

# **Procurement Notice**

**To whom it may concern:**

We are writing to invite you to participate in the procurement process for the **Project Payroll Outsourcing Services Colombia.**

## **1. Project background**

CTG Colombia Holding requires the engagement of a local payroll service provider for 3 years period with solid expertise in Colombian labor, tax, and social security regulations. The selected provider will be responsible for ensuring accurate payroll calculation, compliance with local legislation, timely reporting, and secure management of employee data for all staff in Colombia.

## **2. Service Period**

3 years.

## **3. Qualification requirements of Bidders**

- 1) Qualification Requirement: The bidder should be a reputable payroll services provider with proven expertise in managing payroll processes, compliance with local labor regulations, and experience supporting multinational companies.
- 2) Finance Requirement : Proposers must be in sound financial condition, with no sustained operating deficits during the past two (2) years.
- 3) Credit Requirement : Suppliers who fall within the scope of bidding restrictions imposed by the Company's credit evaluation, or who appear on any restrictive lists (local or international) subject to enforcement for non-compliance or trust-breaking, shall not be eligible to participate.

- 4) Performance Requirement : Proposers should demonstrate relevant experience and capabilities in payroll administration, tax compliance, employee benefits management, and related services.
- 5) Other Requirements : Proposers must maintain a strong commercial reputation, free from material contract disputes or litigation records over the last three (3) years.

#### **4. Provision of Procurement Document**

Suppliers register through the ARIBA platform of CTGL ERP system (URL: <http://CTGI.sourcing-eu.ariba.com/ad/selfRegistration>). Procurement Document (RFP) will be sent through the Ariba system to the bidder on the date when the project officially starts. Please confirm through enterprise communication (email or Ariba system) whether you are interested in submitting a proposal.

#### **5. Submission of Proposal Documents**

Deadline for Proposal Documents submission: **16<sup>th</sup> Jan, 2026**

#### **6. Contact Information**

Purchaser: CTG Latam

Contact Person:

Carlos Gonzalez or Yangyang Li

Email or Ariba system: [carlos.gonzalez@ctglatam.com](mailto:carlos.gonzalez@ctglatam.com) or [yangyang.li@ctglatam.com](mailto:yangyang.li@ctglatam.com)