



Information notice

RIS

Address for visitors

Rijkskantoor Beatrixpark
Wilhelmina van Pruisenweg 52
2595 AN Den Haag

Correspondence address

Postbus 20011
2500 EA Den Haag

Information notice

General information Market Consultation	
Title	Payroll (Management) Services Worldwide
Contracting Authority	The Ministry of Foreign Affairs of the Netherlands
Reference	201865003.001.138
Contacts	Malou van Popta & Roy Reintjes

We publish this information notice to notify all Relevant Market Parties of questions we have received regarding the Market Consultation, and our answers to these questions. New questions and answers may be added later. We may also publish updated versions of the Market Consultation Document and/or Appendices.

Additionally we would like to inform you that the deadline for submitting the responses have been extended to the 11th of March 2026.

Date of publishing: March 9, 2026

QUESTION 1	Would you be able to send us the following information? <ul style="list-style-type: none">- The headcounts per country, paygroups per country, payroll frequency per country or per paygroup.- For which countries you want integration with your HCM Platform.- Or if the above information can't be provided at this stage. Can we use the headcounts that were provided with the previous market consultation by the Dutch Embassies?
-------------------	--

Source	
Answer	<ul style="list-style-type: none"> - The Ministry is not able to confirm the headcounts per country at this stage. An entity is a mission (e.g. embassy, consulate, permanent representation) and a country can host one or more missions. A mission could consist of three different pay groups, being: <ol style="list-style-type: none"> 1. Local employees; 2. Domestic staff; 3. Former employees who are receiving a supplement to old age or other benefits (retired, disabled (former) employees or surviving relatives of local employees). <p>The pay frequency and pay dates are the same for all groups.</p> - Integration applies to all countries listed in Appendix 6. - You should rely solely on the information from this market consultation for answering the questions. We will provide further information in the tendering documents.

QUESTION 2	The preparation of detailed information in order to respond to the market consultation involves substantial time and coordination with our local teams globally. Therefore we would like to kindly ask for an extension of the response deadline to the 11th of March.
Source	
Answer	We agree with the extension of the deadline. The new deadline will be the 11 th of March.