

255049-2026 - Competition

Luxembourg – Payroll management services – CFT-1843 Payroll and Legal Services for EIB non-EU External Offices.

OJ S 73/2026 15/04/2026

Contract or concession notice – standard regime
Services

1. Buyer

1.1. Buyer

Official name: European Investment Bank

Email: ppmt@eib.org

Legal type of the buyer: EU institution, body or agency

Activity of the contracting authority: General public services

2. Procedure

2.1. Procedure

Title: CFT-1843 Payroll and Legal Services for EIB non-EU External Offices.

Description: Payroll and Legal Services for EIB non-EU External Offices. The EIB is looking to streamline HR management activities for external offices by transitioning to a service provider model with providers covering a number of countries. In this model, the provider would designate a single point of contact for the following services for the assigned countries: • Payroll services (Lot 1), and • Legal services (Lot 2).

Procedure identifier: 5213cbce-a6c3-4ad7-be38-a51881f71be5

Internal identifier: EIB/2026/OP/0002

Type of procedure: Open

The procedure is accelerated: no

2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79211110 Payroll management services

2.1.2. Place of performance

Anywhere

Additional information: Please consult the procurement documents.

2.1.3. Value

Estimated value excluding VAT: 3 000 000,00 EUR

2.1.4. General information

Additional information: Disclaimer: The European Investment Bank is not subject to the Regulation 2018/1046. EIB procurements are governed by EIB's Corporate & Technical Assistance Procurement Guide EIB's Corporate & Technical Assistance Procurement Guide. (<https://www.eib.org/en/publications/20230383-eib-s-corporate-and-technical-assistance-procurement-guide>). For this reason, the following deviations to Section 5.1.12 of this contract notice shall apply: (i) Unless otherwise provided in the `Terms of Reference` tenders must be submitted in either in English or in French, since both are working languages of EIB (point 4.1 of EIB's General Administrative and Submission Clauses). (ii) Tenders are opened in a non-

public opening session by an opening board, whose members are appointed by EIB under guarantee of impartiality and confidentiality (point 5.1 of EIB's General Administrative and Submission Clauses). Tenderers may request a copy of the opening record by email to corporate-procurement@eib.org. Tenderers may in the first instance submit any concerns regarding the procurement to the Bank using the contact details under section 8.1 ORG-0001 of this contract notice. If tenderers or other interested parties, believe that the EIB committed an instance of maladministration, (e.g. it has failed to act in accordance with its established policies, standards and procedures or to respect the principles of good administration), they may lodge a complaint to the EIB Group Complaints Mechanism ([see https://www.eib.org/en/about/accountability/complaints/index.htm](https://www.eib.org/en/about/accountability/complaints/index.htm)) within 1 year from the date when the alleged action, decision or omission by the Bank could be reasonably known by the complainant. If unhappy with the outcome, tenderers can seek a review of the EIB Group's reply to the complaint by the European Ombudsman (see <https://www.ombudsman.europa.eu>). Within 2 months of notification of the outcome of the procedure (award decision), tenderers may launch an action for its annulment and/or damages. Any request tenderers may make and any reply from the Bank or any complaint of maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment nor open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated under section 8.1 ORG-0002 of this contract notice. In case of unavailability or disruptions in the functioning of the electronic means of communication provided in Section 5.1.11 in the last 5 calendar days before the time limit for receipt indicated in Section 5.1.12, the contracting authority reserves the right to extend this time limit and publish the extension at the Internet address provided in Section 5.1.11, without a preceding publication of a corrigendum to this notice. Economic operators interested in this procurement are invited to subscribe to the call for tenders at the address in Section 5.1.11 in order to get notified when new information or documents are published.

Legal basis:

Regulation (EU, Euratom) 2024/2509

2.1.5. Terms of procurement

Terms of submission:

Maximum number of lots for which one tenderer can submit tenders: 2

Terms of contract:

Maximum number of lots for which contracts can be awarded to one tenderer: 2

2.1.6. Grounds for exclusion

Sources of grounds for exclusion: Procurement Document

5. Lot

5.1. Lot: LOT-0001

Title: Payroll Services for EIB non-EU External Offices

Description: EIB aims to improve the effectiveness of payroll activities by transitioning to a service provider model, with providers covering a number of countries. In this model, the payroll provider will designate a single point of contact for payroll services for the assigned countries for EIB's non-EU external offices

Internal identifier: EIB/2026/OP/0002-LOT-1

5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79211110 Payroll management services

Additional classification (cpv): 79631000 Personnel and payroll services

5.1.2. Place of performance

Anywhere

Additional information: Please consult the procurement documents.

5.1.3. Estimated duration

Duration: 72 Months

5.1.4. Renewal

Maximum renewals: 2

Other information about renewals: The framework contract is concluded for an initial period of 48 (forty-eight) months, renewable 2 (two) time(s). Please consult the draft framework contract in the procurement documents.

5.1.5. Value

Estimated value excluding VAT: 2 000 000,00 EUR

5.1.6. General information

Reserved participation:

Participation is not reserved.

Procurement Project fully or partially financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): no

5.1.9. Selection criteria

Sources of selection criteria: Procurement Document

5.1.10. Award criteria

Criterion:

Type: Quality

Description: Please consult the procurement documents.

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 70

Criterion:

Type: Price

Description: Please consult the procurement documents.

