

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/029296-2024>

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): ocids-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](mailto: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](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](mailto: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](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](mailto: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](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](http://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](http://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 Lochaber 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](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](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](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