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Tender

Provision of a funeral and undertaking service

Fife Council

F02: Contract notice

Notice identifier: 2021/S 000-027314

Procurement identifier (OCID): ocds-h6vhtk-02f220

Published 1 November 2021, 1:14pm

Section I: Contracting authority

I.1) Name and addresses

Fife Council

Bankhead Central, Bankhead Park

Glenrothes

KY7 6GH

Contact

Juliet Hall

Email

juliet.hall@fife.gov.uk

Telephone

+44 3451550000

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

<http://www.fife.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

I.3) Communication

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

www.publiccontractsscotland.gov.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

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 a funeral and undertaking service

Reference number

CFM0036

II.1.2) Main CPV code

- 98370000 - Funeral and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Fife Council require suitably qualified contractors(s) to provide an undertaking and funeral service to ensure all persons in Fife who have no means to pay and have no-one who adopts responsibility for them to have a respectful burial/cremation. This requirement shall be split into 2 lots per area of Fife, tenderers can quote for any or both Lots.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

North Fife

Lot No

1

II.2.2) Additional CPV code(s)

- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

II.2.4) Description of the procurement

Fife Council require suitably qualified contractors(s) to provide an undertaking and funeral service to ensure all persons in Fife who have no means to pay and have no-one who adopts responsibility for them to have a respectful burial/cremation. This requirement shall be split into 2 lots per area of Fife, tenderers can quote for any or both Lots.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

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

The Council shall have the option to extend the contract by period of up to 12 months.

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) Description

II.2.1) Title

South Fife

Lot No

2

II.2.2) Additional CPV code(s)

- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

II.2.4) Description of the procurement

Fife Council require suitably qualified contractors(s) to provide an undertaking and funeral service to ensure all persons in Fife who have no means to pay and have no-one who adopts responsibility for them to have a respectful burial/cremation. This requirement shall be split into 2 lots per area of Fife, tenderers can quote for any or both Lots.

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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

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

Relevant selection criteria will be included in the SPD Scotland module.

III.1.2) Economic and financial standing

List and brief description of selection criteria

The relevant selection criteria will be included in the SPD Scotland module.

Minimum level(s) of standards possibly required

The relevant minimum levels will be included in the SPD Scotland module

III.1.3) Technical and professional ability

List and brief description of selection criteria

Relevant selection criteria will be included in the SPD Scotland module.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 2

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

2 December 2021

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

2 December 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Late 2024

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

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=671912.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Fife Council is committed to maximising social, economic and environmental benefits through the delivery of Council contracts (known as 'Community Benefits'). As part of this Framework Agreement the Service Provider(s) appointed will be required to provide community benefits as detailed in their tender submission

(SC Ref:671912)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=671912

VI.4) Procedures for review

VI.4.1) Review body

Court of Session and Kirkcaldy Sheriff Court

Kirkcaldy

KY11XQ

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Economic operators should approach the contracting authority in the first instance. However, the only formal remedy is to apply to the courts:

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session