

Request for Proposal

Tender Notice: Recruitment of an HR Administration and Dispatching Service Agency

Issued by: Vital Strategies

Vital Strategies is pleased to invite qualified and experienced service providers to submit proposals in response to this Request for Proposal (RFP) for the provision of HR Administration and Dispatching Services. This engagement aims to support the organization's growing operational needs across various locations in China. Through this tender, Vital Strategies seeks to identify an agency with proven operational capacity, and a strong track record in delivering compliant and efficient HR administration and labour dispatch services in accordance with Chinese labour law and global best practices.

I. Introduction

In recent years, Vital Strategies has been engaged in public health work and has required the recruitment of full-time employees in specialized technical fields or personnel in program management fields to support our work. To ensure operational efficiency and establish a compliant and comprehensive employee HR administration system, we are launching this public request for proposal to identify a qualified HR administration and Dispatching service agency. The selected agency will support recruitment, on-boarding, payroll & contract administration, and other relevant HR functions in alignment with Chinese labor laws and Vital Strategies global standards.

II. Purpose of the Tender

Vital Strategies is seeking to engage a qualified HR Administration and Dispatching Services provider to support its human resource management needs in a compliant, efficient and locally informed manner. The anticipated scope of work includes, but is not limited to, the following:

- **Policy Consultation:** Offer expert guidance to Vital Strategies on national labor laws, employment regulations and policy requirement related to HR Administration and labor Dispatching Service. Ensuring compliance and mitigate legal and operational risk.

- **HR Planning Assistance:** Support the planning, design and optimization of HR Administration and Dispatching processes. Advise on best practices and address challenges in local HR operations and workforce planning.
- **HR Administration and Dispatching Service Work:** Provide end-to-end administrative support including:
 - a) Drafting and managing dispatch contracts
 - b) Processing and distributing payroll in compliance with local regulations
 - c) Managing employee records and personnel services
 - d) Administering statutory benefits such as social insurance and housing fund contributions
 - e) Coordinating on-boarding and off-boarding procedures in line with Vital Strategies global standards
 - f) Preparing and submitting periodic reports on salary disbursement, contract status and workforce data.
 - g)

III. Qualification Requirements for Bidders

To be considered eligible for this tender, bidders must meet the following minimum qualifications and compliance requirements:

1. **Legal Registration and Business Scope:**
 - Bidders must be registered within China, possess a valid business license.
 - Their business scope must include labor management, HR Administration or related service fields.
 - Bidders must successfully pass a background check confirming its qualifications, operational history and business integrity.
2. **Professional Expertise and Experience:**
 - Bidders must demonstrate strong professional knowledge and practical experience in HR Administration and Dispatching Service.
 - They should also have established internal quality control measures and the ability to provide strategic HR advice and guidance to Vital Strategies.
3. **Operational Capacity and Resources:**
 - Bidders must have the necessary infrastructure, including robust technical platforms and high-quality professional teams, to deliver services efficiently and at scale.
4. **Payroll Management Capabilities:**

- Bidders must be able to assist Vital Strategies in payroll verification and distributing,
 - Bidders must be capable of providing detail documentation and evidence of payroll transactions for auditing and reporting purposes.
5. Regulatory Compliance:
- Bidders must comply with Chinese laws and regulations related to cyber security and personal information protection.
 - Priority will be given to bidders who agree to Vital Strategies' "Cooperator's Personal Information Protection Policy", "Tobacco Affiliation" and "Harassment; Discrimination; Exploitation" clauses, (see annex for full details).
6. Experience with International Organizations:
- Priority will be given to bidders with proven experience working with International non-governmental organizations (NGPOs) or similar global entities.
7. Geographic Presence:
- Priority will be given to bidders with operational branches or affiliated institutions in Beijing, Shanghai, Jinan, and Xining to support local service delivery.
8. Client References:
- Bidders are required to provide three relevant and verifiable references from past or current clients, particularly in similar projects.
9. Professional Liability Coverage:
- Bidders that hold active Professional Liability Insurance to mitigate risks and ensure service accountability will receive additional consideration.

