

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/022998-2021>

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](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

---

## **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