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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@hillingsdon.gov.uk](mailto:AMayo@hillingsdon.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKI74 - Harrow and Hillingdon

## **Internet address(es)**

Main address

[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

Buyer's address

[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

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

London Borough of Hillingdon

Uxbridge

### **Email**

[amayo@hillingdon.gov.uk](mailto:amayo@hillingdon.gov.uk)

### **Country**

United Kingdom

### **NUTS code**

UKI74 - Harrow and Hillingdon

## **Internet address(es)**

Main address

[www.hillingdon.gov.uk](http://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](http://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](http://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

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# **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](http://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

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## **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](http://www.capitalesourcing.com)

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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

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



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## **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