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VI. Submission of Documents

Interested bidders are required to submit a complete application package containing the following documents. Incomplete or incorrectly formatted submissions may result in disqualification.

1. Business License and Relevant Permits

- A copy of the organization's current business license and any other required permits, stamped with the official seal.
- Vital Strategies contract partner online compliance check form [here](#)

2. Certificate of Professional Liability Insurance

- Proof of active professional liability insurance coverage.

3. Team Introduction and Relevant Experience
 - A comprehensive introduction to the bidding team, including relevant qualifications and work experience.
 - Highlight previous collaboration with international organizations, especially NGOs or similar entities.
 - Client References contract
4. Detailed fee schedule and charging standards
 - A detailed breakdown of fees for each proposed service.
 - Include any applicable taxes, or additional costs if have
5. Contract Template (in both Chinese and English)
 - Service contract template
 - Labor dispatch contract template
6. A letter of intent,

A formal letter introducing your organizations qualifications and interests in this engagement.

Include any value-added services or unique offerings, that distinguish your team from others.
7. Document Formatting Requirements: All submitted documents must follow the formatting specifications below:
 - Font: SimHei (Chinese) / Arial (English)
 - Font Size: 12
 - Line spacing: 1.15, paragraph spacing: 6pt after

V. Tender Timeline and Submission Details

- **Q&A window:** Bidders may submit questions for clarification within two weeks of the tender announcement.
- **Deadline for Submission:** All required documents must be submitted no later than **December 31, 2025.**
- **Submission Method:** Please submit all materials electronically to: chinarecruitment@vitalstrategies.org.
- Ensure the subject line includes “your organization name-HR Administration & Dispatching Tender Submission.”

VI. Qualification Review and Next Steps

- Qualification Review Period: All submitted proposals will be reviewed by January 31, 2026. During this period, bidders may be asked to submit additional documentation, clarification, or detailed work plans to support their application.
- Tender Result Notification: All bidders will be notified of the outcome of the tender process no later than March 31, 2026.

VII. About Vital Strategies

Vital Strategies is an international public health organization that conducts public health programs in more than 80 countries around the world, benefiting more than 2 billion people. Our organization addresses major public health challenges, cooperates with governments, and adopts evidence-based and innovative approaches to provide technical and financial support for improvement of public health systems and policies and implementation of health programs. Vital Strategies is registered locally in Shandong province, and established the Ji'nan Representative Office in August 2018, which is overseen by the Public Security Department of Shandong Province. Its service is overseen by the Health Commission of Shandong Province, and covers China's mainland.

招标项目名称：卫健策略招募人力资源管理与派遣服务代理机构

卫健策略诚邀资质合格且经验丰富的服务供应商，就人力资源管理及派遣服务提交应标方案。此次合作旨在支持本机构在中国各地不断增长的运营需求。通过此次招标，卫健策略将遴选有成熟的运营能力以及良好业绩记录的专业机构，该机构能够依照中国劳动法和全球最佳实践，提供合规且高效的员工管理和劳务派遣服务。

一、项目背景

近年来，卫健策略在从事公共卫生领域工作中，需要不断招聘专业技术以及项目管理的全职雇员，以支持项目工作开展。为确保运营效率，并建立合规、完备的员工人力资源管理体系，我们特此启动本次公开招标，遴选具备资质的人力资源管理与劳务派遣服务机构。中选机构将负责招聘、入职、薪酬与合同管理等各项人力资源服务，并须同时符合中国当地劳动法规及卫健策略全球标准。

二、招标目的

卫健策略拟聘请一家具备资质的人力资源管理与劳务派遣服务机构，以合规、高效并结合本地实践的方式，支持卫健策略的人力资源管理需求。预期工作范围包括但不限于以下内容：

- 提供政策咨询：向卫健策略提供国家人力资源管理与派遣服务工作方面的法律、法规和政策规定的咨询服务。确保合规并降低法律与有效防控运营风险
- 协助人事规划：协助卫健策略进行设计，优化人力资源管理与派遣服务制度，就本地人力资源运营与劳动力规划的最佳实践提供建议，并协助应对相关挑战。
- 人力资源管理与派遣服务工作：提供点到点的行政支持
 - 1) 协助卫健策略签订派遣合同；
 - 2) 发放薪酬；
 - 3) 提供员工人事服务；
 - 4) 缴纳社会保险和住房公积金；
 - 5) 依照卫健策略全球的标准，办理员工入职/离职手续；
 - 6) 定期准备和提交薪资发放报告及合同状态和员工信息报告等工作。

