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Tender

Provision of Payroll Services to the British Embassy Copenhagen

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2021/S 000-022998

Procurement identifier (OCID): ocds-h6vhtk-02e149

Published 15 September 2021, 10:45pm

The closing date and time has been changed to:

26 October 2021 - no time specified

See the [change notice](#).

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 Copenhagen

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 tender is to identify a single service provider to calculate and pay all local staff employee salaries, employee and employer contributions, meeting all local labour law requirements in Denmark.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- DK - Denmark

II.2.4) Description of the procurement

Calculation of staff salaries, allowances and ad-hoc payments accurately and on time, as determines by their employment contract. Calculate and produce electronic monthly salary slips for delivery to e-boks.

Copy of monthly salary slips delivered to British Embassy Copenhagen.

Produce (monthly) relevant accounts summary of total labour costs according to cost centres.

Calculation of third party contributions (employer and employee) accurately and on time.

3rd party reporting produced and delivered accurately and timely each month/year as determined by local labour law, with copies to the British Embassy Copenhagen.

Clear and timely notification of changes to local labour law statues or accepted labour/employment practices.

Accurate payslips issued for all locally employed staff.

Salary related issues management.

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 April 2022

End date

31 March 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

Originally published as:

Date

20 October 2021

Changed to:

Date

26 October 2021

See the [change notice](#).

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

English

IV.2.7) Conditions for opening of tenders

Date

20 October 2021

Local time

3:00pm

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