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 30

5.1.11. Procurement documents

Deadline for requesting additional information: 18/05/2026 23:59:59 (UTC+02:00) Eastern European Time, Central European Summer Time

Address of the procurement documents: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/5213cbce-a6c3-4ad7-be38-a51881f71be5-CN?#anchorDocuments>

Ad hoc communication channel:

Name: Funding and Tenders Portal

URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/5213cbce-a6c3-4ad7-be38-a51881f71be5-CN?#anchorDocuments>

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Required

Address for submission: <https://webgate.ec.europa.eu/digit/opsys/esubmission?cftUuid=5213cbce-a6c3-4ad7-be38-a51881f71be5>

Languages in which tenders or requests to participate may be submitted: Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

Electronic catalogue: Not allowed

Deadline for receipt of tenders: 05/06/2026 15:00:59 (UTC+02:00) Eastern European Time, Central European Summer Time

Duration during which the tender must remain valid: 6 Months

Information about public opening:

Opening date: 08/06/2026 10:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

Electronic invoicing: Allowed

Electronic ordering will be used: yes

Electronic payment will be used: yes

5.1.15. Techniques

Framework agreement:

Framework agreement, without reopening of competition

Maximum number of participants: 2

Justification for the duration of the framework agreement: as per Occo clearance

Information about the dynamic purchasing system:

No dynamic purchase system

5.1.16. Further information, mediation and review

Review organisation: Court of Justice of the European Union

Organisation providing more information on the review procedures: European Investment Bank

5.1. Lot: LOT-0002

Title: Legal Services for EIB non-EU External Offices

Description: EIB seeks to enhance its HR management activities by moving to a Service Provider model, with providers covering a number of countries. For Lot 2, the focus is on securing legal services for EIB's non-EU external offices. The legal provider will act as a single point of contact for legal services in assigned countries.

Internal identifier: EIB/2026/OP/0002-LOT-2

5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79100000 Legal services

Additional classification (cpv): 79211110 Payroll management services

5.1.2. Place of performance

Anywhere

Additional information: Please consult the procurement documents.

5.1.3. Estimated duration

Duration: 72 Months

5.1.4. **Renewal**

Maximum renewals: 2

Other information about renewals: The framework contract is concluded for an initial period of 48 (forty-eight) months, renewable 2 (two) time(s). Please consult the draft framework contract in the procurement documents.

5.1.5. **Value**

Estimated value excluding VAT: 1 000 000,00 EUR

5.1.6. **General information**

Reserved participation:

Participation is not reserved.

Procurement Project fully or partially financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): no

5.1.9. **Selection criteria**

Sources of selection criteria: Procurement Document

5.1.10. **Award criteria**

Criterion:

Type: Quality

Description: Please consult the procurement documents.

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 70

Criterion:

Type: Price

Description: Please consult the procurement documents.

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 30

5.1.11. **Procurement documents**

Deadline for requesting additional information: 18/05/2026 23:59:59 (UTC+02:00) Eastern European Time, Central European Summer Time

Address of the procurement documents: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/5213cbce-a6c3-4ad7-be38-a51881f71be5-CN?#anchorDocuments>

Ad hoc communication channel:

Name: Funding and Tenders Portal

URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/5213cbce-a6c3-4ad7-be38-a51881f71be5-CN?#anchorDocuments>

5.1.12. **Terms of procurement**

Terms of submission:

Electronic submission: Required

Address for submission: <https://webgate.ec.europa.eu/digit/opsys/esubmission?cftUuid=5213cbce-a6c3-4ad7-be38-a51881f71be5>

Languages in which tenders or requests to participate may be submitted: Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

Electronic catalogue: Not allowed

Deadline for receipt of tenders: 05/06/2026 15:00:59 (UTC+02:00) Eastern European Time, Central European Summer Time

Duration during which the tender must remain valid: 6 Months

Information about public opening:

Opening date: 08/06/2026 10:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

Electronic invoicing: Allowed

Electronic ordering will be used: yes

Electronic payment will be used: yes

5.1.15. Techniques

Framework agreement:

Framework agreement, without reopening of competition

Maximum number of participants: 2

Justification for the duration of the framework agreement: as per Occo clearance

Information about the dynamic purchasing system:

No dynamic purchase system

5.1.16. Further information, mediation and review

Review organisation: Court of Justice of the European Union

Organisation providing more information on the review procedures: European Investment Bank

8. Organisations

8.1. ORG-0001

Official name: European Investment Bank

Registration number: EIB

Postal address: 98-100 boulevard Konrad Adenauer

Town: Luxembourg

Postcode: L-2950

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

Email: ppmt@eib.org

Telephone: +352 43 79 1

Internet address: <http://www.eib.org>

Roles of this organisation:

Buyer

Organisation providing more information on the review procedures

8.1. ORG-0002

Official name: Court of Justice of the European Union

Registration number: CURIA

Postal address: Rue du Fort Niedergrünewald

Town: Luxembourg

Postcode: L-2925

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

Email: GC.Registry@curia.europa.eu

Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>

Roles of this organisation:

Review organisation

8.1. ORG-0003

Official name: European Commission

Registration number: EUCOM

Postal address: Mondrian (CDMA), Rue du Champ de Mars 21

Town: Brussels

Postcode: B-1050

Country subdivision (NUTS): Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad (BE100)

Country: Belgium

Email: ppmt@eib.org

Telephone: +32 2 299 11 11

Internet address: <https://commission.europa.eu/>

Roles of this organisation:

TED eSender

Notice information

Notice identifier/version: b01e3dac-5554-4cd0-a4e9-f97952a727fa - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice subtype: 16

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