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Tender

## **Framework Agreement for the provision of Memorial Inspections & Repairs**

Stafford Borough Council

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

Notice identifier: 2025/S 000-071975

Procurement identifier (OCID): ocds-h6vhtk-05dca4

Published 7 November 2025, 11:48am

### **Scope**

### **Reference**

IA3659

### **Description**

Stafford Borough Council would like to procure a Framework Agreement to undertake inspection and repairs to all memorials within its three current operational cemeteries.

Lot 1 Inspection and Repairs - The inspections are to identify any un-safe memorials which as a whole or any component of that memorial which does not comply with current industry regulations. If a memorial fails at any point in either the visual inspection or force tests, repairs to make it safe must be carried out immediately. In cases of memorials identified as requiring repairs; all works must be carried out immediately. All repairs must comply with all current industry recognised practices (NAMM code of practice).

Lot 2 Remedial Works - Stafford Borough Council, on rare occasion, is required to cap shallow graves following an interment to ensure the current Burial ACT from 1857 and is also part of the Local Authorities Cemeteries Order 1977 (LACO).

## **Commercial tool**

Establishes a framework

## **Total value (estimated)**

- £140,000 excluding VAT
- £168,000 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 1 March 2026 to 29 February 2028
- Possible extension to 28 February 2030
- 4 years

Description of possible extension:

2 x 1 years (1st March 2028 - 28th February 2029) and (1st March 2029 - 28th February 2030)

## **Main procurement category**

Works

## **CPV classifications**

- 45212314 - Historical monument or memorial construction work

## **Contract locations**

- UKG2 - Shropshire and Staffordshire
- 

## **Lot 1. Inspection and Repairs**

### **Description**

The inspections are to identify any un-safe memorials which as a whole or any component of that memorial which does not comply with current industry regulations. If a memorial fails at any point in either the visual inspection or force tests, repairs to make it safe must be carried out immediately. In cases of memorials identified as requiring repairs; all works must be carried out immediately. All repairs must comply with all current industry recognised practices (NAMM code of practice).

### **Lot value (estimated)**

- £100,000 excluding VAT
- £120,000 including VAT

Framework lot values may be shared with other lots

### **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## Lot 2. Remedial Works

### Description

Stafford Borough Council, on rare occasion, is required to cap shallow graves following an interment to ensure the current Burial ACT from 1857 and is also part of the Local Authorities Cemeteries Order 1977 (LACO).

### Lot value (estimated)

- £40,000 excluding VAT
- £48,000 including VAT

Framework lot values may be shared with other lots

### Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## Framework

### Maximum number of suppliers

2

### Maximum percentage fee charged to suppliers

0%

## **Framework operation description**

Direct Award as each lot is awarding one supplier

## **Award method when using the framework**

Without competition

## **Contracting authorities that may use the framework**

Establishing party only

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## **Participation**

### **Conditions of participation**

#### **Lot 1. Inspection and Repairs**

#### **Lot 2. Remedial Works**

- 1) Can provide the relevant insurances
- 2) CAS: Health and Safety (bidders can provide an Exemption such as ISO 45001/ SSIP scheme certificate rather than answering the questions)
- 3) Your organisation is registered and has full accreditation with either NAMM (National Association of Memorial Masons) or BRAMM (British Register of Accredited Memorial Masons) or with any other associated body?

### **Particular suitability**

#### **Lot 1. Inspection and Repairs**

## **Lot 2. Remedial Works**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

1 December 2025, 11:59pm

### **Tender submission deadline**

8 December 2025, 12:00pm

### **Submission address and any special instructions**

The tender documents are available through the Councils e-tendering system 'Proactis'.

<https://supplierlive.proactisp2p.com>

All bids must be submitted back to Proactis prior to the tender deadline. Any questions regarding the tender must go through the e-tendering system via the message function.

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Both lots is the same:

- 1) Service Delivery - 15%
- 2) Environmental - 5%
- 3) Experience - 10%
- 4) Price - 60%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

[eTendering Portal User Guide.pdf](#)

eTendering Portal User Guide

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## Contracting authority

### Stafford Borough Council

- Public Procurement Organisation Number: PTQN-1833-ZMYL

Civic Centre, Riverside

Stafford

ST16 3AQ

United Kingdom

Email: [Procurement@staffordbc.gov.uk](mailto:Procurement@staffordbc.gov.uk)

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

Region: UKG24 - Staffordshire CC

Organisation type: Public authority - sub-central government