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Tender

Wakefield Council Bereavement Services Admin system

The Council of the City of Wakefield

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

Notice identifier: 2025/S 000-080458

Procurement identifier (OCID): ocds-h6vhtk-05f066

Published 8 December 2025, 10:11am

Scope

Reference

RFS24-061

Description

Wakefield Council operate 2 Crematoria, at Wakefield and Pontefract, and run and maintain 19 Cemeteries across the district. The Council's Bereavement Services currently undertake around 3500 cremations and 850 burials (both full burials and cremated remains interments) per annum. As part of this role the Council operates an electronic system for the booking of cremations and burials, including an online booking system for Funeral Directors, and has a legal obligation to maintain electronic burial and cremation Registers. Memorials sales are also undertaken, and Bereavement Services is also responsible for the inspection, testing and recording of all memorials contained within their cemeteries and ensuring that they are all maintained in a safe condition. The contract will be awarded for an initial period of 5 years from the agreed go-live date (with a preceding implementation period being specified in the contract). After the initial period, the contract could continue for up to a maximum of 5 further years. This will be for a 2-year optional extension period, followed by a further 2-year optional extension and a final one-year extension (5+2+2+1).

Total value (estimated)

- £341,500 excluding VAT
- £398,700 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2030
- Possible extension to 31 March 2035
- 9 years

Description of possible extension:

The contract will be awarded for an initial period of 5 years from the agreed go-live date (with a preceding implementation period being specified in the contract). After the initial period, the contract could continue for up to a maximum of 5 further years. This will be for a 2-year optional extension period, followed by a further 2-year optional extension and a final one-year extension (5+2+2+1).

Main procurement category

Goods

CPV classifications

- 48000000 - Software package and information systems

Contract locations

- UKE - Yorkshire and the Humber
-

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

10 January 2026, 12:00pm

Tender submission deadline

16 January 2026, 12:00pm

Submission address and any special instructions

<https://yortender.eu-supply.com/ctm/supplier/publictenders?B=UK>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

6 February 2026

Award criteria

Name	Description	Type	Weighting
Quality	The quality of the bid will be assessed against the specification included in the tender pack using the the questions and scoring methodology outlined in ITT part one. Social value is included in the section and accounts for 10% of the total score.	Quality	80%
Cost	The quality of the bid will be assessed against the specification included in the tender pack using the the questions and scoring methodology outlined in ITT part one. Social value is included in the section and accounts for 10% of the total score.	Cost	20%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Preliminary market engagement was carried out in June 2024 under the PCRs 2015.

Ref: 2024/S 000-017915

Documents

Associated tender documents

<https://yortender.eu-supply.com/ctm/supplier/publictenders?B=UK>

Technical specifications to be met

<https://yortender.eu-supply.com/ctm/supplier/publictenders?B=UK>

Contracting authority

The Council of the City of Wakefield

- Public Procurement Organisation Number: PDZN-8179-PJQV

Wood Street

Wakefield

WF1 2HQ

United Kingdom

Email: procurement@wakefield.gov.uk

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

Region: UKE45 - Wakefield

Organisation type: Public authority - sub-central government