

Luxembourg – Payroll management services – Provision of Payroll and Tax Services**OJ S 81/2025 25/04/2025****Contract or concession notice – standard regime****Services****1. Buyer**

1.1. Buyer

Official name: European Stability Mechanism (ESM)

Email: procurement@esm.europa.eu

Legal type of the buyer: International organisation

Activity of the contracting authority: Economic affairs

2. Procedure

2.1. Procedure

Title: Provision of Payroll and Tax Services

Description: In this context the ESM intends to conclude agreements, also called “Contracts” with up to two providers (“Service Providers”) for the provision of payroll and tax services. The services are divided into two (2) separate LOTs: LOT 1: Payroll Services – This lot covers all payroll-related processing activities, including salary calculations, payments, social security processing, and reporting. LOT 2: Tax Services – This lot covers tax-related services, including income tax return preparation, advisory services, and regulatory updates.

Procedure identifier: fd19de5d-7fb3-405d-b28b-50c82eb8c6b7

Type of procedure: Negotiated with prior publication of a call for competition / competitive with negotiation

The procedure is accelerated: no

2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79211110 Payroll management services

Additional classification (cpv): 79221000 Tax consultancy services

2.1.2. Place of performance

Postal address: 6a Circuit de La Foire Internationale

Town: Luxembourg

Postcode: 1347

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

2.1.4. General information

Legal basis:

Other

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 nor Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 (as amended) apply to the ESM. The ESM procures supplies, services, and works on its own behalf and for its own account pursuant to the ESM procurement policy as published on the ESM website.

2.1.6. Grounds for exclusion

5. Lot

5.1. Lot: LOT-0001

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Internal identifier: Provision of Payroll and Tax Services

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5.1.3. Estimated duration

Duration: 48 Months

5.1.6. General information

Reserved participation: Participation is not reserved.

Procurement Project not financed with EU Funds.

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

This procurement is also suitable for small and medium-sized enterprises (SMEs): yes

5.1.9. Selection criteria

Sources of selection criteria: Procurement document

Information about the second stage of a two-stage procedure:

Minimum number of candidates to be invited for the second stage of the procedure: 15

5.1.10. Award criteria

Criterion:

Type: Quality

Description: as stated in the procurement documents

Criterion:

Type: Price

Description: as stated in the procurement documents

5.1.11. Procurement documents

Languages in which the procurement documents are officially available: English

Address of the procurement documents: <https://www.esm.europa.eu/how-we-work/procurement>

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Required

Address for submission: <https://in-tendhost.co.uk/esm/aspx/Home>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Variants: Not allowed

Deadline for receipt of requests to participate: 26/05/2025 11:00:00 (UTC+2) 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: Required

Electronic ordering will be used: no

Electronic payment will be used: yes

5.1.15. Techniques

Framework agreement: No framework agreement

Information about the dynamic purchasing system: No dynamic purchase system

Electronic auction: no

5.1.16. Further information, mediation and review

Review organisation: European Stability Mechanism (ESM)

Organisation providing more information on the review procedures: European Stability Mechanism (ESM)

Organisation receiving requests to participate: European Stability Mechanism (ESM)

Organisation processing tenders: European Stability Mechanism (ESM)

8. Organisations

8.1. ORG-0001

Official name: European Stability Mechanism (ESM)

Registration number: 20128400045

Postal address: 6a Circuit de la Foire Internationale

Town: Luxembourg

Postcode: 1347

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

Contact point: Ms Kallirroi Kapetanaki

Email: procurement@esm.europa.eu

Telephone: +352 2609620

Internet address: <https://www.esm.europa.eu/>

Buyer profile: https://www.esm.europa.eu/how-we-work/procurement#headline-procurement_opportunities

Roles of this organisation:

Buyer

Organisation receiving requests to participate

Organisation processing tenders

Review organisation

Organisation providing more information on the review procedures

8.1. ORG-0000

Official name: Publications Office of the European Union

Registration number: PUBL

Town: Luxembourg

Postcode: 2417

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

Email: ted@publications.europa.eu

Telephone: +352 29291

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

Roles of this organisation:

TED eSender

Notice information

Notice identifier/version: 5956e331-6f18-4383-a9c5-89f787ca231b - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice subtype: 16

Notice dispatch date: 16/04/2025 12:54:43 (UTC)

Languages in which this notice is officially available: English

Notice publication number: 267433-2025

OJ S issue number: 81/2025

Publication date: 25/04/2025