三、投标人资格要求

投标方须满足以下最低资质与合规要求，方具竞标资格：

1. 法定注册登记及经营范围
 - 投标人必须在中国境内注册，持有合法有效的营业执照，
 - 其经营范围应涵盖人力资源管理与派遣相关服务领域。
 - 投标人需通过背景调查，以核实其资质和商业诚信。
2. 专业知识和经验
 - 投标人在人力资源管理与派遣服务方面需具备相关领域的专业知识和经验，能够为卫健策略提供专业建议与指导；
 - 并建立完善的内部质量管理和控制体系以保证服务质量。
3. 业务能力和资源
 - 投标人具备必要的工作基础和资源支持，包括技术平台以及高素质工作团队等，以高效完成工作任务；
4. 薪酬管理的职能
 - 投标人应协助卫健策略核对及发放工资薪金用
 - 并提供工资薪金发放的详细文件以及佐证材料，以满足审计的需要
5. 合规性
 - 投标人应遵守与网络安全和个人信息保护有关的中国法律规定。
 - 同意卫健策略的“合作方个人信息保护政策”、“与烟草业的隶属关系”条款和“骚扰、歧视、剥削”条款的机构获得优先考虑。具体条款详见附件。
6. 国际机构合作经验
 - 有国际组织合作经验的团队优先考虑。
7. 地域分布
 - 在北京、上海、济南、西宁均设有分支机构或关联机构的团队优先考虑。
8. 客户推荐：
 - 投标人需提供来自过往或现有客户的相关且可核实的三个参考案例，尤其是那些与本次项目类似的案例。
9. 职业责任范围
 - 持有有效的职业责任保险的团队（该保险旨在降低风险并确保服务的可追溯性）将获得评审加分。

四、提交材料

有意参与投标的各方需提交一份完整的申请材料包，其中应包含以下文件。若提交的材料不完整或格式不正确，则可能导致资格被取消。

1. 营业执照和相关资质
 - 该组织目前的营业执照和其他必要的许可证复印件，加盖公章。
 - 卫健策略合作方合规审查表[这里](#)

2. 职业责任险证明，
有效的职业责任保险的证明文件
3. 团队相关工作经历
 - 对投标团队的全面介绍，包括相关资质和工作经验。
 - 与国际组织（尤其是非政府组织或类似机构）的过往合作情况。
 - 参考案例的推荐人材料；
4. 各项服务的收费明细及收费标准
 - 每项拟提供服务的费用明细。
 - 任何适用的税费、管理费或额外费用（如有）。
5. 合同模板（中英文）
 - 服务合同的模板
 - 劳动合同模板
6. 意向书，
 - 介绍您的团队在该工作领域的资质和兴趣，
 - 如有任何增值服务或独特服务请在此处描述，将使您的团队与众不同；
7. 文件格式要求：所有提交的文件必须遵循以下格式规范：
 - 所有文件的字体请统一为：中文黑体，英文 Arial，
 - 字号：小四，
 - 行间距 1.15 倍，段后间距为 6 磅。

五、投标截止时间

- 投标邮件答疑时间为公布之日起两周内。
- 截止时间：所有材料请于 **2025 年 12 月 31 日**前提交。
- 提交方式：chinarecruitment@vitalstrategies.org
- 邮件主题行请包含：“机构名称-人力资源行政管理及派遣服务投标书”

六、资格审核及下一步

- 资格审查时间截止于 **2026 年 1 月 31 日**，在此期间，可能会要求投标人向卫健策略提交更加完整的文件说明和工作计划。
- 评标结果将于 **2026 年 3 月 31 日**前通知。

