

Finland-Helsinki: Business services: law, marketing, consulting, recruitment, printing and security

OJ S 181/2023 20/09/2023

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Business Finland Oy

National registration number: 2725690-3

Postal address: PB 358

Town: Helsinki

NUTS code: FI1B Helsinki-Uusimaa

Postal code: 00181

Country: Finland

E-mail: kilpailutus@businessfinland.fi**Internet address(es):**Main address: <https://www.businessfinland.fi/>**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://tarjouspalvelu.fi/businessfinland?id=467302&tpk=993da69b-29fe-496b-94dc-d004dd0089b2>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://tarjouspalvelu.fi/businessfinland?id=467302&tpk=993da69b-29fe-496b-94dc-d004dd0089b2>**I.4. Type of the contracting authority**

Other type: State Owned Company

I.5. Main activity

Economic and financial affairs

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

Trade Center Management Administration Services and Platform

Reference number: 237/27/2023

II.1.2. Main CPV code

79000000 Business services: law, marketing, consulting, recruitment, printing and security

II.1.3. Type of contract

Services

II.1.4. Short description

Business Finland organization is formed by state owned company Business Finland Oy and Business Finland Innovation Funding Agency. Business Finland employs 760 specialists at 37 foreign locations and 16 offices in Finland. Business Finland is a public-sector operator and part of the Team Finland network.

This procurement is conducted for Business Finland Oy (hereinafter 'Business Finland'). With this tendering process Business Finland is looking for a service provider who is able to arrange, help and advice in the administration throughout the entire employee lifecycle.

Besides of HR matters such as contracts, compensation and benefit matters, local market practices etc., Business Finland also needs guidance from time to time in legal matters which relate to employment (especially labor law and tax related advice), financial reporting and payroll services.

The scope of the procurement includes approximately 180 employees in 31 countries, namely: Australia, Austria, Brazil, Canada, Chile, China, Denmark, France, Germany, India, Indonesia, Japan, Kenya, Korea, Malaysia, Mexico, Morocco, Nigeria, Norway, Peru, Poland, Saudi Arabia, South Africa, Spain, Sweden, Taiwan, Turkey, United Arab Emirates, United Kingdom, USA and Vietnam. The scope of services needed depends on the way in which Business Finland is organized in the country in question.

Business Finland's aim is to start the service gradually with the chosen service provider through implementation and pilot project. The purpose is to gradually introduce new countries to the scope of the service. Business Finland has also a right, at its discretion, to exclude some of its operating countries from the service provision (for example based on the success and results of the pilot project).

Additionally, the service provided must include a software solution (SaaS Platform) that will be used for administration of all labor, legal and finance related matters as described in the Annex 1 Procurement Description.

The scope of the procurement is described in more detail in the Annex 1 Procurement Description.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79100000 Legal services, 79200000 Accounting, auditing and fiscal services, 79400000 Business and management consultancy and related services, 79600000 Recruitment services, 72000000 IT services: consulting, software development, Internet and support, 72263000 Software implementation services, 79631000 Personnel and payroll services, 79610000 Placement services of personnel, 79414000 Human resources management consultancy services, 79412000 Financial management consultancy services

II.2.3. Place of performance

NUTS code: FI1 Manner-Suomi

NUTS code: AU Australia

NUTS code: AT Österreich

NUTS code: BR Brazil

NUTS code: CA Canada

NUTS code: CL Chile

NUTS code: CN China

NUTS code: DK Danmark
NUTS code: FR France
NUTS code: DE Deutschland
NUTS code: IN India
NUTS code: ID Indonesia
NUTS code: JP Japan
NUTS code: KE Kenya
NUTS code: KR South Korea
NUTS code: MY Malaysia
NUTS code: MX Mexico
NUTS code: MA Morocco
NUTS code: NG Nigeria
NUTS code: NO Norge
NUTS code: PE Peru
NUTS code: PL Polska
NUTS code: SA Saudi Arabia
NUTS code: ZA South Africa
NUTS code: ES España
NUTS code: SE Sverige
NUTS code: TW Taiwan
NUTS code: TR Türkiye
NUTS code: AE United Arab Emirates
NUTS code: UK United Kingdom
NUTS code: US United States
NUTS code: VN Vietnam

Main site or place of performance: Main site of performance is described in Annex 1 Procurement Description.

II.2.4. Description of the procurement

Described in II.1.4) of this Invitation to Tender and Annex 1 Procurement Description.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Usability of the Service and the Platform/Tool / Weighting: 20

Quality criterion - Name: Implementation and EOR Transition Plan / Weighting: 10

Quality criterion - Name: Service Description / Weighting: 50

Price - Weighting: 20

II.2.6. Estimated value

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The Contract commences upon the signing and stays in force until further notice. The Contract is planned to enter into force on Q4/2023 (estimated target).

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: yes

Description of options:

The service can be extended to Business Finland's new operating countries/offices.

The service can be adjusted during the contract term to correspond Business Finland's actual global employee count. Therefore, the service can be extended to more than the estimated 180 employees if this is required by Business Finland.

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:

Tenderers or candidates must fill the so-called European Single Procurement Document, ESPD.

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

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

See contract terms.

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: 16/10/2023 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

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 16/10/2023 Local time: 12:15

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

Estimated total amount (VAT 0 %) for the procurement for a period of 2023 - 2027 is approximately 1.7 - 1.9 Million Euros. The figure is a non-binding estimate. The final realised value of the procurement depends mainly on how many countries the service will be implemented based on the results of the implementation and pilot project.

The figure includes the estimated costs of service implementation, platform fee, EOR management fees as well as payroll services. Additionally, the estimated total amount includes consultancy services, technical alterations and integrations of the platform and the possibility of expanding the service to new Business Finland offices.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Markkinaoikeus

Postal address: Radanrakentajantie 5

Town: Helsinki

Postal code: 00520

Country: Finland

E-mail: markkinaoikeus@oikeus.fi

Telephone: +358 295643300

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

VI.5. Date of dispatch of this notice

15/09/2023