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Tender

Provision of Funeral Services on behalf of the LB Hillingdon

London Borough of Hillingdon
London Borough of Hillingdon

F02: Contract notice

Notice identifier: 2021/S 000-014126

Procurement identifier (OCID): ocds-h6vhtk-02bea1

Published 21 June 2021, 10:45pm

Section I: Contracting authority

I.1) Name and addresses

London Borough of Hillingdon

London

Hillingdon

London

Email

AMayo@hillington.gov.uk

Country

United Kingdom

NUTS code

UKI74 - Harrow and Hillingdon

Internet address(es)

Main address

www.hillingdon.gov.uk

Buyer's address

www.hillingdon.gov.uk

I.1) Name and addresses

London Borough of Hillingdon

Uxbridge

Email

amayo@hillingdon.gov.uk

Country

United Kingdom

NUTS code

UKI74 - Harrow and Hillingdon

Internet address(es)

Main address

www.hillingdon.gov.uk

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

www.capitalesourcing.com

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.capitalesourcing.com

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

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

Provision of Funeral Services on behalf of the LB Hillingdon

II.1.2) Main CPV code

- 98371000 - Funeral services

II.1.3) Type of contract

Services

II.1.4) Short description

The London of Hillingdon is seeking a single supplier to provide a funeral service on behalf of the London Borough of Hillingdon.

The Funerals fall into two main categories: contract or community. LB Hillingdon will provide contract funerals where there are insufficient funds in the client's estate to pay for the funeral costs. Community funerals will be provided where the estate can not afford the cost of a funeral befitting the deceased and in consultation with the LB Hillingdon.

Funeral directors must be aware that the London Borough of Hillingdon has a diverse

group of clients in age and belief, whose wishes must be respected at all times.

Suppliers will be required to be members or affiliated of a professional body such as The National Association of Funeral Directors (NAFD) or similar and shall agree to follow and abide by the code of practice. Documentation of proof of membership of a professional body will be required and should be maintained throughout the length of the contract.

The initial contract term will be for three years with the option to extend for a further two years,.

The supplier is required to provide funeral arrangement service where requested by the LB Hillingdon and should overall aim to:

- a) Provide a respectful funeral service for both contract and community funerals taking into account the deceased person's age, religious or social beliefs as advised.
- b) Supply a minister of religion, interdenominational preacher or other speaker as requested;
- c) Adhere to current legislation regarding the disposal of remains and to show environmentally friendly policies;
- d) Act professional at all times;
- e) Maintain confidentiality at all times and
- f) To ensure that all practices and materials used/supplied conform to both LBH's guidelines and those of their represented body (NAFD or SAIF) and those required by legislation

The full service requirements can be found within the tender pack, via the tender portal, www.capitalesourcing.com

II.1.5) Estimated total value

Value excluding VAT: £440,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98371200 - Undertaking services

II.2.3) Place of performance

NUTS codes

- UKI74 - Harrow and Hillingdon

II.2.4) Description of the procurement

The London of Hillingdon is seeking a single supplier to provide a funeral service on behalf of the London Borough of Hillingdon.

The Funerals fall into two main categories: contract or community. LB Hillingdon will provide contract funerals where there are insufficient funds in the client's estate to pay for the funeral costs. Community funerals will be provided where the estate can afford the cost of a funeral befitting the deceased and in consultation with the LB Hillingdon.

Funeral directors must be aware that the London Borough of Hillingdon has a diverse group of clients in age and belief, whose wishes must be respected at all times.

The purpose of this tender is to award the contract to a single supplier for the provision of a funeral service as per the specification contained within the tender documents.

LB Hillingdon intend to award a three plus two contract(3+2) year contract starting in October 2021

II.2.5) Award criteria

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

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

2 year extension subject to satisfactory performance

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

2 year extension is available subject to satisfactory performance

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

As set out in the tender documents at www.capitalesourcing.com

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

13 July 2021

Local time

5:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

21 July 2021

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 invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The Contracting Authority reserves the right not to award any contract pursuant to this procurement exercise and / or abandon this procurement exercise at any time and / or award a contract for part of the services at its sole discretion. The Contracting Authority shall have no liability whatsoever to any applicant or tenderer as a result of its exercise of that discretion. For the avoidance of doubt, all costs incurred by any applicant and / or tenderer before signature of any contract with the Contracting Authority shall be incurred entirely at that applicants / tenderers risk

VI.4) Procedures for review

VI.4.1) Review body

London Borough of Hillingdon

Civic Centre, High Street

Uxbridge

UB8 1UW

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

High Court of England and Wales

Royal Courts of Justice, Strand

London

WC1A 2LL

Country

United Kingdom