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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](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.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.

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## **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

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## **Section VI. Complementary information**

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Courts of England and Wales

London

Country

United Kingdom