

Fiscal Year 2015

Information service concerning politics, economies, and industries of developing countries and regions

Guidelines for Applicants

- 1 . Service Specifications
- 2 . Proposal Requirements

**June 2015
Incorporated Administrative Agency
Nippon Export and Investment Insurance**

Guidelines for Applicants

The purpose of the Guidelines for Applicants is to provide the guidelines for those who are interested in submitting the following proposal.

1. Subject

- (1) Name of contract Information service concerning politics, economies, and industries of developing countries and regions
- (2) Amount of contract About ¥1,500,000 (per year)
- (3) For details, please see "Service Specifications."
- (4) Required documents must be sent to: Nippon Export and Investment Insurance (NEXI)
- (5) How to apply: Please see 3. Application requirements.

2. Terms of contract

- (1) Three-year contract
- (2) Payment of the contract shall be made in Japanese yen or any other acceptable currency listed below. In the case of payment in currency other than Japanese yen, a cost estimate should be expressed in such currency. The exchange rate will be determined by NEXI as follows.

1US\$=¥123.73(JPN), 1£(GBP)=¥ 189.57 (JPN), 1euro=¥135.61(JPN)

- (3) After conclusion of the contract, in cases where a false statement has been proved regarding the application documents or any violation of relevant laws and statutes is found, NEXI may cancel the contract.

3. Application requirements

(1) Qualifications and requirements

Applicants must meet the criteria listed as ① and ② below.

① Party who does not fall under any of the following clauses (a) to (c).

- (a) Party who does not have the faculty to conclude contract concerned or who has been bankrupt and has not acquired rehabilitation. However, minors, persons under conservatorship or persons under assistance who obtain the consent necessary for concluding contract concerned are excepted.
- (b) Nippon Export and Investment Insurance may preclude any party who is deemed to fall under any one of the following descriptions from participation in tendering for two years from the date of the occurrence of the action described in the following

respective items. The same shall apply to any party hired by applicants as an agent, manager or employee.

- i) Party who intentionally executed construction work or production with poor workmanship, or committed dishonest acts concerning the quality or quantity of goods in the course of performance under a contract;
 - ii) Party who disturbed the enforcement of fair competition, impaired fair pricing, or conspired with others to gain improper profits;
 - iii) Party who blocked a successful bidder from executing a contract or prevented a contractor from performing his obligations under a contract;
 - iv) Party who prevented staff members from performing their duties in exercising supervision or making an inspection;
 - v) Party who failed to perform his contractual obligations without just cause;
 - vi) Party who hired anyone who committed any of the foregoing acts within the last two years as an agent , manager or employee for the performance of a contract;
- (c)Nippon Export and Investment Insurance may preclude from participation those who hire a tender agent that falls under the preceding clause (b).

②Party shall have from Grade A to Grade C in the 'Offer of Services, etc ' in terms of the qualification for participating in tenders laid down by Ministry of Economy, Trade and Industry (Single qualification for every ministry and agency) in the fiscal years 2013, 2014 and 2015. However, party who is qualified by Nippon Export and Investment Insurance for participating in the tendering procedures for special reasons is excepted.

(2)Proposal application period

- ①Starting date: Monday, June 8, 2015
- ②Deadline: No later than 5:00 pm (GMT), Monday, June 29, 2015

(3)How to apply

- ①Documents to be submitted
 - (a) Proposal Requirements : 1 copy
Please fill in your Proposal Requirements.
 - (b) Cost estimate : 1 copy
 - (c) Other supplementary documents: 1 copy

②Submission

Please email to the following address in PDF format.

contract-crq@nexi.go.jp

(If the proposals are submitted from within Japan, submission by postal mail or hand delivery will be acceptable. When submitted by postal mail, the proposals must be sent by registered or certified mail and must be received by the deadline.)

- ③ Please note that incomplete/insufficient application may not be considered.
- ④ NEXI may make inquiries to applicants for confirmation. In cases where confirmation cannot be received, the application will be deemed insufficient.
- ⑤ For inquiry, please contact:

e-mail : contract-crg@nexi.go

FAX : 81-(0)3-3512-7689

(Only inquiries via email or fax will be acceptable.)

Country Risk Analysis Group, Financial Risk Management Department, NEXI

Nippon Export and Investment Insurance (NEXI)

Chiyoda First Building, East Wing 3rd Floor, 3-8-1, Nishikanda,

Chiyoda-ku, Tokyo 101-8359

TEL: 81-(0)3-3512-7686

FAX: 81-(0)3-3512-7689

4. Evaluation of the proposals

- (1) After the deadline, NEXI will select a successful applicant through the closed evaluation by the Selection Committee (See 5. Selection criteria).
- (2) After the selection of a successful applicant, the contract will be concluded immediately after the negotiation of final contract terms is complete.
- (3) In cases where a false statement has been proved regarding the application documents, NEXI may remove such application from the eligible list.

5. Selection criteria

The Selection Committee will evaluate the proposal requirements that meet the qualifications and requirements, based on the submitted Proposal Requirements and other documents.

The evaluation will be made regarding (1) service contents, (2) way of providing services, and (3) analytical resources (including experience of contracts with other organizations, and research capability). The applicant with the highest points shall be selected as a successful applicant.

6. Notice of results

The results of the evaluation by the Selection Committee will be posted on NEXI website by the end of July, 2015.

No inquiries about the results will be answered. Objection to the results cannot be accepted.

7. Other

The proposals and related documents received are non-returnable. However, NEXI protects the confidentiality of information obtained through these proposals and documents. The proposal and related documents of the successful applicant will be disclosed in accordance with the Act on the Disclosure of Information Held by Incorporated Administrative Agency (Act No. 140, December 5, 2001) except non-disclosed information such as personal information and information of which disclosure might adversely affect the interest of the applicant.