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Tender

## **Outsourced Staff Employment Contract 2023**

British Council

F02: Contract notice

Notice identifier: 2023/S 000-033482

Procurement identifier (OCID): ocds-h6vhtk-0417da

Published 13 November 2023, 3:01pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

British Council

Karum Is Merkezi Iran Cad. No 21 D Blok Kat: 5 No: 436 Kavaklidere

Ankara

#### **Contact**

Suzan Dogru Asik

#### **Email**

[Suzan.Asik@britishcouncil.org](mailto:Suzan.Asik@britishcouncil.org)

#### **Telephone**

+90 3124553600

#### **Country**

Turkey

**NUTS code**

TR - Turkey

**Internet address(es)**

Main address

[www.britishcouncil.org](http://www.britishcouncil.org)

Buyer's address

<https://in-tendhost.co.uk/britishcouncil>

**I.3) Communication**

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

<https://in-tendhost.co.uk/britishcouncil>

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**

Body governed by public law

**I.5) Main activity**

Other activity

Registered Charity

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

Outsourced Staff Employment Contract 2023

Reference number

BC/03216

#### II.1.2) Main CPV code

- 79211000 - Accounting services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

In scope of this tender we intend to identify and contract an Outsourced (Exams Venue) Staff Employment Tender. The Suppliers will be expected to recruit/employ venue staff and examiners for our IELTS examinations and provide the following services for them: payroll processes, collection and issuance of employment documents, monthly labour payments, monthly payments of social security and all other employers' duties to social security authorities. Suppliers that would like to take part in this tender process are invited to •Express Interest• upon which they will be given access to the full tender documentation delivery through this e-tendering system. When the tender documents have been made available, involved suppliers will receive notification via email and the tender documents can be accessed from the •My Tenders• area of this website and selecting the •View Details• button of this project. Deadline for submissions of the tender will be Thursday, 21 December, 2023, 17.30

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

#### II.2.3) Place of performance

NUTS codes

- TR - Turkey

#### **II.2.4) Description of the procurement**

The British Council Turkey intends to enter into a Contract for provision of support for the services of recruitment/employment and accounting for venue staff and examiners for IELTS examinations.

#### **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**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Contract awarded will be for a duration of 2 (two) years with an option with an option for an extension for up to an additional two (2) years (1+1), subject to agreement by both parties.

#### **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

21 December 2023

Local time

5:30pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

21 December 2023

Local time

5:30pm

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## **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**

The High COurt Royal Courts of Justice Royal Courts of Justice Strand

London

WC2A 2LL

Country

United Kingdom