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Tender

## **PROVISION OF PAYROLL SERVICES TO THE BRITISH EMBASSY BRUSSELS**

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2021/S 000-018318

Procurement identifier (OCID): ocds-h6vhtk-02cefc

Published 30 July 2021, 10:45pm

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

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

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

#### **Email**

[Giedre.Vilcinskaite@fco.gov.uk](mailto:Giedre.Vilcinskaite@fco.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

### **I.3) Communication**

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

<https://fcdo.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://fcdo.bravosolution.co.uk/>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Ministry or any other national or federal 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 PAYROLL SERVICES TO THE BRITISH EMBASSY BRUSSELS

#### **II.1.2) Main CPV code**

- 79211110 - Payroll management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The purpose of the tender is to identify a single service provider to provide reliable and professional Payroll services for the British Embassy Brussels in particular:

- full scope of services related to employment administration meeting all local labour requirements in Belgium (register, maintain, deregister);
- full scope of services related to the Customer payroll function (calculate, maintain, report).

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- BE - Belgium

#### **II.2.4) Description of the procurement**

Payroll services for the British Embassy Brussels

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 January 2022

End date

31 December 2024

This contract is subject to renewal

No

**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

## **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

31 August 2021

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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

Date

30 July 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Courts of England and Wales

London

Country

United Kingdom