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Tender

## **Cemetery & Crematorium Administration System**

City of London Corporation

F02: Contract notice

Notice identifier: 2024/S 000-020953

Procurement identifier (OCID): ocds-h6vhtk-047c00

Published 9 July 2024, 3:54pm

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

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

City of London Corporation

Guildhall

London

EC2P 2EJ

#### **Email**

[Mitchell.Walker@cityoflondon.gov.uk](mailto:Mitchell.Walker@cityoflondon.gov.uk)

#### **Telephone**

+44 2076063030

#### **Country**

United Kingdom

#### **Region code**

UKI - London

**Internet address(es)**

Main address

<https://www.cityoflondon.gov.uk>

Buyer's address

[www.capitalesourcing.com](http://www.capitalesourcing.com)

**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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.capitalesourcing.com](http://www.capitalesourcing.com)

**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**

Cemetery & Crematorium Administration System

Reference number

prj\_COL\_24087 or itt\_COL\_18448

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

- 79121100 - Software copyright consultancy services

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

Services

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

??The City of London Cemetery and Crematorium is a major burial and cremation facility for Northeast London and part of Southwest Essex and is visited by around 250,000 people annually. Each year the City of London Cemetery and Crematorium carries out around 900 earth burials and 2600 cremations a year.

??The current burial and cremation administration system is used to record and manage burials and cremations. It has outlived its effectiveness due to the limited updates to the system. Hosted on the City of London network, this system frequently experiences crashes, lacks integration with other cemetery systems, and is outdated. Consequently, it fails to meet user requirements. The Cemetery also still relies on hand-drawn maps dating back to when the cemetery was first opened in 1856.

?The Cemetery requires an end-to-end admin management system that is fully integrated with GIS mapping. This system should serve as the single source of truth and seamlessly link customer accounts and databases. Furthermore, the Cemetery is interested in acquiring a system capable of integrating with the City's finance systems. This will ensure a streamlined and efficient operation, enhancing the overall management of the Cemetery.

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

Value excluding VAT: £280,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 72417000 - Internet domain names
- 79121100 - Software copyright consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

The City of London Cemetery & Crematorium, Aldersbrook Rd, London E12 5DQ

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

??The City of London Cemetery and Crematorium is a major burial and cremation facility for Northeast London and part of Southwest Essex and is visited by around 250,000 people annually. Each year the City of London Cemetery and Crematorium carries out around 900 earth burials and 2600 cremations a year.

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

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

documents

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

Value excluding VAT: £280,000

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

Duration in months

84

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The core contract terms is 60 months with the optional of an additional 24 month extension Therefore the potential contract length is 84 months.

Please note that the contract value is up to £280,000 per annum in line with the published Tender Documents and the published Terms & Conditions, for the entire 7 year duration (84 months).

### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As stated within the procurement documents.

#### **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 stated within the procurement documents.

## **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

8 August 2024

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

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

Date

8 August 2024

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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

This tendering exercise is being undertaken using the electronic tendering system 'capitalEsourcing' ([www.capitalesourcing.com](http://www.capitalesourcing.com)). Suppliers will need to register an interest on the system in order to participate and registration is free.

The estimated value given at II.2.6) is for the full duration of the contract including the maximum possible extensions. The estimated contract value is therefore £280,000.

Participants should register as a supplier on the portal using the aforementioned URL/link (if not already), then search for the opportunity titled using the Reference number stated below.

The procurement is being run as a one stage process under the open procedure and therefore, if your organisation would like to participate in this tender exercise, it can by completing and returning the Qualification Envelope and the Invitation To Tender documents which can be found on the City's e-procurement portal at: [www.capitalesourcing.com](http://www.capitalesourcing.com) with the Reference number: prj\_COL\_24087 or itt\_COL\_18448.

Organisations must submit their completed Qualification Envelope and Invitation to Tender documents, via the system by the return deadline in order to participate and registration is free. Qualification Envelopes and Invitation to Tender (ITT) documents cannot be uploaded after the return deadline.

The contracting authority will not be held accountable for any errors made by an organisation in submitting their applicable Qualification Envelopes and Invitation to Tender (ITT) documents.

The contracting authority reserves the right at any time to vary the timescales in this notice, cease the procurement process and not award the agreement or to award only part of the opportunity described in this notice. If the contracting authority takes up any of these rights then it will not be responsible for, or pay the expenses or losses, which may be incurred by any candidate or tenderer as a result. Economic operators are solely responsible for their costs and expenses incurred in connection with the preparation of their tender submissions and all stages throughout the procurement. Under no circumstances will the contracting authority be liable for costs or expense borne by the economic operators.

The procurement process that will apply to the requirement is specified in the procurement documents accordingly.

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

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

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom

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

High Court, Royal Courts of Justice

Strand

London

WC2A 2LL

Telephone

+44 20794760000

Country

United Kingdom