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Tender

Provision of National Assistance Funeral Services

Aberdeen City Council
Aberdeenshire Council
The Highland Council

F02: Contract notice

Notice identifier: 2024/S 000-029296

Procurement identifier (OCID): ocds-h6vhtk-049a7a

Published 12 September 2024, 5:01pm

Section I: Contracting authority

I.1) Name and addresses

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

CPSSprocurement@aberdeencity.gov.uk

Telephone

+44 1467539600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231

I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

cpssprocurement@aberdeencity.gov.uk

Telephone

+44 1467539600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232

I.1) Name and addresses

The Highland Council

Glenurquhart Road

Inverness

IV3 5BX

Email

cpssprocurement@aberdeencity.gov.uk

Telephone

+44 1463702386

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

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.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 National Assistance Funeral Services

Reference number

CRN00037088, CRN00037090, HC/CPL/EH/2024

II.1.2) Main CPV code

- 98371000 - Funeral services

II.1.3) Type of contract

Services

II.1.4) Short description

Aberdeen City Council, Aberdeenshire Council and The Highland Council wish to appoint Funeral Directors to carry out national assistance funerals under section 87 of the Burial and Cremation (Scotland) Act 2016 or relevant legislation as appropriate.

This is a collaborative tendering exercise between Aberdeen City Council, Aberdeenshire Council and The Highland Council. Tenderers are invited to apply for one or more Council(s). Regional lotting has also been applied and tenderers can apply for one or more region(s) within a Council area. Aberdeen City Council, Aberdeenshire Council and The Highland Council reserve the right to award separate contracts for each lot.

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

Lot 2.1: Aberdeenshire Council – Banff and Buchan

Lot No

2

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Banff and Buchan

II.2.4) Description of the procurement

Aberdeenshire Council wish to appoint a Funeral Director to carry out national assistance funerals within the Banff and Buchan region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 1: Aberdeen City Council – All Regions

Lot No

1

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Aberdeen City

II.2.4) Description of the procurement

Aberdeen City Council wish to appoint a Funeral Director to carry out national assistance funerals within the Aberdeen City Council region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 2.2: Aberdeenshire Council – Buchan

Lot No

3

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Buchan

II.2.4) Description of the procurement

Aberdeenshire Council wish to appoint a Funeral Director to carry out national assistance funerals within the Buchan region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 2.3: Aberdeenshire Council – Formartine

Lot No

4

II.2.2) Additional CPV code(s)

- 98370000 - Funeral and related services
- 98371000 - Funeral services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Formartine

II.2.4) Description of the procurement

Aberdeenshire Council wish to appoint a Funeral Director to carry out national assistance funerals within the Formartine region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 2.4: Aberdeenshire Council – Garioch

Lot No

5

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services

- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Garioch

II.2.4) Description of the procurement

Aberdeenshire Council wish to appoint a Funeral Director to carry out national assistance funerals within the Garioch region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 2.5: Aberdeenshire Council – Kincardine and Mearns

Lot No

6

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Kincardine and Mearns

II.2.4) Description of the procurement

Aberdeenshire Council wish to appoint a Funeral Director to carry out national assistance funerals within the Kincardine and Mearns region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 2.6: Aberdeenshire Council – Marr

Lot No

7

II.2.2) Additional CPV code(s)

- 98370000 - Funeral and related services
- 98371000 - Funeral services

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire

Main site or place of performance

Marr

II.2.4) Description of the procurement

Aberdeenshire Council wish to appoint a Funeral Director to carry out national assistance funerals within the Marr region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 3.1: The Highland Council – Inverness

Lot No

8

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Inverness

II.2.4) Description of the procurement

The Highland Council wish to appoint a Funeral Director to carry out national assistance funerals within the Inverness region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 3.2: The Highland Council – Nairn

Lot No

9

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Nairn

II.2.4) Description of the procurement

The Highland Council wish to appoint a Funeral Director to carry out national assistance funerals within the Nairn region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 3.3: The Highland Council – Caithness

Lot No

10

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Caithness

II.2.4) Description of the procurement

The Highland Council wish to appoint a Funeral Director to carry out national assistance funerals within the Caithness region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 3.4: The Highland Council – Ross and Cromarty

Lot No

11

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Ross and Cromarty

II.2.4) Description of the procurement

The Highland Council wish to appoint a Funeral Director to carry out national assistance funerals within the Ross and Cromarty region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 3.5: The Highland Council – Skye and Lochalsh

Lot No

12

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Skye and Lochalsh

II.2.4) Description of the procurement

The Highland Council wish to appoint a Funeral Director to carry out national assistance funerals within the Skye and Lochalsh region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 3.6: The Highland Council – Lochaber

Lot No

13

II.2.2) Additional CPV code(s)

- 98370000 - Funeral and related services
- 98371000 - Funeral services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Lochaber

II.2.4) Description of the procurement

The Highland Council wish to appoint a Funeral Director to carry out national assistance

funerals within the Locharber region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 3.7: The Highland Council – Badenoch and Strathspey

Lot No

14

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Badenoch and Strathspey

II.2.4) Description of the procurement

The Highland Council wish to appoint a Funeral Director to carry out national assistance funerals within the Badenoch and Strathspey region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

Lot 3.8: The Highland Council – Sutherland

Lot No

15

II.2.2) Additional CPV code(s)

- 98371000 - Funeral services
- 98370000 - Funeral and related services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

Main site or place of performance

Sutherland

II.2.4) Description of the procurement

The Highland Council wish to appoint a Funeral Director to carry out national assistance funerals within the Sutherland region.

II.2.5) Award criteria

Quality criterion - Name: Quality - as per documents / Weighting: 20

Price - Weighting: 80

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

Start date

1 November 2024

End date

31 October 2027

This contract is subject to renewal

Yes

Description of renewals

Possibility to extend for additional 12 months maximum.

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

SPD Question 4A.1a. The bidder is enrolled in the relevant national professional or trade registers kept in country of its establishment.

The successful Tenderer must maintain continued membership of a Trade organisation (National Association of Funeral Directors or the National Society of Allied and Independent Funeral Directors or Equivalent) throughout the period of the Contract.

Please confirm your registration as per the above and provide evidence within the SPD.

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

14 October 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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

14 October 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

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=777533.

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.

(SC Ref:777533)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=777533

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sheriff Court and Justice of the Peace Court

Castle Street

Aberdeen

AB10 1WP

Country

United Kingdom