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**United Kingdom-Reading: Funeral and related services
2015/S 224-408054**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Reading Borough Council
Civic Offices, Bridge Street
Contact point(s): Corporate Procurement
RG1 2LU Reading
UNITED KINGDOM
Telephone: +44 1189372945
E-mail: corporate.procurement@reading.gov.uk

Internet address(es):

General address of the contracting authority: www.reading.gov.uk
Address of the buyer profile: <https://in-tendhost.co.uk/readingbc.aspx/Tenders/Current>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

Regional or local authority

I.3) Main activity

General public services
Environment
Health
Housing and community amenities
Social protection
Recreation, culture and religion
Education

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

The contracting authority is purchasing on behalf of other contracting authorities: yes
Bracknell Forest Borough Council, Slough Borough Council, West Berkshire Council, Royal Borough of Windsor and Maidenhead and Wokingham Borough Council

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Coroners Removal Contract for Berkshire.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: Royal County of Berkshire.

NUTS code UKJ11

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves a public contract

II.1.4) Information on framework agreement

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

Reading Borough Council, on behalf of H.M. Coroner for Berkshire, is inviting expressions of interest from suitably qualified contractors with the appropriate facilities, who wish to be considered for the provision of a Coroners Removal Service for Berkshire. The purpose of this tender is to appoint a contractor(s) for the removal of bodies where a death has been referred to H. M. Coroner for Berkshire for further investigation. Reading Borough Council is lead authority for the Coroners Service in Berkshire on behalf of the 6 unitary authorities of Bracknell Forest Borough Council, Reading Borough Council, Slough Borough Council, West Berkshire Council, Royal Borough of Windsor and Maidenhead and Wokingham Borough Council.

II.1.6) Common procurement vocabulary (CPV)

98370000, 98371000, 98371200, 33949000, 33940000

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The scope of the services to be provided will include the removal and transportation of bodies to designated mortuaries both within the Royal County of Berkshire and occasional long distance transfers within the UK. The contract will be divided into four geographical service areas covering the Berkshire area and the successful contractor(s) must be able to provide a 24 hour, 365 days a year service, with a 1 hour guaranteed response time. The four geographical areas will consist of:

— Zone 1: area to the west of Newbury in West Berkshire.

— Zone 2: area from Newbury to Theale in West Berkshire.

— Zone 3: area around Reading, including western parts of Wokingham and eastern parts of West Berkshire.

— Zone 4: area of Slough, Bracknell, Royal Borough of Windsor and Maidenhead, and the eastern areas of Wokingham.

Contractors may submit a tender to provide the Coroners Removal Service within as many areas of Berkshire as they wish to tender for. The estimated value over the length of the contract is between 90 000 GBP and 150 000 GBP, however the Council can give no assurance to tenderers as to the number of occasions within the contract period upon which the service will be required and it cannot determine the exact value of each lot.

As an indication the Council currently spends approximately 25 000 GBP — 30 000 GBP per annum on the Coroners Removal Service across the whole of Berkshire. Tenderers should note that the Council does not

guarantee any volume or value of work to the contractor(s) and any values and volumes provided within the tendering documentation are purely indicative and for estimation only.

Estimated value excluding VAT:

Range: between 90 000 and 150 000 GBP

II.2.2) Information about options

Options: yes

Description of these options: It is anticipated that the contract will commence in February 2016 and it will operate for an initial period of 3 years with an option to extend for a further period of 24 months, subject to contractors' performance, this will be at Reading Borough Council's sole discretion. All values given are indicative only as the Council cannot guarantee the future level of need or services required under the contract. For illustrative purposes it is estimated that the potential total annual value is 30 000 GBP over a term of 3 years, with an option to extend for a further period of 24 months, as specified in the range above.

II.2.3) Information about renewals

This contract is subject to renewal: yes

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

Starting 22.2.2016. Completion 21.2.2019

Information about lots

Lot No: 1

Lot title: Coroner's removal contract for Berkshire (Zone 1) — Area to the west of Newbury, West Berkshire

1) Short description

To undertake the removal and transportation of bodies as directed within Zone 1 — as indicated on the map — refer to Appendix 1 — Geographical Zones.

2) Common procurement vocabulary (CPV)

98370000, 98371000, 98371200, 33949000, 33940000

3) Quantity or scope

4) Indication about different date for duration of contract or starting/completion

5) Additional information about lots

Normal designated mortuary: Royal Berkshire Hospital, Reading.

Lot No: 2

Lot title: Coroner's removal contract for Berkshire (Zone 2) — Area from Newbury to Theale, West Berkshire

1) Short description

To undertake the removal and transportation of bodies as directed within Zone 2 — as indicated on the map — refer to Appendix 1 — Geographical Zones.

2) Common procurement vocabulary (CPV)

98370000, 98371000, 98371200, 33949000, 33940000

3) Quantity or scope

4) Indication about different date for duration of contract or starting/completion

5) Additional information about lots

Normal designated mortuary: Royal Berkshire Hospital, Reading.

Lot No: 3

Lot title: Coroner's removal contract for Berkshire (Zone 3) — Area around Reading including western parts of Wokingham and eastern parts of West Berkshire

1) Short description

To undertake the removal and transportation of bodies as directed within Zone 3 — as indicated on the map — refer to Appendix 1 — Geographical Zones.

