

## Proposal Requirements

The proposal must be prepared in A4-size format. The content of the proposal should follow the sequence from A to D indicated below. (As for submission of documents required, a copy of the samples of your services would be acceptable.)

About NEXI, please see NEXI website URL:<http://nexi.go.jp/>

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Application date:

Company name:

Company seal/stamp (if available)

Name of company representative:

Seal or Signature

Address:

Name of a person in charge: (Name, Title, Contact address)

### A. Company outline

- (1) Description of business and organization
- (2) Financial condition (Please attach financial statements for the past two years)
- (3) Personnel composition (including representative partners and analysts)
- (4) Experience of service contracts (Please specify your five-year experience of providing services to international organizations, overseas/Japanese public authorities, and Export Credit Agencies)
- (5) Other (merger or other significant change in business scheduled, if any)

【Note】 When providing data, please use the latest data.

### B. Your research and analysis organization

- (1) Research and analytical structure

- (i) Team structure

If you have several research teams and each of them is responsible for a particular region, please provide information about the team structure.

- (ii) Number of analysts

Please provide the number of staff members (including analysts and academic experts) participating in the development of an analytical report. Indicate the number of

participants by country of deployment.

(2) Business experience and background of the head(s) of your research team(s)

Please provide the following information, if available.

\* CV

\* Papers and reports on country risk analysis or prospects that obtained remarkable external reviews.

\* Their comments, interviews, or citation published in major domestic/external media, specialized journals, etc.

(3) Other information

(i) Experience of suspension or violation of bidding privilege (if any).

(ii) Please specify any significant achievement of research or provide related documents.

C. Description of the service

1. Country risk report (daily basis)

(1) Country risk analytical report

(i) Basic requirement

- List all the countries/regions on which you can provide information.
- Indicate the number of reports you can provide on a monthly basis.
- List all the research topics
- Provide a list of your reports made over the past three months, with name of country/region, title, and report date.

(ii) Sample reports

\* Please submit a copy/copies of sample country risk analytical report(s) developed within one year about each topic item listed in the Service Specifications (political situation, economic situation, industry development, multilateral issues, and international organizations).

\* The sample report(s) should be concerning the following theme.

Nigeria: Country risk analysis and outlook

(2) Country risk briefing report

(i) Basic requirement

- List all the countries/regions on which you can provide information.
- Indicate the number of briefing reports you can provide on a monthly basis.
- List all the research topics
- Provide a list of your briefing reports issued over the past three months, with name of

country/region, title, and report date.

- Briefly explain your policy concerning the timeliness of briefing reports. (After the occurrence of a certain event, for example, how long does it take before we receive your briefing report?)

(ii) Sample reports

- Please submit copies of sample flash report developed within three months about each topic item listed in the Service Specifications (political situation, economic situation, industry development, multilateral issues, and international organizations).
- Choose any theme. Please provide sample briefing reports of about ten (10) countries/regions.

2. Country profile information on policy and economy of developing countries/regions

(1) Basic requirements

- Choose all the countries/regions on which you can provide profile information from the countries/regions in the shaded cells in the Annex-a list of Service Specifications.
- Indicate information items and layout structure.
- Indicate the update frequency.

(2) Sample information

Please provide website image of information to be offered (choose any country). Provide both image samples of a single country and a comparison of several countries.

3. How to provide the services and support

(1) Access to information

- \* Indicate whether or not your information is accessible via internet.
- \* Indicate access conditions, if any (such as the number of people accessible, accessible time, etc.).

(2) Update information via email

- \*Indicate whether or not update announcement is available daily via email regarding the newest reports and other updated information.
- \*Please indicate if customized function is available to categorize and screen the received information by country and topic.
- \*Please indicate if the hyperlink function is available by which we can transit from the email we receive to the reports on your website.

(3) Retrieval function

\* Please indicate whether or not the previous reports are searchable based on the search items listed in the Service Specifications (such as country/region, industry, topic, and keyword)

\*Please specify any other retrieval functions, if any.

(4) Archive function

\* Is the information of the past years searchable? If yes, for the past how many years?

(5) Other Services

\*Is it possible to make inquiries to your analysts about the services offered (such as previous reports) when needed?

\*If yes, please indicate contact email address and phone number.

D. Cost estimate

Please provide your cost estimate for the services described in Service Specifications.