

Notice for Qualified Bidder Identification

March 26, 2018

Procurement and Supplies Section
1919-1 Tancha, Onna-son, Kunigami-gun, Okinawa, Japan, 904-0495

The approval of the FY 2018 Budget Bill is a prerequisite for concluding an agreement over this procurement.

1. Project for Qualified Bidder Identification

(1) Contract title

Services to develop Institutional Advancement

(2) Period of contract

From Contracted date to March 31, 2019

Based on considerations such as OIST's needs for services, vendor's performance, and the availability of funds which are subject to the approval of the next fiscal year's budget, the yearly contract may be renewed.

2. Purpose of Qualified Bidder Identification

Okinawa Institute of Science and Technology School Corporation (OIST) will appoint a suitable independent service provider (hereinafter "Provider") that can provide OIST with strategic advice on the advancement efforts in the United States and Japan, strategic development of fundraising mechanism in the U.S., and developing connections in relevant U.S.-Japan networks for OIST.

Provider must have extensive knowledge and working experience in this field to render this services.

For above reason, OIST will conclude a negotiated contract with specific vendor that has extensive knowledge and working experience in this field. However, to confirm whether there is any other potential vendor that can render the service specified in the specification and satisfies the qualifications stated in the section 3, OIST invites letter of intent for participating the bidding.

In case OIST acknowledges that there is no other potential vendor that satisfies the qualification, OIST will conclude negotiated contract with the specific vendor.

In case there is other potential vendor who satisfies the qualifications, OIST will go through competitive procedure.

3. Qualifications

(1) Must not fall under the provisions of Article 2 and Article 3 of the Contract Management Stipulations of the Okinawa Institute of Science and Technology School Corporation.

(2) Must not have filed a petition for commencement of rehabilitation proceedings based on the Corporate Reorganization Act, and not filed a petition for commencement of rehabilitation proceedings based on the Civil Rehabilitation Act.

(3) Must not be an entity that has received an exclusion request from the national government or police authority as an entity effectively controlled by a criminal group member or those are equivalent thereto, and an entity for which such state has continued.

(4) Must have been rated at C or higher grade for “Provision of Services” in the fiscal year 2017 under the state unified qualifications (unified qualifications for all ministries and agencies).

(5) Those who do not have the state unified qualification must submit the documents as below and must be certified by OIST.

[i] Financial statements for the preceding two fiscal years

[ii] Brochure of company information

(6) Other qualifications are specified in the attached specifications.

4. Deadline to submit letter of intent

12:00pm, April 9, 2018

5. Procedures (Submission of letter of intent)

(1) Letter of intent must be submitted by as a PDF file by e-mail

(2) The language used in letter of intent documents must be English and the currency must be Japanese yen.

(3) The deadline for submission of letter of intent: 12:00 pm, Friday April 9, 2018 (JST).

(4) Where to submit:

Ms. Yayoi Yoshida, Procurement and Supplies Section, Okinawa Institute of Science and Technology School Corporation

E-mail: tender@oist.jp

6. Instructions on preparation of letter of intent

Letter of intent is free format, but must include following information:

(1) Past achievements

The vendor must provide their information on past achievements on providing similar services in at least the 10 preceding years.

(2) Company profile

The vendor must provide their information on company's business operations, business areas, and strong business fields.

(3) Persons in charge

The vendor must provide their information on person in charge of the services. CV and information on his/her working experience must be attached.

(4) Estimated Cost

The vendor must provide the estimated cost which covers all the costs including the professional fee, administration fee, other expenses, etc. Travel fee and other expenses that will be incurred by vendor should be included.

7. Other

See attached explanatory documents for details

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