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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

#### 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

# **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

# **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**