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Tender

## **2024 Solutions for Non-Permanent Workers Services for British Council China**

British Council

F02: Contract notice

Notice identifier: 2024/S 000-010488

Procurement identifier (OCID): ocds-h6vhtk-044eb0

Published 1 April 2024, 10:30am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

British Council

British Council | Room 708 | 7/F Teem Tower | 208 Tianhe Road | Guangzhou 510620 | China

Guangzhou, China

#### **Contact**

Kori Xiao

#### **Email**

[kori.xiao@britishcouncil.org.cn](mailto:kori.xiao@britishcouncil.org.cn)

#### **Country**

China

#### **NUTS code**

CN - China

**Internet address(es)**

Main address

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

**I.3) Communication**

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

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

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

**I.4) Type of the contracting authority**

Regional or local Agency/Office

**I.5) Main activity**

Other activity

Non-permanent workers

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

2024 Solutions for Non-Permanent Workers Services for British Council China

Reference number

BC/03415

#### **II.1.2) Main CPV code**

- 79512000 - Call centre

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

British Council China is looking for competitive suppliers to provide comprehensive solutions for non-permanent workers services (NPW) with aims to support business operations for all British Council China offices and to achieve effectiveness, efficiency, and best value for money. Successful bidder(s) shall demonstrable expertise and professionalism in delivering NPW services to a high standard while offering best practice to British Council China where fast-paced, large-scale change is happening more and more frequently.

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Where a bidder bids for multiple Lots, British Council China reserves the right to award fewer Lots than those included in the Bid.

### **II.2) Description**

#### **II.2.1) Title**

## Outsourcing

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79500000 - Office-support services

### **II.2.3) Place of performance**

NUTS codes

- CN - China

### **II.2.4) Description of the procurement**

Successful bidder(s) shall demonstrate its capabilities to meet the following business scenarios. Scenario 1: Support to Exams operations Scenario 2: Temporary staff / Contractor Scenario 3: Call Centre / Customer Service Scenario 4: Office IT support and service delivery Scenario 5: IT developer

### **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 July 2024

This contract is subject to renewal

Yes

Description of renewals

The Contract awarded will be for a duration of 12 months with an option for an extension for up to an additional 36 months (12 months per each extension).

### **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

## **II.2) Description**

### **II.2.1) Title**

Labour dispatch and relevant services

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79500000 - Office-support services

### **II.2.3) Place of performance**

NUTS codes

- CN - China

### **II.2.4) Description of the procurement**

End-to-end labour dispatching services include due diligence, onboarding, salary and benefits, exit, risk mitigation, etc.

### **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 July 2024

This contract is subject to renewal

Yes

Description of renewals

The Contract awarded will be for a duration of 12 months with an option for an extension for up to an additional 36 months (12 months per each extension).

#### **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

### **II.2) Description**

#### **II.2.1) Title**

Income tax calculation & declaration for individual service providers

Lot No

3

#### **II.2.2) Additional CPV code(s)**

- 79220000 - Fiscal services
- 79500000 - Office-support services

#### **II.2.3) Place of performance**

NUTS codes

- CN - China

#### **II.2.4) Description of the procurement**

IIT record filing for both Chinese and foreign individual service provers, IIT calculation and declaration, etc.

### **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 July 2024

This contract is subject to renewal

Yes

Description of renewals

The Contract awarded will be for a duration of 12 months with an option for an extension for up to an additional 36 months (12 months per each extension).

### **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

## **II.2) Description**

### **II.2.1) Title**

Internship services

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 79500000 - Office-support services

### **II.2.3) Place of performance**

NUTS codes

- CN - China

### **II.2.4) Description of the procurement**

Provide internship services including but not limited to: • Recruit and shortlist students for internship• Conduct due diligence• Contracting and onboarding• Process payment and relevant costs

### **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 July 2024

This contract is subject to renewal

Yes

Description of renewals

The Contract awarded will be for a duration of 12 months with an option for an extension for up to an additional 36 months (12 months per each extension).

### **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



## **II.2) Description**

### **II.2.1) Title**

Re-hiring services

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 79500000 - Office-support services

### **II.2.3) Place of performance**

NUTS codes

- CN - China

### **II.2.4) Description of the procurement**

Provide re-hiring services including but not limited to:• Contracting with re-hired staff• Provide HR management services in due course• Manage payment including salary and over-time, and IIT declaration• Manage re-hired staff exit

### **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 July 2024

This contract is subject to renewal

Yes

Description of renewals

The Contract awarded will be for a duration of 12 months with an option for an extension for up to an additional 36 months (12 months per each extension).

### **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

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### **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

- Have legal entity registered in Mainland China
- Have relevant qualification / licence / certificate for operating the required services in Mainland China
- Issue official tax Fapiao (General VAT Fapiao) for services delivered within Mainland China, with content consistent with the services provided

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### **Section IV. Procedure**

#### **IV.1) Description**

##### **IV.1.1) Type of procedure**

Open procedure

##### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

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

The procurement is covered by the Government Procurement Agreement: No

#### **IV.2) Administrative information**

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

Date

1 May 2024

Local time

7:00am

##### **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: 30 June 2024

##### **IV.2.7) Conditions for opening of tenders**

Date

1 May 2024

Local time

7:00am

Place

Online, China

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

British Council

China

Country

China