

Explanation of 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 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 the service.

For the 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 calls for tenders to participate the bidding.

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

In case there is other potential vendor who satisfies the qualifications, OIST will go through a 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 as a PDF file by e-mail

(2) The letter of intent must be written in English and the currency of the estimate 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 for the preparation of letter of intent

The format of letter of intent is free, but must include the following information:

(1) Past achievements

At least ten (10) years of service history

(2) Company profile

The company's business operations, business areas, and strong business fields.

(3) Persons in charge

The person in charge of the service. CV and information on his/her working experience must be attached.

(4) Estimated Cost

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 the vendor should be included.

7. Question

If there are any questions about the procedure, specifications etc., they must be submitted by E-mail in accordance with following.

(1) Period for submission:

Until 5:00 pm, Thursday March 30, 2018 (JST)

(2) Who and where to submit:

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

1919-1 Tancha, Onna-son, Kunigami-gun Okinawa, 904-0495

E-mail: tender@oist.jp FAX: +81-(0) 98-982-3594

(3) The answer for the questions submitted within the deadline will be uploaded on the website.

<http://www.oist.jp/procurement/article>

8. Result of the evaluation

(1) The result of the evaluation will be sent via E-mail after Wednesday April 11, 2018 (JST).

(2) The vendor who has been rejected as a result of the evaluation may request an explanation of the reason for that judgment by E-mail by 5:00 pm, Friday April 13, 2018 (JST)

E-mail: tender@oist.jp

9. Treatment of the letter of intent

(1) Any cost incurred for creating the letter of intent and other expenses (including travel

expenses) shall be borne by the vendor.

(2) The letter of intent shall be void if there is a false statement in the letter of intent.

(3) The letter of intent, after submission, shall not be returned.

(4) The vendor must not publish, nor use any information, obtained by creation process of the letter of intent for other purposes without approval of OIST.

(5) OIST may make copies of the letter of intent, as necessary for evaluation.

(6) OIST shall not use the letter of intent for purposes other than this procedure, without approval of the vendor. However, OIST may make the letter of intent public when necessary for ensuring fairness, transparency, and objectivity.

8. Other

(1) Possibility of concluding a negotiate contract with the vendor regarding other related businesses besides this contract: Yes

(2) Possibility of renewal of the contract: Yes

Based on considerations such as OIST's needs for the 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.

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