七、关于卫健策略

卫健策略是一个在世界超过 80 个国家开展公共卫生项目、惠及 20 多亿人的国际公共卫生组织。本组织针对有挑战性的重大公共卫生问题，与各国政府合作，遵循循证与创新的原则，为各国公共卫生系统和政策的完善、卫生项目的实施提

供技术和资金支持。卫健策略于 2018 年 8 月在中国山东省正式注册并设立济南代表处，其主管单位为山东省公安厅，业务主管单位为山东省卫生健康委员会，业务面向中国大陆地区。

Annex 1 Personal Information Protection Policy for Contract Partner

附件 1 合作方个人信息保护政策

<p>This Personal Information Protection Policy for Contract Partner (this "Policy") forms part of the Agreement between Vital Strategies ("Vital Strategies") and any supplier, vendor, subgrantee, consultant, project partner or any other third party (collectively "Contract Partner") and applies to all activities relating to Processing Personal Information by Contract Partner in the course of providing the products or services under the Agreement.</p> <p>"Personal Information" means any information relating to an identified or identifiable natural person recorded electronically or by other means, excluding information that has been anonymized.</p> <p>"Processing", "Process" means any operation which is performed on Personal Information, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, use, transmission, dissemination or otherwise making available, erasure or destruction.</p> <p>"Applicable Data Protection Laws" means applicable data protection, privacy, or data security laws or regulations that may exist in any relevant jurisdiction such as, the Personal Information Protection Law of the People's Republic of China, the General Data Protection Regulation 2016/679 ("GDPR"), federal and state US privacy laws.</p> <p>Processing Personal Information. Contract Partner may only process Personal Information as permitted under the Agreement and Applicable Data Protection Laws. Contract Partner is strictly prohibited from selling, retaining, using or disclosing any Personal Information to any third party for any purpose other than as necessary to provide the products or services set forth in the Agreement or for any benefit of itself or any third party.</p> <p>Contract Partner shall ensure its employees involved in Processing of Personal Information are bound by confidentiality obligations in writing, are prohibited from Processing Personal Information without authorization, and have received appropriate training on their responsibilities.</p> <p>Sub-processors. Contract Partner warrants that its sub-processors will comply with the Applicable Privacy Laws and be bound by data protection obligations no less restrictive than the terms set out in this Policy. Contract Partner shall be fully liable for any act and omission of its sub-processors to the same extent Contract Partner would be liable if performing the services of each sub-processor directly under the terms of this Policy.</p> <p>Security. Contract Partner has implemented and shall maintain appropriate technical and organizational measures for the Processing of Personal Information. Contract Partner shall ensure a level of security measures appropriate to the risks that are presented by the Processing, taking into</p>	<p>本合作方个人信息保护政策（以下简称本“政策”）构成卫健策略（以下简称“卫健策略”）与任何供应商、卖方、子受资助方、顾问、项目合作方或任何其他第三方（以下合称“合作方”）之间订立协议的一部分，适用于合作方在提供协议项下的产品或服务过程中与处理个人信息相关的所有行为。</p> <p>“个人信息”是指以电子或者其他方式记录的与已识别或者可识别自然人有关的各种信息，不包括匿名化处理后的信息。</p> <p>“个人信息处理”是指对个人信息执行的任何操作，无论是否通过自动化方式，例如收集、记录、组织、结构化、存储、改编或更改、检索、使用、传输、传播或以其他方式提供、删除或销毁。</p> <p>“适用数据保护法”是指任何相关司法管辖区可能存在的适用数据保护、隐私或数据安全法律或法规，例如中华人民共和国个人信息保护法、通用数据保护条例 2016/679（“GDPR”）、美国联邦和州隐私法。</p> <p>个人信息处理。合作方只能在双方协议和适用数据保护法允许的情况下处理个人信息。严禁合作方为除提供协议约定的产品或服务所必需之外的任何其他目的，或为其自身或任何第三方的利益向任何第三方出售、保留、使用或披露任何个人信息。</p> <p>合作方应确保其参与个人信息处理的员工以书面形式受到保密义务的约束，禁止未经授权处理个人信息，并接受过有关其职责的适当培训。</p> <p>分包商。合作方保证其使用的分包商应当遵守适用数据保护法，并受限制性不低于本政策条款的个人信息保护义务约束。合作方应对其分包商的任何作为和不作为承担全部责任，如同合作方直接根据本政策的条款执行该分包商的服务。</p> <p>安全。合作方已实施并应保持适当的技术和组织措施来处理个人信息。合作方应确保采取与处理过程中出现的风险相适应的安全措施，同时考虑自然人权利和自由的不同可能性和严重程度的风险。</p>
