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Contract

Contract award: Payroll services for British Embassy Brussels

Foreign Commonwealth and Development Office

F03: Contract award notice

Notice identifier: 2021/S 000-032141

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

Published 22 December 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.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

Contract award: Payroll services for 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

Contract award for the Provision of Payroll Services to the British Embassy Brussels. The contract duration is three years thereafter with optional extension of another four years (option to renew annually).

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: 258,825 EUR

II.2) Description

II.2.2) Additional CPV code(s)

- 79211110 - Payroll management services

II.2.3) Place of performance

NUTS codes

- BE - Belgium

II.2.4) Description of the procurement

The objective of the procurement is to retender a Payroll Service provider. The main features of services required:

- calculation of staff salaries;
- calculation of third party contributions;
- reporting;
- payslips, possibility for staff to receive payslips electronically or on paper;
- management of salary related issues;
- offered a portal for data transaction;
- notification of changes to local labour law statutes or accepted labour/employment practices;
- the monthly advance and quarterly settlement of social security contributions, etc.

II.2.5) Award criteria

Cost criterion - Name: METHODOLOGY /QUALITY / Weighting: 20

Cost criterion - Name: TAKE-OVER / Weighting: 10

Cost criterion - Name: DATA SECURITY PLAN / Weighting: 15

Cost criterion - Name: IT SOLUTION / Weighting: 15

Cost criterion - Name: SOCIAL VALUE / Weighting: 10

Cost criterion - Name: PRICE / Weighting: 30

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

II.2.14) Additional information

Contract award for the Provision of Payroll Services to the British Embassy Brussels.

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-018318](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

20 December 2021

V.2.2) Information about tenders

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Secrétariat Social Securex ASBL

Brussels

Country

Belgium

NUTS code

- BE - Belgium

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: 258,825 EUR

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Courts of England and Wales

London

Country

United Kingdom