

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/073046-2025>

Tender

Payroll Services for the British Embassy Warsaw

Foreign, Commonwealth and Development Office

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-073046

Procurement identifier (OCID): ocds-h6vhtk-05df3e ([view related notices](#))

Published 12 November 2025, 10:20am

Scope

Description

The purpose of the Tender is to identify a single service provider to provide overall HR and payroll services in line with the local labour law in Poland.

Total value (estimated)

- £126,016.26 excluding VAT
- £155,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 June 2026 to 31 May 2028
- Possible extension to 31 May 2031

- 5 years

Description of possible extension:

The contract will be extended if BE Warsaw is satisfied with the services.

Main procurement category

Services

CPV classifications

- 79631000 - Personnel and payroll services

Submission

Tender submission deadline

14 December 2025, 11:59pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

13 February 2026

Award criteria

Name	Type	Weighting
Technical Criteria	Quality	60%
Commercial Criteria	Cost	40%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

N/A

Contracting authority

Foreign, Commonwealth and Development Office

- Public Procurement Organisation Number: PXRR-8771-PHVX

King Charles Street

London

SW1A 2AH

United Kingdom

Email: commercial.smi@fcdo.gov.uk

Website:

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

Region: UKI32 - Westminster

Organisation type: Public authority - central government