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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

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

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

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

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

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