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Tender

## **Non-Permanent Workers Services for British Council China – 2022~2023**

Kori Xiao

F02: Contract notice

Notice identifier: 2021/S 000-029759

Procurement identifier (OCID): ocds-h6vhtk-02fbb0

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

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

Kori Xiao

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

Guangzhou

#### **Email**

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

#### **Country**

China

#### **NUTS code**

CN - China

#### **Internet address(es)**

Main address

<https://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.aspx/Home>

Additional information can be obtained from the above-mentioned address

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

Human resources services, BPO

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## Section II: Object

### II.1) Scope of the procurement

#### II.1.1) Title

Non-Permanent Workers Services for British Council China – 2022~2023

Reference number

BC/02194

#### II.1.2) Main CPV code

- 79600000 - Recruitment services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

British Council China (hereafter as "BC China") is looking for competitive suppliers to provide comprehensive solutions for non-permanent workers services (hereafter as "NPW") with aims to support business operations for all BC 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 BC 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

### II.2) Description

#### II.2.1) Title

End-to-end HR services

Lot No

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

- 79600000 - Recruitment services
- 79500000 - Office-support services

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

NUTS codes

- CN - China

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

Successful bidders should be qualified and capable of delivering the following services:• Talent hunting / mapping• Due diligence / Screening to British Council standards • Contracting and onboarding• Salary and statutory benefits• Manage worker payments ensuring that all pay is in line with any local laws, including but not limited to minimum wage• Risk mitigation• Manage worker exit • 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**

Duration in months

24

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

## **II.2) Description**

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

Service outsourcing

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**

Successful bidders should be qualified and capable of delivering the following services:• Provide proper solutions including service delivery model, proposed team, service period, cost estimation etc. when receiving outsourcing requests from BC China• Ensure the proposed team have the required knowledge and skills to deliver the required services per BC China's standards• Ensure the timeliness and quality of service delivery• Have contingency plan in place to deal with urgent requirements and unexpected changes• Coordinate between BC China and the proposed team for smooth service delivery• 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**

Duration in months

24

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

## **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)**

- 790000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- CN - China

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

Successful bidders should be qualified and capable of delivering the following services:• IIT record filing for both Chinese and foreign individual service providers• IIT calculation• Declare and pay IIT for individual service providers• Provide IIT deduction and declaration report to BC China, and print out tax-paid certificate• Assist individual service providers to apply for annual tax-paid certificate• Offer explanation and suggestions on IIT related policies to BC China and its individual service providers• Answer questions related to IIT on a regular basis through teleconference, face-to-face meeting, email, or in other written forms.

### **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**

Duration in months

24

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

## **II.2) Description**

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

Internship services

Lot No

4

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

- 79500000 - Office-support services
- 79600000 - Recruitment services

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

NUTS codes

- CN - China

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

Successful bidders should be qualified and capable of delivering the following services:• Establish sustainable cooperation with local universities and colleges, • Recruit and shortlist students for internship,• Conduct due diligence,• Contracting and onboarding,• Process payment and relevant costs on time,• Ensure the compliance of the whole process.

#### **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**

Duration in months

24

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



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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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

Envisaged maximum number of participants to the framework agreement: 4

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

The duration of framework agreements will be two years.

#### **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

8 December 2021

Local time

9:00am

**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 December 2021

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

Date

30 December 2021

Local time

9:00am

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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

Beijing

Country

China