

[British Embassy Tokyo Call for Bids: Payroll Services](#)

World news story

The British Embassy Tokyo is inviting interested parties to submit bids for the provision of a payroll service for the Japan Network. The deadline for bids is on 30 June 2021 at 23:55 PM (Japan Time).



The Embassy is looking for the payroll service provider to calculate payroll for around 130 country-based staff in line with our timeline specified in the Request for Quotes. The Embassy normally informs the payroll provider of changes to individuals' salary (e.g. new staff, allowances) by the 10th of each month, and you should return the calculated data in the Embassy's format no later than 14th of each month unless instructed otherwise. To find out more, including how to bid, please download the [Request for Quotes](#) (PDF, 873KB, 22 pages).

If you have any queries, please contact Tokyo.HumanResources@fcdo.gov.uk on or before 30 June 2021.

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