- 2) **Common procurement vocabulary (CPV)**
98370000, 98371200, 33949000, 33940000, 98371000
- 3) **Quantity or scope**
- 4) **Indication about different date for duration of contract or starting/completion**
- 5) **Additional information about lots**
Normal designated mortuary: Royal Berkshire Hospital, Reading.

Lot No: 4

Lot title: Coroner's removal contract for Berkshire (Zone 4) — Area of Slough, Bracknell, Royal Borough of Windsor & Maidenhead and the eastern areas of Wokingham

- 1) **Short description**
To undertake the removal and transportation of bodies as directed within Zone 4 — as indicated on the map — refer to Appendix 1 — Geographical Zones.
- 2) **Common procurement vocabulary (CPV)**
98370000, 98371000, 98371200, 33949000, 33940000
- 3) **Quantity or scope**
- 4) **Indication about different date for duration of contract or starting/completion**
- 5) **Additional information about lots**
Normal designated mortuary: Wexham Park Hospital, Slough.

Section III: Legal, economic, financial and technical information

- III.1) **Conditions relating to the contract**
 - III.1.1) **Deposits and guarantees required:**
As stated in the procurement documents.
 - III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**
Tenders must be priced in pounds sterling and all payments under the contract shall be made in pounds sterling (GBP). Actual method of payment to the contractor will be as stated in the procurement documents.
 - 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 will be required. In the case of organisations applying as a consortium, full details for each member is required. It will be necessary for each member to sign an undertaking that they shall be jointly and severally responsible for the performance of the contract(s), before entering into the contract.
 - III.1.4) **Other particular conditions**
- III.2) **Conditions for participation**
 - III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**
 - III.2.2) **Economic and financial ability**
Information and formalities necessary for evaluating if the requirements are met: As stated in the procurement documents. Failure to provide the required information will result in the potential applicant being excluded.
Minimum level(s) of standards possibly required: As stated in the procurement documents.
 - III.2.3) **Technical capacity**
Information and formalities necessary for evaluating if the requirements are met:

As stated in the procurement documents. Failure to provide the required information will result in the potential applicant being excluded.

Minimum level(s) of standards possibly required:

As stated in the Procurement Documents.

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) Staff responsible for the execution of the service

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

Open

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

IV.1.3) Reduction of the number of operators during the negotiation or dialogue

IV.2) Award criteria

IV.2.1) Award criteria

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

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:

RBC 00000009

IV.3.2) Previous publication(s) concerning the same contract

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

16.12.2015 - 12:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

English.

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

in days: 90 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders

Date: 16.12.2015 - 14:00

Place:

Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Managing Director or his/her representative, and the Service Head or Project Officer responsible for the invitation of the tenders or his/her representative.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 36 — 60 months.

VI.2) Information about European Union funds

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

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

The procurement exercise will be conducted in accordance with the information contained in the procurement documents. The contracting authority does not bind itself to enter into any contract as a result of the publication of this notice and will not, under any circumstances, have any liability for any costs any person responding to this notice incurs in any part of the tender process. The services are to be procured under an open procedure and organisations interested in expressing an interest should download the procurement documents which are available on the Council's e-tendering system at: <https://in-tendhost.co.uk/readingbc> (Project Reference No. RBC 00000009 refers), and complete as instructed. The Portal is free of charge — to register please follow the supplier registration guidance which is available on the Portal.

Contractors wishing to be considered for this tendering opportunity must complete the tender documents and return them electronically via the Council's e-tendering portal. The deadline for return of the tender is stipulated at Section IV.3.4. Please note: you must register your interest via the Council's e-tendering portal if you intend to submit a tender. Interested parties must log onto the Council's e-tendering portal at: <https://in-tendhost.co.uk/readingbc>, to express an interest and download the procurement documents. All communications regarding this procurement exercise will be conducted through the Council's e-tendering portal including requests for clarifications or general enquiries.

The procurement documents will be available for download up until the closing time and date for tender submissions, it is the organisation's responsibility to ensure that they download the documents in ample time to ensure that they can be completed and returned electronically, along with supporting documents, prior to the closing time and date stipulated at Section IV.3.4 of this Contract Notice.

Before completing the tender, potential providers/suppliers should ensure that the e-mail address that has been used to register their organisation will be checked regularly as the Council's e-tendering system will generate automatic notifications to this e-mail address when there are updates, changes or messages sent relating to the project. Potential bidders should also check that their organisation's details are correct and kept up to date.

Technical questions and assistance regarding the use and operation of the Portal should be addressed to the In-Tend Help Desk — e-mail: support@in-tend.co.uk telephone number +44 8442728810.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

Reading Borough Council

Corporate Procurement Unit, Floor 2, Civic Offices, Bridge Street

RG1 2LU Reading
UNITED KINGDOM
E-mail: corporate.procurement@reading.gov.uk
Telephone: +44 1189372045
Internet address: www.reading.gov.uk

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: The Council will incorporate a standstill period at the point when information on the proposed award of contract is communicated to tenderers. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the Contract is entered into, in accordance with Regulation 87 (application of a standstill period prior to contract award) and Regulation 95 (challenge to award decision) of the United Kingdom's Public Contracts Regulations 2015.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

VI.5) **Date of dispatch of this notice:**
16.11.2015