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<p>account the risk of varying likelihood and severity for the rights and freedoms of natural persons.</p> <p>International Transfers of Personal Information. Contract Partner may only transfer Personal Information to locations outside of its country of origin to the extent necessary for the performance of the Agreement and shall notify Vital Strategies in writing prior to the international transfer. Contract Partner shall comply with all Applicable Data Protection Laws regarding the international transfers of Personal Information.</p> <p>Security Incidents. Contract Partner shall immediately notify Vital Strategies of any actual or alleged incident of unauthorized or accidental disclosure of or access to any Personal Information or other data breach by Contract Partner or sub-processors (the "Security Breach"). Contract Partner shall promptly provide Vital Strategies with full cooperation and assistance in respect of any Security Breach and shall take all necessary and appropriate corrective actions to remedy or mitigate any Security Breach at Contract Partner's sole cost and expense.</p> <p>Return and deletion of Personal Information. Personal Information (including any copy of it) shall not be kept longer than is required for the Processing purposes. Promptly upon the expiration or earlier termination of the Agreement, with respect to any Personal Information it receives from Vital Strategies, Contract Partner shall return, or at Vital Strategies request, securely destroy, each and every original and copy of the Personal Information in its custody, and provide to Vital Strategies an officer's certificate certifying that such return or destruction occurred.</p> <p>Assistance. On written request of Vital Strategies, Contract Partner shall provide Vital Strategies without undue delay with any reasonable information requested to effectively monitor the compliance with this Policy and the Agreement.</p> <p>Miscellaneous. Contract Partner hereby indemnifies Vital Strategies for all claims, actions, costs, expenses and damages (including without limitation reasonable legal costs) suffered by Vital Strategies as a result of Contract Partner's failure to comply with this Policy or Applicable Data Protection Laws. Any disclaimers or limitations of liability including, but not limited to, those contained in the Agreement do not apply in the event Contract Partner is not compliant with this Policy or Applicable Privacy Laws.</p>	<p>个人信息的跨境传输。合作方只能在履行协议所必需的范围内将个人信息传输到其原籍国以外的地点，且应当事先书面告知卫健策略。合作方必须遵守有关个人信息跨境传输的所有适用数据保护法。</p> <p>安全事故。合作方应立即通知卫健策略任何实际或指控的合作方或分处理商未经授权或意外披露或访问任何个人信息或其他数据违规事件（“安全违规”）。合作方应及时就任何安全违规向卫健策略提供全面合作和协助，并应采取所有必要和适当的纠正措施来补救或减轻任何安全违规，费用由合作方自行承担。</p> <p>返还和删除个人信息。个人信息（包括其任何副本）的保存时间不得超过处理目的所需的时间。在协议到期或提前终止后，对于从卫健策略收到的所有个人信息，合作方应立即归还，或应卫健策略的要求，安全销毁其保管的所有原件和副本，并向卫健策略提供已经完成返还或销毁的证明。</p> <p>协助。应卫健策略的书面请求，合作方应立即向卫健策略提供任何合理的信息，以有效监控本政策和协议的遵守情况。</p> <p>其他。合作方特此赔偿卫健策略因合作方未能遵守本政策或适用数据保护法而遭受的所有索赔、诉讼、成本、费用和损害（包括但不限于合理的法律成本）。如果合作方不遵守本政策或适用数据保护法，则任何免责声明或责任限制（包括但不限于协议中包含的免责声明或限制）均不适用。</p>
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Contract Partner:
合作方:

