

## Tender Instructions (Reference English translation)

This document indicates notes for bidders and Contractor to execute bidding and contract in general competitive bidding of "

Proposal for "IT Master Plan for the 20<sup>th</sup> Aichi-Nagoya Asian Games and support in writing the necessary documents for the upcoming IT Audit

If you wish to participate in bidding, you shall read carefully the following descriptions and submit your bidding documents, etc.

### 1. About bidding

#### (1) Name of work

Proposal for "IT Master Plan for the 20<sup>th</sup> Aichi-Nagoya Asian Games and support in writing the necessary documents for the upcoming IT Audit

#### (2) Specifications, etc

In accordance with the attachment the specifications of "Proposal for "IT Master Plan for the 20<sup>th</sup> Aichi-Nagoya Asian Games and support in writing the necessary documents for the upcoming IT Audit"

#### (3) Contract period

From the date of the agreement to  
Wednesday, July 31, 2024

#### (4) Delivery place of work products

Aichi-nagoya Asian Games and Asian Para Games Organizing  
Committee IT System Section  
3-2-1 Sannomaru, Naka-ku, Nagoya, Aichi 460-0001, JAPAN  
(The Aichi Prefecture Higashi Ote Office 3F)

### 2. Qualification for participating in the bidding procedures

Those who participate in this tender must meet the following requirements:

#### (1) Either following (a) or (b) must be satisfied.

(a) A bidder shall be listed in the Aichi Prefecture Bidding Eligibility List for 2022 and 2023 fiscal year under both of minor classification "06. Telecommunications research" in middle classification "07. Research outsourcing" and in minor classification "09. System research/analysis" in

middle classification "08. Computer services" of Major Category "03 Provision of Services on the contract date.

- (b) A bidder shall be certified by the Nagoya City Bidding Eligibility examination for 2023 and 2024 fiscal year on the contract date in business area of both "Communication information service" and "computer related services" of application category "business outsourcing"
- (2) A bidder shall be not applicable to each item of article 167- 4, paragraph 1 and paragraph 2 of Local government law enforcement order (Cabinet Order No. 16,1947) (including cases mutatis mutandis applied in Article 167-11, Paragraph 1 of the same order).
  - (3) A bidder shall not be declared of the commencement of reorganization proceedings based on the Corporate Reorganization Law (Law No. 154,2002) (excluding those who have been registered or certified as eligible to participate in the bidding listed in section 2 (1) after the decision to commence reorganization proceedings based on the same law).
  - (4) A bidder shall not be declared of the commencement of rehabilitation proceedings based on the Civil Rehabilitation Law (Law No. 225,1999) (excluding those who have been registered or certified as eligible to participate in the bidding listed in section 2 (1) after the decision to commence rehabilitation proceedings based on the same law).
  - (5) A bidder shall not have been stopped being nominated either by the Aichi Prefectural Government or the City of Nagoya based on the "Aichi Prefectural Accounting Bureau Nomination Suspension Handling Guidelines", "Aichi Prefectural Construction Work, etc. Nomination Suspension Handling Guidelines", and "Nagoya City Nomination Suspension Guidelines" during the period starting from the date of public notice to the successful tender.
  - (6) A bidder shall not have been excluded based on the "Agreement on the Exclusion of Gangsters from clerical works and businesses conducted by Aichi Prefecture" (concluded by the Governor of Aichi Prefecture, etc. and the Chief of the Aichi Prefectural Police Headquarters dated June 29, 2012), Not applicable to the period of the exclusion measures based on the "Administrative Procedures for the Elimination of Gangsters from Procurement Contracts Conducted by Aichi Prefecture", Not excluded based on the "Agreement on the Exclusion of Gangsters-Related Business persons from Contracts Conducted by Nagoya City" (concluded by the Mayor of Nagoya City, etc. and the Chief of the Aichi Prefectural Police

Headquarters dated January 28, 2008), not applicable to the period of the exclusion measures based on the "Handling Guidelines for the Exclusion of Gangsters-Related Business persons from Procurement Contracts, etc. Conducted by Nagoya City (19 Zaikei No. 103)" during the period from the date of this notice to the successful bid decision.

- (7) A bidder shall not have failed to pay the national and local taxes.
- (8) A bidder shall have experiences similar to either in creating or supporting the creation of IT Master Plans for some large-scale international multi-sport events.

### 3. Questions and answers to this document and specifications

(1) If you have any questions about this document and specifications, please submit (Form 1) questionnaire to the E-mail address indicated in Section 8 by Wednesday, February 28, 2024, 5:00 p.m. You shall set the subject of the email as " Proposal for "IT Master Plan for the 20<sup>th</sup> Aichi-Nagoya Asian Games and support in writing the necessary documents for the upcoming IT Audit

". After sending email, please call the number indicated in Section 8 and tell us that you sent email.

