

**FY 2015**

**Provision of Database and Data Analysis  
Tools Specialized in Airlines**

**Application Guidelines**

1. Application Guidelines
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December 2015  
Nippon Export and Investment Insurance

## Provision of database and data analysis tools specialized in airlines

### Application Guidelines

Open call for tender to outsource the “provision of database and data analysis tools specialized in airlines”

#### 1. Contract Details

- (1) Project Name: Provision of database and data analysis tools specialized in airlines
- (2) Contract Amount: Approximately JPY 3,000,000.
- (3) Specifics: Refer to the attached “Specifications”.
- (4) Delivery Place: Nippon Export and Investment Insurance
- (5) How to Apply: Refer to “3. Guidelines” below.

#### 2. Terms and Conditions

- (1) The contract will enter into force for a period of one year upon the signature of the contract.
- (2) Should any misrepresentation in the application documents or violation of related laws and regulations be identified after the contract is signed, Nippon Export and Investment Insurance may request for the cancellation and termination of the contract.

#### 3. Guidelines

##### (1) Qualifications and Requirements

The tool provider must satisfy all of the following ① and ②.

- ① The tool provider must not fall under any of the following categories (a), (b) or (c).
  - (a) a party who does not have the faculty to conclude contract concerned or does not acquire rehabilitation by the bankrupt except minors, persons under conservatorship or persons under assistance who obtain the consent necessary for concluding contract concerned;
  - (b) a party who is considered to have committed any one of the following acts in the past 2 years. The same shall apply to any party who is hired as an agent, manager or employee;
    - i) intentionally executing construction work or production with poor workmanship, or commit dishonest acts concerning the quality or quantity of goods in the course of performance under a contract;

- ii) disturbing the enforcement of fair competition, impair fair pricing, or conspire with others to gain improper profits;
  - iii) blocking a successful bidder from executing a contract or preventing a contractor from performing his obligations under a contract;
  - iv) preventing staff members from performing their duties in exercising supervision or making an inspection;
  - v) failing to perform his contractual obligations without just cause;
  - vi) hiring anyone who committed any of the foregoing acts within the past two years as an agent, manager or employee to fulfill contractual obligations;
- (c) a party who hires anyone who have committed any one of the above-stated acts set out in (b) as its project proposal agent.

② The tool provider shall have Grade A, B or 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; provided, however, this shall not apply to those who Nippon Export and Investment Insurance gives approval for participation based on a special reason.

## (2) Application Period

- ① Opening Date for Applications: 14<sup>th</sup> December 2015
- ② Application Deadline: 29<sup>th</sup> January 2016 17h00 (Tokyo local time)

## (3) How to Apply

### ① Documents to be submitted

#### (a) Application form: One copy

Interested parties are required to prepare and submit a written application in accordance with the attached "Application Form".

#### (b) Price Quotation: One copy

#### (c) Other required documents supporting the application form: One copy

### ② Submission of application

To be valid, application documents must arrive at NEXI in PDF format by e-mail sent to "infra@nexi.go.jp" no later than the application deadline.

(Application documents may also be sent by domestic postal service or brought in to the address below. If application documents are sent by post, they must be sent by registered mail or other forms of traceable mail. All application documents must

arrive at NEXI by the deadline)

Infrastructure Group  
Structured and Trade Finance Insurance Department  
Nippon Export and Investment Insurance  
Chiyoda First Building, East Wing 3rd Floor, 3-8-1  
Nishikanda, Chiyoda-ku, Tokyo 101-8359, Japan

- ③ Incomplete or faulty documents may not be accepted for review.
- ④ Nippon Export and Investment Insurance may require the applicant to verify the contents of the application. If any item in the application fails to be verified, the applicant is considered to have failed to meet the requirements.

⑤ Contact  
Infrastructure Group  
Structured and Trade Finance Insurance Department  
Nippon Export and Investment Insurance  
e-mail : [infra@nexi.go.jp](mailto:infra@nexi.go.jp)  
Enquiries are accepted via email only

#### 4. Review of the Applications

- (1) Each application will be reviewed after the deadline by the selection committee (closed session) who will then select the party to be awarded the contract (please see 5. Selection Criteria). (If more than one application are confirmed to meet the “3. (1) Qualifications and Requirements” , an open tender will be held.)
- (2) After the selection, the contract will be signed as soon as the terms and conditions are agreed upon.
- (3) If any false statement is found in the application documents, the applicant will be excluded from the contract candidate list.

#### 5. Selection Criteria

The selection committee will review the application documents that satisfy “3. (1) Qualifications and Requirements” based on the submitted applications and supporting

documents and prepare a short-list of the applications that are considered to match the contract award criteria.

6. Notification of Results

The result by the selection committee will be announced in NEXI' s website promptly after the decision is made (around January 2016).

An applicant may not ask questions about reasons for selection or challenge the review result.

7. Others

No submitted applications or supporting documents will be returned, but they will be kept strictly confidential. However, if selected, the information will be subject to public disclosure based on “the Act on Access to Information Held by Incorporated Administrative Agencies, etc.” (Act No 140 of December 5th 2001), except for non-disclosure information (such as personal information, information that may harm legitimate interests of business).