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Tender

## **Provision of Funeral Service Arrangements for Public Health Funerals**

Glasgow City Council

F02: Contract notice

Notice identifier: 2023/S 000-018401

Procurement identifier (OCID): ocids-h6vhtk-03dd2f

Published 28 June 2023, 1:33pm

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

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

Glasgow City Council

40 John St, City Chambers

Glasgow

G2 1DU

#### **Contact**

Lindsay McGibbon

#### **Email**

[lindsay.mcgibbon@glasgow.gov.uk](mailto:lindsay.mcgibbon@glasgow.gov.uk)

#### **Telephone**

+44 1412876964

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**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>

**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 Service Arrangements for Public Health Funerals

Reference number

GCC005914CPU

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

- 98370000 - Funeral and related services

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

Services

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

The council is seeking tender submissions for the provision of funeral service arrangements for public health funerals. This contract is to appoint a supplier to provide a Collection to Cremation/Burial Funeral Service. This will include:

- collection of and bringing the deceased into care of funeral directors upon request.
- preparation and presentation of the deceased, covering no less than washing, dressing and hygienic treatment of the remains.
- provision of a simple coffin, suitable for burial or cremation.
- Transportation of the remains on the day of the funeral direct to the pre-determined location/final destination.
- provision of the necessary personnel on the day of the funeral to carry out the transportation and handover to the council officers on site.

This procurement will be conducted via the Public Contracts Scotland - Tender portal (PCS-T). We will apply a one stage Open procedure.

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PCS-T, and may be required to submit

Means of Proof before contract award. Bidders must refer to the specific requirements listed in Section III in this Contract Notice when

completing the SPD in PCS-T

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

Value excluding VAT: £300,000

#### **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

- UKM82 - Glasgow City

Main site or place of performance

Glasgow, UK

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

The council is seeking tender submissions for the provision of funeral service arrangements for public health funerals. This contract is to appoint a supplier to provide a Collection to Cremation/Burial Funeral Service. This will include:

- collection of and bringing the deceased into care of funeral directors upon request.
- preparation and presentation of the deceased, covering no less than washing, dressing and hygienic treatment of the remains.
- provision of a simple coffin, suitable for burial or cremation.
- Transportation of the remains on the day of the funeral direct to the pre-determined location/final destination.

- provision of the necessary personnel on the day of the funeral to carry out the transportation and handover to the council officers on site.

The contract will require compliance with all the relevant legislation/regulations both general and specific/defined.

This procurement will be conducted via the Public Contracts Scotland - Tender portal (PCS-T). We will apply a one stage Open procedure.

Bidders must self-certify their adherence to the conditions of participation via the SPD (Scotland) in PCS-T, and may be required to submit Means of Proof before contract award. Bidders must refer to the specific requirements listed in Section III in this Contract Notice when completing the SPD in PCS-T. The contract will require compliance with all the relevant legislation/regulations both general and specific/defined.

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

Quality criterion - Name: Expertise – Funeral Service Methodology/Process / Weighting: 11%

Quality criterion - Name: Expertise – Preparation & Refrigeration Process / Weighting: 8%

Quality criterion - Name: Service Delivery – Response Time / Weighting: 5%

Quality criterion - Name: Service Delivery – Resources & Out of Hours Process / Weighting: 3%

Quality criterion - Name: Supply Chain and Operational Sustainability / Weighting: 8%

Quality criterion - Name: Fair Work First / Weighting: 5%

Price - Weighting: 60

#### **II.2.6) Estimated value**

Value excluding VAT: £300,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract duration is for 3 Years with an option to extend for a further 2 periods of up to 12 months each.

#### **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

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

Economic operators may be excluded from this competition if there are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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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

Where it is required within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service. Bidders must confirm if they hold the particular authorisation or memberships.

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

List and brief description of selection criteria

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the

commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 10 million GBP

Public Liability Insurance = 5 million GBP

Motor Insurance = Statutory Motor Insurance cover as per the Road Traffic Act 1988

Bidders must comply with the undernoted financial requirements in order to participate in the tendering process:-

There is a minimum financial requirement that affects trading performance and balance sheet strength.

Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

#### Trading Performance

An overall positive outcome on EBITDA earnings over a 3 year period.

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio EBITDA/Turnover

#### Balance Sheet Strength

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities

If an applicant is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

An applicant should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Applicants who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the

period in which they have been trading.

Applicants who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Glasgow City Council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing.

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

List and brief description of selection criteria

Bidders are required to provide two relevant examples of your organisations recent (within the last 3 years) experience in delivering services of a similar nature and scale as specified in the Contract Notice and scope of service - Section 4 of the ITT document.

Please refer to the ITT document and the SPD for further details

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

### **III.2.2) Contract performance conditions**

Key Performance Indicators as outlined with the Procurement Document Invitation to Tender



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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

28 July 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: 4 (from the date stated for receipt of tender)

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

Date

28 July 2023

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: The contract duration is for 3 Years with an option to extend for a further 2 periods of up to 12 months each.

### **VI.3) Additional information**

Health & Safety — the H&S Questionnaire is contained in the attachments section of PCS-T. Bidders must respond to the H&S

Questionnaire as part of their submission. Documented evidence validating responses provided to the H&S Questionnaire must also be

returned with your submission. As Health & Safety is pass/fail criteria, failure to provide a completed questionnaire and/or provide the

evidence requested at with your tender submission may result in your organisation being assessed as having failed.

Bidders must note the implications FOI legislation and ensure that any info they wish the council to consider withholding is indicated. (NB

the council does not bind itself to withhold this info). Tenderers Amendments - Bidders must enter any clause, condition, amendment to

specification or any other qualification they may wish to make conditional to this offer within the Tenderers Amendment statement on

PCS-T. Prompt Payment - The successful tenderer shall, as a condition of being awarded, be required to demonstrate to the council's

satisfaction that all funds due permitted sub-contractors are paid timeously and as a minimum, invoices rendered by subcontractors shall be

paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to

any sub-sub-contractors. Bidders will be required to complete the prompt payment statement and Non-collusion statement within PCS-T.

Insurance Mandate - All successful suppliers will be required to sign an Insurance Mandate, contained in the Qualification Envelope within the PCS Tender portal authorising the Council to request copies of insurance documents from the supplier's insurance provider. If the mandate is not signed and returned the Council reserves the right to request copies of insurance certificates from bidders at any point during the contract period.

Terms and Conditions are located within the buyers attachments area within the PCS Tender portal.

Additional information pertaining to this contract notice is contained in the Invitation to Tender situated within the buyers attachments area

of PCS-T. Bidders must ensure they read this document in line with this contract notice

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24517. For more information see:

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

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:

Community Benefits will be a mandatory requirement of the contract with delivery of 25 Community Benefit Points deliverable over the

full duration of the contract, more details can be found in the procurement documents

(SC Ref:736925)

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

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

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G5 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Telephone

+44 1414298888

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/glasgow-sheriff-court-and-justice-of-the-peace-court>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland)

Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and

the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so.

