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Tender

## **Provision of a Funeral and Undertaking Service**

Fife Council

F02: Contract notice

Notice identifier: 2025/S 000-079655

Procurement identifier (OCID): ocds-h6vhtk-05ee99

Published 4 December 2025, 11:17am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Fife Council

Fife House, North Street

Glenrothes

KY7 5LT

#### **Email**

[aaron.muir@live.co.uk](mailto:aaron.muir@live.co.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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<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

<http://www.publiccontractsscotland.com>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of a Funeral and Undertaking Service

Reference number

CFM0425

#### **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

Extension period of 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.

### **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

12 month extension available.

**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

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**Section III. Legal, economic, financial and technical information**

**III.1) Conditions for participation**

**III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

**III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **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: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

8 January 2026

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: 36 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

8 January 2026

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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**

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=817596](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=817596).

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.

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:

A scored question is asked within the tender documents.

(SC Ref:817596)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=817596](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=817596)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**



Court of Session and Kirkcaldy Sheriff Court

Kirkcaldy

KY1 1XQ

Country

United Kingdom