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Contract

## **Contract for Provision of Funeral Services**

City & County of Swansea

F03: Contract award notice

Notice identifier: 2023/S 000-012847

Procurement identifier (OCID): ocids-h6vhtk-039976

Published 4 May 2023, 4:27pm

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

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

City & County of Swansea

Civic Centre

Swansea

SA1 3SN

#### **Contact**

Lisa Evans

#### **Email**

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

#### **Telephone**

+44 7966230649

#### **Country**

United Kingdom

**NUTS code**

UKL18 - Swansea

**Internet address(es)**

Main address

<http://www.swansea.gov.uk/dobusiness>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0254](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0254)

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

The contract is awarded by a central purchasing body

**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**

Contract for Provision of Funeral Services

Reference number

CCS/22/268

**II.1.2) Main CPV code**

- 98371000 - Funeral services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Under the Public Health (Control Of Disease) Act 1984 the Council has a statutory duty to dispose of human remains when there is no family, or the family are unwilling or unable to make arrangements. The contracted funeral service provides an economic means of fulfilling the Council's responsibility.

The Council expects a contract funeral to be handled as professionally as a private funeral, and to that end items included in Annex 2: Price Schedule form part of this specification.

Certain fees are fixed and will be the same for all submitting a tender. These include cremation fees and doctor's fees. There is no need to submit tendered prices for these items.

The Council expects the successful funeral director to meet with the requirements of relevant legislation, in particular the Environmental Protection Act 1990 and such instructions as may be issued by the Institute Of Cemetery & Crematorium Management, Federation Of Burial & Cremation Authorities, Professional Trade Associations and the ICCM Charter For The Bereaved.

**II.1.6) Information about lots**

This contract is divided into lots: No

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

Value excluding VAT: £0.01

**II.2) Description****II.2.2) Additional CPV code(s)**

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

**II.2.3) Place of performance**

NUTS codes

- UKL18 - Swansea

Main site or place of performance

Swansea

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

Under the Public Health (Control Of Disease) Act 1984 the Council has a statutory duty to dispose of human remains when there is no family, or the family are unwilling or unable to make arrangements. The contracted funeral service provides an economic means of fulfilling the Council's responsibility.

The Council expects a contract funeral to be handled as professionally as a private funeral, and to that end items included in Annex 2: Price Schedule form part of this specification.

Certain fees are fixed and will be the same for all submitting a tender. These include cremation fees and doctor's fees. There is no need to submit tendered prices for these items.

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

Quality criterion - Name: Lowest Price / Weighting: 60

Price - Weighting: 60

#### **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.2.14) Additional information**

The Council expects the successful funeral director to meet with the requirements of relevant legislation, in particular the Environmental Protection Act 1990 and such instructions as may be issued by the Institute Of Cemetery & Crematorium Management, Federation Of Burial & Cremation Authorities, Professional Trade Associations and the ICCM Charter For The Bereaved.

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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: [2023/S 000-001908](#)

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## **Section V. Award of contract**

### **Contract No**

CCS/22/268

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

17 April 2023

#### **V.2.2) Information about tenders**

Number of tenders received: 2

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 2

Number of tenders received from tenderers from non-EU Member States: 0

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**

Sims and Jones Funeral Directors

240 Jersey Road, Bonymaen

Swansea

SA17DL

Telephone

+44 1792700501

Country

United Kingdom

NUTS code

- UKL18 - Swansea

The contractor is an SME

Yes

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

Total value of the contract/lot: £0.01

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## Section VI. Complementary information

### VI.3) Additional information

Register your company on the eTenderWales portal (this is only required once):

- Navigate to the portal: <http://etenderwales.bravosolution.co.uk>
- Click the “Suppliers register here” link.
- Enter your correct business and user details.
- Note the username you chose and click “Save” when complete.
- You will shortly receive an e-mail with your unique password (please keep this secure).
- Agree to the terms and conditions and click “continue”.

2. Express an interest in the project:

- Login to the portal with your username/password.
- Click the “ITTs Open to All Suppliers” link (these are the ITTs open to any registered supplier).
- Click on the relevant ITT to access the content.
- Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
- This will move the ITT into your “My ITTs” page (this is a secure area reserved for your projects only).
- Click on the ITT code. You can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.

3. Responding to the invitation to tender:

- You can now choose to “Reply” or “Reject” (please give a reason if rejecting).
- You can now use the “Messages” function to communicate with the buyer and seek any clarification.

— Note the deadline for completion, then follow the onscreen instructions to complete the ITT.

— There may be a mixture of online and offline actions for you to perform (there is detailed online help available).

If you require any further assistance use the online help. Alternatively, the BravoSolution helpdesk can be contacted (Monday to Friday, 8:00 to 18:00) on:

— E-mail: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

— Phone: +44 8003684850

Thanks

(WA Ref:131324)

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom

### **VI.4.2) Body responsible for mediation procedures**

Legal, Democratic and Business Intelligence, Swansea Council,

Civic Centre, Oystermouth Road, Maritime Quarter,

Swansea,



SA1 3SN

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

Procurement Department,

Civic Centre, Oystermouth Road, Maritime Quarter,

Swansea,

SA1 3SN

Email

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

Telephone

+44 7966230649

Country

United Kingdom

Internet address

<https://www.swansea.gov.uk/procurement>