

Germany-Geilenkirchen: Payroll management services

OJ S 159/2022 19/08/2022

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

Access to the procurement documents is restricted. Further information can be obtained 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 Administrator Services for the Netherlands, United Kingdom, Belgium and Italy

Reference number: W3132-22RC26

II.1.2. Main CPV code

79211110 Payroll management services

II.1.3. Type of contract

Services

II.1.4. Short description

The objective of this requirement is to obtain payroll services with an established Payroll company with 5 years of business experience providing payroll services, in the United Kingdom, Belgium, Netherlands and Italy for civilian employees attached to the Canadian Armed Forces contingent (“the Employer”) currently situated in BE, IT,NL and UK from date of contract award to 31 Mar 2027.

II.1.5. Estimated total value

Value excluding VAT: 50 000,00 CAD

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

NUTS code: IT Italia

NUTS code: NL Nederland

NUTS code: UK United Kingdom

II.2.4. Description of the procurement

In order to maintain a consistent level of services there is a requirement to obtain a permanent arrangement with an International based company for all Payroll services for civilian personnel working and located in Italy, Belgium, United Kingdom and Netherlands.

Currently there are:

3 civilians in Italy

6 civilians in United Kingdom

1 civilian in Netherlands

Up to 2 in Belgium once payroll administration has been obtained.

Payroll Services – All services related to the provision of payroll as necessitated by the applicable laws in UK, Belgium, Italy and Netherlands

II.2.5. Award criteria

Criteria below

Price

II.2.6. Estimated value

Value excluding VAT: 50 000,00 CAD

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

Duration in months: 55

This contract is subject to renewal: no

II.2.10. Information about variants

Variants will be accepted: yes

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

The tender package will be made available upon request by the Contracting Authority.
Requests have to be sent to the following email address:
Contracting Authority: Verena Kremers
Verena.Kremers@tpsgc-pwgsc.gc.ca
The tender package is only available in English.

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:

Bidders must provide proof of "licence" or being vetted by the UK, Belgium, Italy and Netherlands government in order to conduct "Payrolling" and any associated businesses within UK, Belgium, Italy and Netherlands.

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: 31/08/2022 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: 01/09/2022 Local time: 08:00

Place:

Due to restricted access to the premises, the Evaluation Team will open the tenders without the public being present.

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

16/08/2022