

Germany-Geilenkirchen: Payroll management services

OJ S 107/2022 03/06/2022

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: PWGSC Europe

Postal address: -Selfkant Kaserne- Slot # 3002 Quimperlestr. 100

Town: Geilenkirchen

NUTS code: DEA Nordrhein-Westfalen

Postal code: 52511

Country: Germany

Contact person: Bid Receiving Unit

E-mail: PWGSC.APBidReceivingGermany-APAngeboteDeutschland.TPSGC@tpsgc-pwgsc.gc.ca

Internet address(es):

Main address: <https://buyandsell.gc.ca/>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://buyandsell.gc.ca/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

European institution/agency or international organisation

I.5. Main activity

Defence

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Payroll Provider Services Belgium

Reference number: W3132-22RC25 / A

II.1.2. Main CPV code

79211110 Payroll management services

II.1.3. Type of contract

Services

II.1.4. Short description

In order to maintain a consistent level of services the Regional Civilian Personnel Office Europe has a requirement to obtain a permanent arrangement for all Payroll services for civilian personnel working and located in Brussels Belgium. There will be up to three (3) civilian employees. Payroll facilities are to be provided for these employee(s) of the local Canadian Armed Forces support base in Brussels Belgium.

II.1.5. Estimated total value

Value excluding VAT: 10 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: BE Belgique / België

Main site or place of performance: Brussels/Belgium

II.2.4. Description of the procurement

The objective of this requirement is to obtain payrolling services with an established Payroll company that has a minimum of five (5) years' experience in providing payroll services, located within the EU, for civilian employees attached to the Canadian Armed Forces contingent ("the Employer") currently situated in Brussels Belgium from 01 September 2022 to 31 Mar 2027.

The exact award criteria are outlined in the solicitation documents at Annex A,B,C and D.

If you would like to obtain more detailed information or if you would like to request the solicitation documents (available in English only), please contact the contracting authority Ms. Verena Kremers:

Email address contracting authority: Verena.Kremers@tpsgc-pwgsc.gc.ca

II.2.5. Award criteria

Criteria below

Price

II.2.6. Estimated value

Value excluding VAT: 10 000,00 EUR

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

Start: 01/09/2022 End: 31/03/2027

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: 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

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

All mandatory requirements in regards to experience, licenses etc. are outlined in the solicitation documents at Annex A and C.

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

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: no

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 30/06/2022 Local time: 23:59

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 01/07/2022 Local time: 08:00

Place:

Geilenkirchen/Germany

Information about authorised persons and opening procedure: The tenders will be opened and reviewed by at least two PWGSC Europe employees, the public is to be barred from the proceedings.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic ordering will be used
Electronic invoicing will be accepted
Electronic payment will be used

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Business Dispute Management Program

Town: Ottawa

Country: Canada

Internet address: <https://www.tpsgc-pwgsc.gc.ca/gcc-bdm/index-eng.html>

VI.4.2. Body responsible for mediation procedures

Official name: The Office of the procurement Ombudsman

Town: Ottawa

Country: Canada

Internet address: <http://opo-boa.gc.ca/index-eng.html>

VI.4.4. Service from which information about the review procedure may be obtained

Official name: Acquisitions Program Policy Directorate, Policy, Risk, Integrity and Strategic Management Sector

Town: Ottawa

Country: Canada

Internet address: <https://www.tpsgc-pwgsc.gc.ca/gcc-bdm/index-eng.html>

VI.5. Date of dispatch of this notice

31/05/2022