

**United Kingdom-Durham: Funeral services**  
**OJ S 211/2015 30/10/2015**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: County Durham Procurement Consortium on behalf of County Durham and Darlington NHS Foundation Trust

Postal address: Procurement Department, Bede House, Belmont Business Park

Town: Durham

Postal code: DH1 1TW

Country: United Kingdom

For the attention of: Kelly Henderson

E-mail: [kelly.henderson@cddft.nhs.uk](mailto:kelly.henderson@cddft.nhs.uk)

Telephone: +44 1913337152

**Internet address(es):**

Electronic submission of tenders and requests to participate: <https://www.cardea.nhs.uk/Cardea/DisplayModules/TradeModules/Negotiations/Opportunities/ViewOpportunityEvent.aspx?EventID=3292&Culture=en-GB>

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Health

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Provision of Funeral Services.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

Main site or place of performance: North East Region including Durham and Darlington.

NUTS code UKC North East (England)

### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

### **II.1.4. Information about framework agreement**

### **II.1.5. Short description of the contract or purchase(s)**

Tenders are invited for the Provision of Funeral Services for deceased patients within County Durham and Darlington NHS Foundation Trust who do not have a next of kin to organise their funeral this includes burials and cremations. The contract will also include the cost of funerals following miscarriage and stillbirth and the transporting of bodies between hospital sites, Royal Victoria Hospital Newcastle or to/from the Centre for Life in Newcastle if required.

The contract period is 12 months commencing 1.4.2016 (with the option to extend for a further 4 x 12 months).

To express an interest in this opportunity, please log on to the link below and follow the online instructions on CARDEA:

<https://www.cardea.nhs.uk/Cardea/DisplayModules/TradeModules/Negotiations/Opportunities/ViewOpportunityEvent.aspx?EventID=3292&Culture=en-GB>

### **II.1.6. CPV code(s)**

98371000 Funeral services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **II.1.8. Lots**

This contract is divided into lots: no

### **II.1.9. Information about variants**

Variants will be accepted: no

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

Provision of Funeral Services on behalf of County Durham and Darlington NHS Foundation Trust. The contract is for a period of 12 months with the option to extend for a further 4 x 12 months.

### **II.2.2. Information about options**

Options: no

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

## **II.3. Duration of the contract or time limit for completion**

Duration in months: 60 (from the award of the contract)

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

Information will be detailed in the Invitation to Tender.

#### **III.1.2.**

## **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Information will be detailed in the Invitation to Tender.

### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

No special legal form is required, but each supplier will be required to become jointly and severally responsible for the contract before acceptance.

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

## **III.2. Conditions for participation**

### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: In accordance with Regulation 58 of the Public Contracts Regulations 2015 and as set out in the relevant contract documents and other documentation.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: In accordance with Regulation 58 and the Public Contracts Regulations 2015.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

In accordance with Regulation 58 and the Public Contracts Regulations 2015.

### **III.2.4. Information about reserved contracts**

## **III.3. Conditions specific to services contracts**

### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Open

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Criteria below

1. Delivery of service. Weighting 20
2. Delivery of key performance indicators. Weighting 10
3. Business continuity. Weighting 10
4. Overall completion time — service time scales. Weighting 10
5. Working relationships and communication. Weighting 5
6. Response times. Weighting 5
7. Cost. Weighting 40

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

SP1275

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

2.12.2015 - 12:00

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

##### **IV.3.8. Conditions for opening of tenders**

#### **Section VI: Complementary information**

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

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 60 months.

##### **VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

##### **VI.3. Additional information**

The object of the contract described in this contract notice is for the provision of Funeral Services falling within the Open Procedure Regulation 27 to the Public Contracts Regulations 2015 (PCR 2015).

To receive more information about this opportunity, including any amendments and/or clarifications and to request any clarifications and/or to respond to this opportunity, please follow the link within the description section of this advert. To register your interest to this opportunity, you must follow the link within the description section of this advert. Following an

expression of interest, the ITT will be available to complete on the eSourcing system. The ITT must be returned in accordance with the instructions set out in the ITT by the time and date indicated. The contracting authority does not bind itself to accept the lowest or any other offer and reserves the right to accept an offer in either whole or in part. The contracting authority is not responsible for any costs incurred by bidders in relation to the participation of this process. All figures provided in this notice are approximate. This contract opportunity has not been advertised in Lots as the Trust deems that the bespoke service requirements can be provided by 1 supplier which would be of benefit to the Trust from a control and management aspect due to the sensitive nature of this contract.

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

28.10.2015