(2) The answers to the questions will be published on the official website of Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee by 5 p.m. on Friday, March 1, 2024.

### 4. Schedule for bidding and bid opening

(1) Date, time, and place of bid opening

Thursday March 21, 2024, 2:30pm

Aichi Prefecture Higashi Ote Office B1F B101 Conference Room

(2) How to prepare bidding document

We implement this bidding by using (Form 2) Bid Document.

You shall write your address, name and representative's name and seal the representative's seal (if you are domestic non-residents, etc, you can substitute for representative's signature limited to self-signed) . When you enter the amount, you shall use Arabic numerals and write the word "金" before the first digit to determine the successful bid, the successful bid the amount by adding 10/100 of the amount stated in your Bid Document (if there is a fraction of less than one(1) yen in the amount, the fractional amount is rounded down), so you shall write an amount equivalent to 100/110 of the estimated desired contract amount (if you are domestic non-

resident, etc, you shall write the amount before withholding tax ) regardless of whether you are a taxable business operator or a tax-exempt business operator related to consumption tax and local consumption tax, or a domestic non-residents, etc.

If you add or correct typos, etc, you shall seal on that part. Please note that the amount cannot be corrected.

You shall put the bidding Document in an envelope and seal it and write the same address and name as those written in the bid documents (see attachment "Envelope format").

(3) Method of bidding, etc.

In principle, bidding document can be submitted only by bringing it with you, but if it is difficult to do so, you can submit it by post (limited to registered mail).

(a) How to submit by bringing, etc.

Bidders can only enter the bidding place. However, the person who brings his/her bidding document Bid Document that has the address, name and representative of the bidder and the representative seal shall be considered as the representative himself/herself.

The bidding document must be submitted to the bidding box set up at the venue. Bidding document once submitted may not be rewritten, exchanged or withdrawn for any reason.

(b) How to submit by post, etc.

• Method of submitting bid document

Submissions must be made in double envelopes, the outer envelope and the inner envelope. You shall put bid document in the inner envelope. If you wish to participate in rebidding as indicated in section4 (7), prepare the second bid document and the third bid document (except when participating only in the second bid) in advance, put them in separate inner envelopes, and seal them. You shall write the bidder's address, name, type of bid (whether it is the first bid, the second bid, or the third bid) on each of the inner envelope. You shall put the all inner envelopes in the outer envelope and write "Bid Document" (written in red) on the front of the outer envelope and write "Affiliation, Name, and Contact Information of the person in charge" on the back of the outer envelope (see attached Envelope format)

• Mailing method

Registered mail only be permitted.(Costs shall be borne by the bidder.)

- Deadline of arriving of bidding

Bid Document must be submitted to arrive to by 9 a.m. on Wednesday March 20,2024, and Bid Document that arrives after the deadline will not be accepted regardless of the reason.

- Where to send bid document

Locations shown in section 8

- Acceptance of bid document

We will not respond to any inquiries to confirm the arrival of bid document.

Rewriting, exchange, or withdrawal of bid document once submitted are not permitted.

(4) Bid Withdrawal

If you withdraw your bidding during the bid execution, you shall submit Bid Decline Notice (Form 3) or Bid Document stating your intention of withdraw into the bid box.

(5) Invalid of bidding

According to the regulations of Article 6 (Invalidity of Bids) of Contract Rules of the Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee (hereinafter referred to as the "Contract Rules"), a bidding applicable to it will be invalid .

(6) Bid opening

Bidding will be opened in the presence of bidders immediately after bidding. However, if a bidder is not present at the place where the bidding is opened the bidding will be opened in the presence of secretariat's staffs unrelated to the bidding. In this case, no objection can be filed.

(7) Rebidding

if none of the first bid document is within the limit of the planned price, the second bidding will be taken place immediately. In principle, rebidding is limited to two times. If the successful bidder is decided in the first bidding or second bidding, the second Bid Documents and third Bid Documents submitted by mail shall be destroyed by the Organizing Committee.

(8) Cancellation of bidding, etc.

When bidders are united or engage in disturbing behavior, and so on. and if it is difficult in bidding, the bidders may not be allowed to participate in bidding or bidding may be postponed or cancelled.

5. Confirmation of application for confirmation of eligibility to participate in competitive bidding, and so on.

(1) Documents to be submitted

Those who wish to participate in the bidding shall bring or mail the application for confirmation of eligibility to participate in the competitive bidding and so on shown below to the location indicated in section 8. However, if it is difficult to bring them or send them by mail, you can submit them by e-mail.

