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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

Published 1 December 2021, 7:04am

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

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

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

1

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)

- 79000000 - 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

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

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

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