed objectives of this procurement are as follows.

- To put in place via an open tender process a compliant contract to deliver a Coroner's Transport Removal service on behalf of HM Coroner for Surrey.
- To ensure the contract provides value for money.
- To deliver a contract which supports collaborative working and delivers continuous improvement.
- To deliver a service which compliments and helps to support other contracts such as the provision of mortuary services.

The proposed objectives of the contract are as follows:

- To meet the requirements of The Coroners Act 1988.
- The movement of deceased, coming under the jurisdiction of the Coroner, to a pre-designated mortuary for investigation.
- Collection of deceased within 1 hour of the call out.
- Adherence to strict procedures to ensure the dignity of the deceased is maintained at all times.

v. Adherence to strict procedures to ensure integrity of evidence that may be pertinent to a criminal investigation.

vi. Adherence to strict procedures to ensure safekeeping of any personal effects on the deceased and preservation of evidence (compliance).

In order to meet these objectives, The Council is seeking to appoint one or more contractors to cover the predetermined geographical lots within Surrey. The successful contractor(s) will be required to be member of one of the following:

i. National Association of Funeral Directors

ii. The National Society of Allied & Independent Funeral Directors

II.1.5) Estimated total value

Value excluding VAT: £456,000

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

II.2.3) Place of performance

NUTS codes

- UKJ2 - Surrey, East and West Sussex

II.2.4) Description of the procurement

Surrey County Council currently run a framework for the Transport Removals Service on Behalf of H.M. Coroner for Surrey. The framework consist of 3 lots;

Lot 1 - North Surrey

Lot 2 - South West Surrey

Lot 3 - South East Surrey.

Lot 2 was unawarded at the time and the council now wishes to run a procurement to

award a contractor to this lot.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 55

Quality criterion - Name: Social Value / Weighting: 5

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £456,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

It is anticipated that the contract term will be a maximum of 4 years (i.e., 2-year initial term plus options to extend for two 1-year periods thereafter).

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

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 appointed supplier will be required to actively participate in the achievement of social and/or environmental objectives. Accordingly, contract performance conditions will relate in particular to social, environmental or other corporate social responsibility considerations. Further details can be found in the procurement documents and 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

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: No

IV.2) Administrative information

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

Date

13 April 2023

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

IV.2.7) Conditions for opening of tenders

Date

13 April 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

Selection Questionnaire responses and tenders are to be completed electronically using the Proactis Supplier Network (the Portal) <https://supplierlive.proactisp2p.com/>. The Portal provides a web-based tool that provides a simple, secure and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and potential bidders. The Portal allows for tender clarifications and submitting your bid electronically. In order to bid for this opportunity, Candidates should register their organisation on the Portal. Bidders will remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from Bidders in connection with taking part in this procurement, regardless of whether such costs arise as a consequence direct or indirect of any amendments made to the procurement documents by the Council at any time. The Council reserves the right at any time to:

- (i) reject any or all responses and to cancel or withdraw this procurement at any stage;
- (ii) award a contract without prior notice;
- (iii) change the basis, the procedures and the time-scales set out or referred to within the procurement documents;
- (iv) require a bidder to clarify any submissions in writing and/or provide additional information (failure to respond adequately may result in disqualification);
- (v) terminate the procurement process; and
- (vi) amend the terms and conditions of the selection and evaluation process.

All discussions and correspondence will be deemed strictly subject to contract until a

formal contract is entered into. The formal contract shall not be binding until it has been signed and dated by the duly authorised representatives of both parties subject to a sufficient number of satisfactory responses being received.

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

Strand

London

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Any appeals should be promptly brought to the attention of the Head of Procurement of the Council at the address specified in Section I) above and will be dealt with in accordance with the requirements of the Public Contracts Regulations 2015. Any appeals must be brought within the timescales specified by the applicable law, including, without limitation, the Public Contracts Regulations 2015. In accordance with such Regulations, the Council will also incorporate a minimum 10 calendar day standstill period from the date information on award of contract is communicated to tenderers.