In addition, the bidders shall answer to inquiry regarding their own application for confirmation of eligibility to participate in competitive bidding, etc.

- (a) Application for Confirmation of Eligibility to Participate in Competitive Bidding (Form 4)
- (b) Petition (Form 5)
- (c) Contract Performance Certificate (Form 6)

(2) Submission deadline

Friday, March 8, 2024, at 5 p.m.

If you apply by post, only registered mail will be accepted, and documents must be arrived by 5 p.m. on March 8, 2024. And please inform the contact person shown on 8 (inquiry) by telephone or e-mail that you sent by mail.

(3) Notes on the documents to be submitted

- (a) The expenses related to the preparation of your documents to submit, and so on shall be paid by applicants.
- (b) Submitted documents will not be returned to the applicants. In principle, the documents shall not be disclosed and shall not be used without your permission.
- (c) Unless the Secretariat of Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee instruct, replacement and additional submission of submitted documents is not permitted.

(4) Confirmation notice

The results of the competitive bidding eligibility confirmation will be noticed by Thursday, March 14, 2024, with the notification of the competitive bidding eligibility confirmation by mail or e-mail.

As a result of this confirmation, only those who are confirmed of its eligibility will be eligible for this bidding.

(5) Others

If the bidders have not submitted the application for confirmation of eligibility to participate in competitive bidding by the submission deadline or they are decided not to be eligible to participate in competitive bidding, their bidding will be invalid.

6. Determination of successful bidder

Within the limits of the planned price prepared in accordance with the regulations of Article 11 of the Contract Rules, the successful bidder shall be the person who makes a valid bid at the lowest price. If there are two or more bidders with the lowest price, the successful bidder will be determined by lottery. The bidders cannot decline the lottery. Those who are at the bidding place will draw first and then a secretariate's staff member unrelated to the bidding process will draw the lottery on behalf of the bidder who submitted the documents by post.

7. Others

(1) Language, currency and time to be used in bidding and contract procedures

Limited to Japanese and Japan currency, and Japan standard time, respectively. All documentation submitted to Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee pursuant to this bidding, shall be submitted in Japanese. If translated, the Japanese version of this document shall prevail.

(2) Necessity of written contract

Required (As of the contract draft)

(3) Bidding deposit

A person who will participate in the bidding must pay bid deposit of 5/100 or more (including collaterals taking a place of bid deposit stipulated in Article 7, Paragraph 2 of the Contract Rules) on the bidding date. However, a person who will participate in the bid and applied to Article 8 of the Contract Rules, will be exempt from the bid deposit of all or part of it.

(4) Contract deposit

The successful bidder must pay contract deposit of at least 10/100 of the contract amount in accordance with Article 28, Paragraph 2 of the Contract Rules (including collaterals taking a place of the contract deposit

stipulated in Article 28, Paragraph 3 of the Contract Rules) by the contract day. However, if the successful bidder is applicable to Article 29 of the Contract Rules, the contract deposit of all or part of it will be exempted.

(5) Disqualification of successful bidder

During the period from the date of bid opening to the date of contract, if the successful bidder does not meet the qualifications listed in section 2, he or she cannot sign a contract.

(6) Measures against some wrongdoing, and so on

When fraudulent facts such as bid riggings or briberies are found in related to the contract of this bidding from Contractor, we will cancel the contract and may claim compensation for damages.

(7) Cancellation of contract based on agreements, and so on

If Contractor is excluded based on agreements, and so on, we will cancel the contract and may claim compensation for damages.

(8) Obligation to report interferences or unreasonable demands

Regarding the contract of this bidding, if Contractor receives interferences or unreasonable demands, he or she must promptly report to Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee and file a report to police. If contractor fails to do so, we may cancel the competitive bidding contracts or private contracts or negotiated contracts with him/her.

(9) Others

Regarding the matters not specifically stipulated in this document, bidding will be executed in accordance with Aichi Prefectural Construction Work Related Bidder's book of rules.

## 8. Inquiries

Aichi-Nagoya Asian Games and Asian Para Games Organizing  
Committee Secretariat Procurement Team, General Affairs Section  
3-2-1 Sannomaru, Naka-ku, Nagoya City  
(Inside the Aichi Prefecture Higashi Ote Office)  
Person in charge: BANNO Akitoshi  
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Mail to : [ainagoc-chousei@aichi-nagoya2026.org](mailto:ainagoc-chousei@aichi-nagoya2026.org)