

Notice of Proposal Competition

Nov 17, 2017

Japan National Tourism Organization (JNTO)

Singapore Office

Mr Miyake Masatoshi

Executive Director

We hereby announce the following proposal competition.

1. Overview of project

(1) Name of project: Gift Production and advertisement Project for MICE Market (Fiscal Year 2017)

(2) Details of project:

- Production of gifts as an amenity to attract corporate clients and to promote MICE visitors from Asia market to hold corporate meetings, incentives, conventions or exhibition purposes. Gifts provided will further enhance the brand image of Japan Meetings & Events.
- To increase awareness of Japan as a MICE destination through the advertisement project

(3) Performance Period: From the contract execution date to 23rd March 2018

2. Requirements to participate in the proposal competition

(1) A person who is not subject to competition participation restrictions prescribed in Article 25 of the Bylaws of the Administrative Implementation of Contracts of JNTO.

○ Bylaws of the Administrative Implementation of Contracts of JNTO

Article 25: Restrictions on Competition Participants

1. Persons who are determined to fall under any of the following may not participate in the competition:

- (1) A person who does not have the capacity to execute agreements;
- (2) A person who has been the subject of a decision to commence bankruptcy proceedings and whose rights have not been restored; or
- (3) A person listed in the items of Article 32, Paragraph 1 of the Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups (Act No.77 of 1991)

2. A person found to fall under any of the following may not participate in competition for two years after the occurrence of the relevant fact. The same will apply to a person who intends to use any of the following persons as an agent, manager or other employee.

- (1) A person who in the performance of an agreement intentionally engaged in shoddy construction, manufacturing or other services, or who engaged

- in dishonest conduct in regards to quality or quantity of goods;
- (2) A person who impeded fair competition, or a person who entered into an alliance for the purpose of wrongful gains;
 - (3) A person who obstructed a successful bidder from executing an agreement or a contractual party from performing an agreement;
 - (4) A person who obstructed personnel engaged in the performance of supervision or audit work;
 - (5) A person who without a valid reason failed to perform an agreement;
 - (6) A person who, in a case where pursuant to an agreement the amount of consideration is to be fixed after the agreement, willfully demanded an exorbitant amount of consideration based on false facts; or
 - (7) A person who, in the performance of an agreement, used an agent, manager or other employee who fell under any of the foregoing categories within the past two years.
3. A person who uses any person who falls under any of the preceding items as bidding agent may be disqualified from participating in the competition.
- (2) A person who has not been subject to any penalty under law in the past three years.
 - (3) A person who is registered as a corporation (in the case of an individual business operator, registered as a resident) and is not delinquent in the payment of corporate taxes or other taxes.

3. Procedures

- (1) Department in charge
 Person in charge: Ms Susan Ong, MICE Director
 Japan National Tourism Organization Singapore Office
 Address: 16 Raffles Quay, #15-09 Hong Leong Building
 Tel: +65 6223 8205 Ext 105
 FAX : +65 6223 6035
 E-mail: susan_ong@jnto.org.sg
- (2) Period and method of delivery of the Request For Proposal
From Nov 17, 2017 till Nov 28, 2017 before 1pm, Singapore local Time
 For mail delivery of the Request for Proposal, please contact the person in-charge (1) above in advance
- (3) Deadline, place and method of submission of proposal
 Submit to (1) above by **Nov 30, 2017 before 1pm, Singapore local Time**
 Limited to hand delivery or mail (in the case of mail, the proposal must be received by the submission deadline, and record of delivery must be certifiable).
- (4) Time, date and place of briefing regarding proposal notice will be conducted if deem necessary.

4. Others

- (1) The language used in the procedures will either be in Japanese or English and the currency will be Singapore Dollars
- (2) Inquiries for related information should be directed to the person in 3(1) above.
- (3) Expenses for preparation and submission of the proposal will be borne by the person proposing the proposal.
- (4) There will be no secondary use of a submitted proposal without the permission of the person who submitted the relevant proposal.
- (5) If a proposal contains any matters that are not true, such proposal will be invalidated, and the applicant who entered such matters may be suspended from participating in public bids.
- (6) If in regards to the content of a selected proposal, there is a request on the basis of the screening standards for JNTO's information announcements, such disclosure will be made using documents prepared in advance to be disclosed.
- (7) A person whose proposal has been selected is a person who was specified as the most suitable person as a result of the proposal competition, but until agreement procedures are completed pursuant to JNTO's accounting and other rules, no contractual relationship will arise between such person and JNTO.
- (8) To verify whether a person who submitted the proposal satisfies the requirements for participating in the proposal competition of section 2 above, a credit check may be performed. There may be cases where, even after selection, in light of the results of such credit check, an agreement will not be executed.
- (9) As the contracted payment will be made by bank remittance from Japan, the vendor must be able to receive foreign remittance.
In addition, any vendor receiving the project will be responsible for payment of any added taxes to the tax authorities.
- (10) Other details will be as set forth in the Request for Proposal.