



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Request for Tender – Managed Payroll Services

PART A

Purchasing Mission	Embassy of Ireland Canberra
Project Officer	Cellena Connolly-Moynihan
Date of Request	4 th October 2022
Closing Date for Receipt of Clarification Questions	24 th October 2022
Closing Date for Receipt of Tenders	28 th October 2022
Title of Tender	Request for Tenders for Managed Payroll Services
Duration of Contract	3 Years (Initial 1 year term with two annual renewals subject to satisfactory performance and business needs)

Description of Services Required

1. Background/Overview

The Embassy of Ireland Canberra seeks to engage a payroll accounting services provider who is experienced in providing such services for diplomatic Missions, and other international representative offices in Australia, and fully conversant with Australian rules and regulations thereof, particularly in relation to superannuation, pensions and tax.

2. Specification/Requirements

Service provision is sought covering 10 locally employed staff at Embassy of Ireland, Canberra and 4 locally employed staff at the Consulate General of Ireland, Sydney.

Tenderers must be able to provide the following weekly and monthly payroll accounting and auxiliary services:

- Regular salary calculations (incl. calculation of regular tax deductions, superannuation contributions, special payments, annual leave loading).
- Electronic transmission of weekly payslips to Embassy (transmission to the bank for payment is not required).
- Preparation of PAYG and superannuation reports monthly.
- Full responsibility for all tax compliance.
- Full responsibility for pensions.

Auxiliary services:

- Set up of employee accounts, initial data entry.
- Registration and deregistration of employees' accounts with the relevant authorities.
- Advice on legal, tax, social contributions, and contractual matters such as:
 - Calculation of termination entitlements
 - Calculations of provisions for personnel costs
 - Calculations of annual leave loading
 - Services in connection with personnel related contributions and levies

3. Deliverables and Timeframes

It is envisaged that the contract will run for an initial term of one year, renewable annually thereafter up to a maximum term of three years, subject always to satisfactory performance and the Embassy of Ireland Canberra's business needs.

Tenderers must submit PDF applications via email, with the subject line "**Tender for Payroll Accounting Services**" and with the tendering company's name clearly stated in the body of the submission email to CanberraEmbassy@dfa.ie

Closing date for receipt of tenders is 28th October 2022. Late tenders will not be considered.

Queries and requests for clarification relating to the Request for Tenders and any of the requirements specified therein will be dealt with via email to CanberraEmbassy@dfa.ie. All requests for clarification in respect of this document must be submitted seven (7) days before the closing date for receipt of tenders. The Embassy of Ireland Canberra's responses to queries and requests for clarification will be anonymised and issued to all interested parties.

4. Selection Criteria

Tenderers will be required to demonstrate that they are capable of providing payroll accounting services to the Embassy. They must therefore provide:

- Details on previous track record and experience delivering such services for Embassies, Consulates General, other international representative offices in Australia. Tenderers should include at least two references, which the Embassy reserves its right to contact.
- Declaration that the tenderer is compliant with all Australian legislation and regulations and confirmation that the labour inspectorate has not identified any breaches of these regulations and legislation.
- Evidence that the tenderer has the necessary professional qualifications and is fully licenced to provide the services in Australia.
- Evidence of insurance in the form of a letter from their insurer or broker that appropriate levels of insurance are held and will be maintained for the duration of the contract.

Tenderers who fail to provide the above information may be rejected and not evaluated under the Contract Award Criteria

5. Submission Requirements

- Tenderers must address all Selection Criteria specified in Section 4.
- Tenderers must provide a Service Proposal setting out details of the tenderer's proposed levels and quality of service having regard to the specification set out in Section 2. In preparing the service proposal, tenderers should have particular regard to the contract award criteria and the associated weightings set out in Section 7.
- Tenders must include a Financial Proposal in the exact format as set out in Section 6. The figures quoted will be binding for year one of the contract.
- Tenders must be submitted in English.

6. Financial Proposal

Tenderers are requested to provide a fixed lump sum cost for each year of the service based on the specification outlined in Section 2. See pricing table in Part B below.

7. Award Criteria

Technical Criteria	Marks Available	Minimum Marks Required
Demonstrated understanding of the requirement as outlined in the tenderers service proposal	20	10
Demonstrated approach to account management and availability of the resources necessary to provide the services	20	10
Demonstrated experience and track record in providing services to similar organisations	20	10
Cost	40	

Marks for cost will be allocated using the following formula:

$$\text{Cost Score} = \frac{\text{Lowest Tendered Rate}}{\text{Tendered Rate under evaluation}} \times \text{Number of Marks Available}$$

Please complete Part B below



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PART B to be completed by Contractor

Please complete Part B by providing a breakdown of:

1. **Criteria 1 (see Part A)**
2. **Criteria 2 (see Part A)**
3. **Criteria 3 (see Part A)**
4. **Cost (see Section 6)**

Company Name	
Contact Person	
Telephone Number	
Email Address	
Date	

Criteria 1: Demonstrated understanding of the requirement as outlined in the tenderers service proposal.

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Criteria 2: Demonstrated approach to account management and availability of the resources necessary to provide the services.

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Criteria 3: Demonstrated experience and track record in providing services to similar organisations

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Cost

Please include a fixed lump sum cost for each year of the service based on the specification outlined in Section 2

Description	Year One	Year Two	Year Three
Fixed lump sum cost based on the requirements and staffing numbers outlined in Section 2	AU\$	AU\$	AU\$

Signature

Position
