



**FRAMEWORK AGREEMENT FOR THE PROVISION OF FUNERAL
SERVICE ARRANGEMENTS
(FOR PUBLIC HEALTH FUNERALS)**

**IN THE LONDON BOROUGH OF WALTHAM FOREST
FOR THE PERIOD**

1ST APRIL 2021 TO 31ST MARCH 2024

The Council of the London Borough of Waltham Forest ("the Authority") invites suitably qualified and experienced organisations to Tender for appointment to the Framework Agreement for the Provision of Funeral Service Arrangements (for Public Health Funerals) in the London Borough of Waltham Forest ("the Framework").

The Framework will commence on 1st April 2021 and, subject to satisfactory performance shall continue to midnight on 31st March 2024 ("the Framework Period"). At the sole discretion of the Authority and subject to the satisfactory performance of the provider the Framework Period may be extended in such period or periods as the Authority deems appropriate providing a total possible Framework Period to midnight on 31st March 2025.

It is estimated that three (3) providers are to be appointed to the Framework. Organisations are advised that whilst it is the intention of the Authority to utilise the Framework as the primary source of the service, the Authority reserves the right to obtain the service from alternative sources should this present best value. Further, appointment of an organisation on the Framework does not guarantee any minimum level of income for the organisation or that the organisation will be awarded any Call-Off Contract during the Framework Period. All Call-Off Contracts shall be awarded in accordance with the procedures in the Tender Documents and Framework Agreement.

The Authority has a statutory duty under the provisions of Section 46 of the Public Health (Control of Disease) Act 1984 to undertake the funeral of a deceased person, who died in the borough of Waltham Forest and where no other arrangements have been made, or are about to be made.

The Authority arranges Burials and Cremations, for residents who die or have been found dead within the Authority's boundaries be it in hospital, Council or Private Care Homes or their own homes where there is no family or third party

to complete the funeral arrangements. This includes persons who may be of no fixed abode and die within the geographical boundary of the London Borough of Waltham Forest.

The successful Provider shall be required to arrange a funeral, be it burial or cremation, in accordance with the requirements of this Specification and/or any relevant pre-paid funeral plans of the deceased or family burial plots of an existing grave on behalf of the Authority.

Evaluation Criteria:

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the Framework. Also, as a pre-condition to their Tenders being evaluated, organisations will have to satisfy the mandatory and discretionary grounds for exclusion contained in the Selection Questionnaire. Full details of how the Authority will evaluate the Selection Questionnaire are contained at the beginning of the Selection Questionnaire.

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. In this instance the Authority has set a ratio of no lower than 8 out of 20 as described more fully in the Selection Questionnaire.

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Price 60%; and
- Quality 40%

The Framework Documents comprise of the following:

- Framework Agreement;
- Specification;
- Tender Documents.

The Framework Documents are available from www.londontenders.org. To obtain the Framework Documents:

- Register your organisation free of charge at www.londontenders.org;
- Await acceptance. You will receive an e-mail confirming your username and password for the London Tenders Portal;
- Use your username and password to log in to the London Tenders Portal and express your interest in the Framework;
- After you have expressed an interest you will receive an e-mail link to access the Framework Documentation;
- Then follow the guidance contained in the instructions in the Tender Documents for the submission of a Tender;
- All Tenders must be submitted via the London Tenders Portal.

THE CLOSING DATE FOR RECEIPT OF TENDERS IS 12.00 NOON (12:00 P.M.) ON TUESDAY 2ND FEBRUARY 2021. THE AUTHORITY RESERVES THE RIGHT TO EXCLUDE ANY TENDERS RECEIVED AFTER THIS DATE AND TIME.

A NOTICE CONTAINING THE SAME INFORMATION AS CONTAINED IN THIS ADVERT WAS DESPATCHED TO THE OFFICE FOR OFFICIAL PUBLICATIONS OF THE EUROPEAN COMMUNITIES ON TUESDAY 29TH DECEMBER 2020.