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Tender

Payroll Services for the British Embassy Athens

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2024/S 000-030950

Procurement identifier (OCID): ocds-h6vhtk-04a385

Published 27 September 2024, 11:45am

Section I: Contracting authority

I.1) Name and addresses

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

Contact

Keisha LaRaine Ingram

Email

Keisha.LaRaineIngram@fcdo.gov.uk

Telephone

+44 02070080932

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

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

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

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

Additional information can be obtained from the above-mentioned address

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

Payroll Services for the British Embassy Athens

Reference number

CPG/11384/2024

II.1.2) Main CPV code

- 79211110 - Payroll management services

II.1.3) Type of contract

Services

II.1.4) Short description

An experienced Contractor providing payroll services as per the following scope:

1. Calculation of staff salaries.
2. Calculation of third-party contributions.
3. Calculation of additional payments.
4. Calculation of end of service pay (due to retirement or termination)
5. Payment of payroll social contributions and withheld tax, employer tax contributions as per Greek labour law, on behalf of the Embassy. Relevant receipts as per Greek labour law are to be timely sent in a timely manner to the Post.
6. Preparation of payslips and delivery of these to the Embassy via post and email.
7. Advise on salary-related issues (for instance, tax/abatement).
8. Preparation statement of annual earnings for staff.
9. Generation of employment certifications and social security contributions.
10. Provision of forecasts and payroll scenarios as per request.

11. Extensive experience with Greek payroll system, and a proven record of providing payroll services in Greece.

II.1.5) Estimated total value

Value excluding VAT: £34,200

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- DEG0L - Greiz

Main site or place of performance

Greece

II.2.4) Description of the procurement

An experienced Contractor providing payroll services as per the following scope:

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6. Preparation of payslips and delivery of these to the Embassy via post and email.
7. Advise on salary-related issues (for instance, tax/abatement).
8. Preparation statement of annual earnings for staff.

9. Generation of employment certifications and social security contributions.
10. Provision of forecasts and payroll scenarios as per request.
11. Extensive experience with Greek payroll system, and a proven record of providing payroll services in Greece.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: 42,016 EUR

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

3+1+1

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: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

29 October 2024

Local time

6:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

30 October 2024

Local time

8:00am

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

FCDO

London

Country

United Kingdom