

Ireland: Personnel and payroll services

Request for Tenders for the provision of Payroll Services

Contract or concession notice – standard regime

1 Buyer

1.1 Buyer

Official name: Housing Finance Agency plc

Legal type of the buyer: Body governed by public law

Activity of the contracting authority: Housing and community amenities

2 Procedure

2.1 Procedure

Title: Request for Tenders for the provision of Payroll Services

Description: The provision of payroll processing services. The successful provider will be required to deliver a comprehensive payroll service for up to 40 employees (with potential to increase to 60 during the contract period), on a fortnightly basis. Additionally, the provider will manage a separate payroll for two Defined Benefit (DB) Pension schemes (12 people) and one Single Public Service Pension Scheme (SPSPS) (1 person), also on a fortnightly schedule. Fees for 11 Non-Executive Board Members will be processed twice annually.

Procedure identifier: e290fe13-a5db-4713-ae4b-2b1eae55a2c

Type of procedure: Open

The procedure is accelerated: no

2.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79631000 Personnel and payroll services

Additional classification (cpv): 79211110 Payroll management services

2.1.2 Place of performance

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

2.1.3 Value

Estimated value excluding VAT: 140 000 Euro

2.1.4 General information

Legal basis:

Other

2.1.6 Grounds for exclusion

Sources of grounds for exclusion: Procurement Document

5 Lot

5.1 Lot technical ID: LOT-0001

Title: Request for Tenders for the provision of Payroll Services

Description: The provision of payroll processing services. The successful provider will be required to deliver a comprehensive payroll service for up to 40 employees (with potential to increase to 60 during the contract period), on a fortnightly basis. Additionally, the provider will manage a separate payroll for two Defined Benefit (DB) Pension schemes (12 people) and one Single Public Service Pension Scheme (SPSPS) (1 person), also on a fortnightly schedule. Fees for 11 Non-Executive Board Members will be processed twice annually.

Internal identifier: 0

5.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79631000 Personnel and payroll services

Additional classification (cpv): 79211110 Payroll management services

5.1.2 Place of performance

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Additional information:

5.1.3 Estimated duration

Duration: 6 Year

5.1.5 Value

Estimated value excluding VAT: 140 000 Euro

5.1.6 General information

Procurement Project not financed with EU Funds.

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

5.1.7 Strategic procurement

Aim of strategic procurement: No strategic procurement

5.1.9 Selection criteria

Sources of selection criteria: Procurement Document

5.1.11 Procurement documents

Languages in which the procurement documents are officially available: English

Languages in which the procurement documents (or their parts) are unofficially available: English

Deadline for requesting additional information: 17/11/2025 12:00 +00:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=6903292>

5.1.12 Terms of procurement

Terms of submission:

Electronic submission: Required

Address for submission: <https://www.etenders.gov.ie/epps/cft/viewTenders.do?resourceId=6903292>

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

Electronic catalogue: Not allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of tenders: 02/12/2025 12:00 +00:00

Deadline until which the tender must remain valid: 60 Day

5.1.15 Techniques

Framework agreement:

No framework agreement

Information about the dynamic purchasing system:

No dynamic purchase system

5.1.16 Further information, mediation and review

Review organisation: The High Court of Ireland

Organisation providing offline access to the procurement documents: Housing Finance Agency plc

Organisation providing more information on the review procedures: The High Court of Ireland

Organisation receiving requests to participate: Housing Finance Agency plc

Organisation processing tenders: Housing Finance Agency plc

8 Organisations

8.1 ORG-0001

Official name: Housing Finance Agency plc

Registration number: Housing Finance Agency

Postal address: 46 St Stephens Green, Dublin 2

Town: Dublin

Postcode: D02 WK60

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Email: cosec@hfa.ie

Telephone: 018725722

Internet address: www.hfa.ie

Buyer profile: www.hfa.ie

Roles of this organisation:

Buyer

Organisation providing offline access to the procurement documents

Organisation receiving requests to participate

Organisation processing tenders

8.1 ORG-0002

Official name: The High Court of Ireland

Registration number: The High Court of Ireland

Department: The High Court of Ireland

Postal address: Four Courts, Inns Quay, Dublin 7

Town: Dublin

Postcode: D07 WDX8

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Email: HighCourtCentralOffice@courts.ie

Telephone: +353 1 8886000

Roles of this organisation:

Review organisation

Organisation providing more information on the review procedures

8.1 ORG-0003

Official name: European Dynamics S.A.

Registration number: 002024901000

Department: European Dynamics S.A.
Town: Athens
Postcode: 15125
Country subdivision (NUTS): Βόρειος Τομέας Αθηνών (EL301)
Country: Greece
Email: eproc-esender@eurodyn.com
Telephone: +30 2108094500
Roles of this organisation:
TED eSender

Notice information

Notice identifier/version: 40f46823-79c5-4e50-b39e-c664ad9a0001 - 01
Form type: Competition
Notice type: Contract or concession notice – standard regime
Notice dispatch date: 03/11/2025 10:17 +00:00
Languages in which this notice is officially available: English