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Tender

Invitation to Tender for the English Language Assistants Programme in Hong Kong

British Council

F02: Contract notice

Notice identifier: 2024/S 000-005307

Procurement identifier (OCID): ocids-h6vhtk-043afa

Published 19 February 2024, 8:41am

Section I: Contracting authority

I.1) Name and addresses

British Council

1 Redman Place, Stratford, London E20 1JQ

London

Contact

Forest Deng

Email

forest.deng@britishcouncil.org

Country

Hong Kong

NUTS code

HK - Hong Kong

National registration number

under number 209131 in England; Wales and number SC037733 in Scotland

Internet address(es)

Main address

<http://www.britishcouncil.org>

Buyer's address

<http://www.britishcouncil.org>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/britishcouncil/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/britishcouncil/asp/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/britishcouncil/asp/Home>

I.4) Type of the contracting authority

Other type

Registered Charity

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Invitation to Tender for the English Language Assistants Programme in Hong Kong

Reference number

BC/03371

II.1.2) Main CPV code

- 79631000 - Personnel and payroll services

II.1.3) Type of contract

Services

II.1.4) Short description

OverviewThe British Council in Hong Kong will oversee the management and development of the English Language Assistants Programme in Hong Kong. This is a 10.5 month programme and with a potential for an extension for up to an additional twelve to thirty-six months outward mobility programme for UK graduates. The Programme's primary purpose is to provide UK graduates (the "Language Assistants") with the opportunity to live and work abroad for one year. The programme will recruit 40 language assistants in Years 1.The Supplier will provide the following Services:1. Provision of Employment Contracts; 2. Provision of Visas; 3. Provision of Healthcare Insurance; 4. Advice and reimbursement of Travel Arrangement Services; 5. To arrange International SOS service insurance for the provision of Duty of Care; 6. Accommodation arrangement (cost will be covered by the Language Assistants); 7. HR consultancy service (Hourly rate if preferred)

II.1.5) Estimated total value

Value excluding VAT: £800,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79631000 - Personnel and payroll services

II.2.3) Place of performance

NUTS codes

- HK - Hong Kong

Main site or place of performance

Hong Kong

II.2.4) Description of the procurement

OverviewThe British Council in Hong Kong will oversee the management and development of the English Language Assistants Programme for a leading further and higher education provider in Hong Kong. This is a 10.5 month programme and with a potential for an extension for up to an additional twelve to thirty-six months outward mobility programme for UK graduates. The Programme's primary purpose is to provide UK graduates (the "Language Assistants") with the opportunity to live and work abroad for one year. The programme will recruit 40 language assistants in Years 1. The language assistants will support the teaching and learning of English. They will work with the client organisation's sub-degree programme instructors to deliver English Medium of Instruction programmes and to support students to develop their English language skills for study and for the workplace.

Main servicesThe Supplier will provide the following Services under this Agreement:

1. Provision of Employment Contracts and Payroll Services
 - Issue standard employment contracts to the Language Assistants by the end of June 2024, in accordance with Hong Kong Labour laws, for the duration of their teaching assignment in Hong Kong.
 - Provide payroll services to pay monthly salaries to the Language Assistants at the end of each calendar month. Funds for payment of salaries will be transferred from the British Council Hong Kong to the Supplier at the beginning of each calendar month. Bank details will be provided by the Language Assistants to the Supplier. Records of all financial transactions should be submitted to the British Council Project team as requested.
 - Manage the Language Assistants' attendance records and provide summary reports two working days prior to the end of each month to British Council Project team.
2. Provision of Visas

Manage the end-to-end process to secure working/training visas for the selected Language Assistants in the UK. This will involve:

 - coordinating with the British Council Project team to agree on timelines;
 - working with the Language Assistants on all necessary visa application documentation
 - liaising with the Immigration Department of Hong Kong to keep track of the progress of applications
 - flagging issues to the British Council Project team and the Language Assistant(s) immediately; and,
 - delivering approved visas to the Language Assistants in the UK.
3. Provision of Healthcare Insurance
 - Provide a minimum of three options for appropriate medical insurance

packages (including, but not limited to, provisions for Covid-19) for the Language Assistants for the duration of their stay in Hong Kong. • Agree with the British Council Project team on the final medical insurance package and travel insurance to be secured for the Language Assistants, as well as timelines for securing these. • Purchase the necessary insurances for all Language Assistants one month before the employment date. 4. Advice and reimbursement of Travel Arrangement Services Manage reimbursement and the travel arrangements to and from Hong Kong from the UK for all Language Assistants on the Programme. This should include (but may not be limited to): • ensuring each Language Assistant has a confirmed return flight booking based on an agreed upon flight allowance with the British Council; • providing a detailed pre-departure briefing to the Language Assistants in the UK, within the timeline agreed to with the British Council Project team 5. To arrange International SOS service insurance for the provision of Duty of Care: 6. Accommodation arrangement (cost will be covered by the Language Assistants) 7. HR consultancy service (Hourly rate if preferred)

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 June 2024

End date

30 June 2028

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union

funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

NA.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

22 March 2024

Local time

8:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 31 August 2024

IV.2.7) Conditions for opening of tenders

Date

25 March 2024

Local time

8:00am

Place

China

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

the British Council

Hong Kong

Country

Hong Kong

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Deadline for submission of ITT responses by potential suppliers (Response Deadline)
5pm, 22 Mar 2024, Hong Kong Time