

Finland-Helsinki: Accounting services
OJ S 76/2019 17/04/2019
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Ministry for Foreign Affairs of Finland

National registration number: 0245973-9

Postal address: PO Box 176 Government

Town: Helsinki

NUTS code: FIZ Extra-Regio NUTS 1

Postal code: 00023

Country: Finland

Contact person: Tuija Lohi

E-mail: sanomat.EUE@formin.fi

Internet address(es):

Main address: <https://um.fi/>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://hanki.tarjouspalvelu.fi/hanki>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://hanki.tarjouspalvelu.fi/hanki?id=233691&tpk=6e4fbae-dd7f-4859-a48a-316d3b3a9532>

I.4. Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Outsourcing of Payroll Processing Services for the Joint Administrative Services of the Finnish Missions in Brussels

II.1.2. Main CPV code

79211000 Accounting services

II.1.3. Type of contract

Services

II.1.4. Short description

The purpose of this invitation to tender is to request tenders on outsourcing of payroll processing for locally engaged staff of the Joint Administrative Services of the Finnish Missions in Brussels (Embassy of Finland, Mission of Finland to NATO and Permanent Representation of Finland to the EU). Locally engaged staff is working in Belgium.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: FIZ Extra-Regio NUTS 1

Main site or place of performance: BELGIUM.

II.2.4. Description of the procurement

Payroll processing services provided by supplier shall cover all relevant services listed below to manage locally employed staff of the joint administrative services of the Finnish Missions in Brussels. The currency to be used is Euro (€). Provided services include also the transition services. Supplier will be responsible for setting up the services jointly with customer according to mutually agreed timetable. Payroll processing services provided by supplier include:

- setting up payroll record and maintaining local accounting/other obligatory documentation during the calendar year (material to be transferred to customer including end of year documentation),
- preparing monthly payroll calculations based on template prepared by customer including Belgian tax and social security fee deductions,
- preparing pay slips and delivering them to customer in English/French,
- invoicing customer for Belgian social security and tax payments and other possible payments related to salaries,
- preparing annual documents to local authorities (to be specified by Supplier), including employer's contributions to be reported annually to the Belgium Tax Agency,
- annual summary report for each employee per month,
- keeping record of holidays, sick leave, parental leave and other leaves of absence,
- inform the customer on changes in Belgian legislation or regulations on employment issues.

Please find enclosed a generic process description, Annex I. There are currently four categories of employees in the Finnish Missions in Brussels:

- 1) Locally engaged Finnish staff paying both social security and taxes to Finland;
- 2) Locally engaged Finnish staff, paying social security to Belgium, taxes to Finland (deductions being processed by Accounting Service Centre in Finland);
- 3) Locally engaged Finnish and other nationals paying both social security and taxes to Belgium (payroll processing fully by supplier);
- 4) Locally engaged Finnish nationals paying social security to Finland and taxes to Belgium (payroll being processed by supplier including information from customer of the social security fees). The number of employees is about 55 in 2019.

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

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

Duration in months: 24

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: yes

Description of options:

The contract period will be made for 2 years and will continue automatically if neither party will end it by informing the other party in written by giving a three (3) months prior notice. As such, option is the the continuation of the contract after initial 2 year contract period.

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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

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: 25/05/2019 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

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

Tender must be valid until: 31/07/2019

IV.2.7. Conditions for opening of tenders

Date: 27/05/2019 Local time: 12:00

Place:

Street: Kanavakatu 3 B, Helsinki.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: The Market Court, Markkinaoikeus

Postal address: Radanrakentajantie 5

Town: Helsinki

Postal code: 00520

Country: Finland

E-mail: markkinaoikeus@oikeus.fi

Telephone: +358 295643300

Fax: +358 295643314

Internet address: <http://www.oikeus.fi/markkinaoikeus>

VI.5. Date of dispatch of this notice

15/04/2019