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Tender

PAN3308 - Out of Hours Burial Administration Service

Leicester City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-042058

Procurement identifier (OCID): ocids-h6vhtk-0563ec

Published 22 July 2025, 2:52pm

Scope

Description

Leicester City Council invites Tenders for the delivery of an out of hours burial administration service to arrange short notice out of hours burials for our Neighbourhood & Environmental Services Team.

The out of hours burial service typically arranges up to 200 out of hours burials per annum, with seasonal variations. Of these, approximately 98% are for those of the Muslim faith, 1% are for those of the Jewish faith and 1% are for those of the Christian faith.

The proposed contract will be for two years with options to extend for a period or periods totalling no more than up to a further one year.

Further information about the opportunity can be found in the tender documentation. Submissions must be received by 12:00 noon on 21 August 2025 at the very latest via the EastMidsTenders portal: <https://www.eastmidstenders.org/index.html>.

Late submissions and those received by any other means will not be accepted. Any queries/questions regarding this opportunity must be received via the ProContract portal only.

To assist potential Suppliers, the link, <https://supplierhelp.due-north.com/> provides helpful user guides on using the ProContract portal.

Furthermore, Suppliers will be required to register on the Central Digital Platform (a Find a Tender service). To assist prospective Suppliers, Cabinet Office have published video guides with accompanying PDF user manuals which will help Suppliers understand and navigate the platform, including how to register, upload organisational information and search and bid for opportunities. Please click on the following link:

<https://www.gov.uk/government/collections/information-and-guidance-for-suppliers>

Total value (estimated)

- £110,000 excluding VAT
- £132,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 September 2027
- Possible extension to 30 September 2028
- 3 years

Description of possible extension:

The proposed contract will be for two years with options to extend for a period or periods totalling no more than up to a further one year.

Main procurement category

Services

CPV classifications

- 98000000 - Other community, social and personal services

Contract locations

- UKF21 - Leicester

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

1 August 2025, 12:00am

Tender submission deadline

21 August 2025, 12:00am

Submission address and any special instructions

<https://procontract.duenorth.com/Advert?advertId=6a2bb7c3-b737-f011-8136-005056b64545>

Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
Quality	Quality	60.00%
Price	Price	40.00%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Leicester City Council

- Public Procurement Organisation Number: PXRT-5737-VBQD

City Hall

Leicester

LE1 1FZ

United Kingdom

Contact name: Amina Laher

Telephone: 0116 454 4032

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Website: <https://www.leicester.gov.uk>

Region: UKF21 - Leicester

Organisation type: Public authority - sub-central government