Signature: _____

Date: _____

签名: _____

日期: _____

Annexes II

- **Tobacco Affiliation and Child Protection policy**

<p>TOBACCO AFFILIATION: The Subgrantee, in the past five years, has not had any business relationship with or knowingly received payment or other support from any tobacco product manufacturer or wholesaler, or from any e-cigarette or vaping manufacturer or wholesaler (“These Industries”), or any parent, affiliate, subsidiary, organization, or foundation with majority support from These Industries, or any person, interest group, advocacy organization, or other business or organization (other than a law firm or accounting firm) that represents the interests of These Industries (collectively, “These Affiliates”). The Subgrantee currently does not accept and shall not accept financial or other support from These Industries or These Affiliates until at least one year after the end of this agreement. Failure to comply with this clause may constitute grounds for termination of this agreement and Vital Strategies shall have the right to demand and receive a return of all funds under this agreement, plus interest, as liquidated damages, other provisions of this agreement notwithstanding.</p>	<p>与烟草业的隶属关系：过去五年中，子受资助方没有与任何烟草制品生产商或批发商、或任何电子烟或雾化设备生产商或批发商（“这些行业”），或主要由这些行业支持的任何母公司、关联公司、子公司、机构或基金会，或代表这些行业利益的任何人士、利益集团、倡导机构或其他公司或机构（不含律师事务所或会计师事务所）（合称“这些关联者”）有任何业务关系，或明知情况下接受其付款或其他支持。子受资助方当前不接受、将来在本协议结束至少一年内也不接受这些行业或这些关联者的财务或其他支持。未能遵守这一条可构成终止本协议的理由，卫健策略有权要求收到归还的本协议下所有资金和利息作为违约赔偿金，即使本协议有其他规定。</p>
<p>HARASSMENT; DISCRIMINATION; EXPLOITATION: Vital Strategies does not tolerate harassment, discrimination, retaliation, sexual or child trafficking, exploitation, or abuse, and we expect the same from everyone with whom we work. The Subgrantee confirms: (i) it maintains and follows written policies (including but not limited to a code of conduct) that protect against harassment, discrimination, retaliation, and other workplace misconduct, adheres to such</p>	<p>禁止骚扰、歧视、剥削：卫健策略不容忍任何形式的骚扰、歧视、报复、性或儿童贩运、剥削或虐待行为，并期望与其合作的所有人员均持相同立场。子受资助方确认如下事项：</p> <p>(i) 其已制定并遵守书面政策（包括但不限于行为准则），用于防止骚扰、歧视、报复及其他职场不当行为，并遵守该等政策，同时设有机制以举报相关问题；</p> <p>(ii) 其已制定零容忍政策，以防止和应对性和儿童贩运、剥削及虐待行为，并已采取措施预防和应对该等问题，或者，其同</p>

<p>policies, and provides mechanisms to report any such concerns; and (ii) it maintains a zero-tolerance policy against sexual and child trafficking, exploitation, and abuse and has taken measures to prevent and respond to such concerns, or alternatively, it agrees to abide by the provisions of Vital Strategies' Protection from Sexual Exploitation and Abuse Policy, Preventing Trafficking Compliance Policy, and Child Protection Policy, which will be provided by the Contract Manager upon request. The Subgrantee also agrees that it shall respond promptly to and cooperate in good faith with any potential misconduct investigation that Vital Strategies, its donors, and its representatives may conduct into personnel performing obligations under or directly related to this Agreement. The Subgrantee shall also promptly notify Vital Strategies if the Subgrantee at any point during the term of this agreement becomes aware of and/or receives a report of any misconduct related to this agreement.</p>	<p>意遵守卫健策略制定的《防止性剥削与虐待政策》《防止贩运合规政策》以及《儿童保护政策》，上述文件可由合同经理根据请求提供。子受资助方亦同意：其应及时回应并本着诚信原则配合卫健策略、其资助方及其代表就履行本协议义务或与之直接相关人员的任何潜在不当行为所进行的调查。子受资助方还应在本协议有效期内，如其获知或接收到与本协议有关的任何不当行为的报告，应立即通知卫健策略。</p>
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