

## Notice of Proposal Competition

6<sup>th</sup> November, 2017

Japan National Tourism Organization (JNTO)  
Sydney Office Executive Director Kana Wakabayashi

We hereby announce the following proposal competition.

### 1. Overview of project

(1) Name of project: MICE Networking Event 2018

(2) Details of project: To engage Australian MICE professionals (business travel managers, Professional Conference Organisers (PCOs), corporate travel consultants or travel agents and planners specialising in MICE travel etc.) to meet, learn more about Japan as a business travel destination and understand the support JNTO/Japan Convention Bureau provides.

(3) Performance Period: Until mid-March, 2018

### 2. Requirements to participate in the tender

(1) A person who is not subject to competition participation restrictions prescribed in Article 25 of the Bylaws of the Administrative Implementation of Contracts of JNTO.

○ Bylaws of the Administrative Implementation of Contracts of JNTO  
Article 25: Restrictions on Competition Participants

1. Persons who are determined to fall under any of the following may not participate in the competition:

(1) A person who does not have the capacity to execute agreements;

(2) A person who has been the subject of a decision to commence bankruptcy proceedings and whose rights have not been restored; or

(3) A person listed in the items of Article 32, Paragraph 1 of the Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups (Act No.77 of 1991)

2. A person found to fall under any of the following may not participate in competition for two years after the occurrence of the relevant fact. The same will apply to a person who intends to use any of the following persons as an agent, manager or other employee.

(1) A person who in the performance of an agreement intentionally engaged in shoddy construction, manufacturing or other services, or who engaged in dishonest conduct in regards to quality or quantity of goods;

- (2) A person who impeded fair competition, or a person who entered into an alliance for the purpose of wrongful gains;
  - (3) A person who obstructed a successful bidder from executing an agreement or a contractual party from performing an agreement;
  - (4) A person who obstructed personnel engaged in the performance of supervision or audit work;
  - (5) A person who without a valid reason failed to perform an agreement;
  - (6) A person who, in a case where pursuant to an agreement the amount of consideration is to be fixed after the agreement, willfully demanded an exorbitant amount of consideration based on false facts; or
  - (7) A person who, in the performance of an agreement, used an agent, manager or other employee who fell under any of the foregoing categories within the past two years.
3. A person who uses any person who falls under any of the preceding items as bidding agent may be disqualified from participating in the competition.
- (2) A person who has not been subject to any penalty under law in the past three years.
  - (3) A person who is registered as a corporation (in the case of an individual business operator, registered as a resident) and is not delinquent in the payment of corporate taxes or other taxes.

### 3. Procedures

- (1) Department in charge: JNTO Sydney Office  
Person in charge: Toni Fan  
Address: Japan National Tourism Organization (JNTO)  
Suite 1, Level 4, 56 Clarence St, Sydney NSW 2000  
Email: [tenders@jnto.org.au](mailto:tenders@jnto.org.au)

Period and method of delivery of the Request for Proposals

From: Tuesday 6<sup>th</sup> November 2017

Closing: Monday 27<sup>th</sup> November, 2017 5pm (Sydney Time).

If delivery of the Request for Proposals is desired, please contact the person in charge of (1) above in advance.

- (2) Deadline, place and method of submission of proposal  
Submit to (1) above by at 5pm, 27<sup>th</sup> November, 2017 (Sydney Time)  
Limited to hand delivery or post (in the case of post, the proposal must be received by the submission deadline, and record of delivery must be certifiable).

The following documents are to be submitted to JNTO at time of

submission of proposal.

### **Company Profile**

This section must include full details of your company including information regarding track record in supplying relevant goods and services, financial stability and future direction. You must include at least the following details:

- ① Full name and ABN/ARBN/ACN
- ② Postal address
- ③ Telephone, facsimile and email contact details
- ④ Brief company history
- ⑤ Overview of products and services provided by the company
- ⑥ Track record in supplying goods and services similar to those sought in this RFP
- ⑦ Future strategic direction of the company
- ⑧ Name, title, address, direct telephone and fax numbers and email address of the designated person in the company who would be JNTO's primary point of contact

\* Copies of these documents, made by camera or photocopier, are acceptable under the condition that they are the same size as the original and high-quality.

- (3) Upon receiving a proposal, JNTO will conduct a preliminary review meeting and may request the proponent to provide additional information on the proposal. If required, further meetings will be held.

#### **4. Others**

- (1) The language used in the procedures will be in English or Japanese, and the currency will be Australian dollars.
- (2) Enquiries for related information should be directed to the person in 3(1) above.
- (3) Expenses for preparation and submission of the proposal will be borne by the person submitting the proposal.
- (4) There will be no secondary use of a submitted proposal without the permission of the person who submitted the relevant proposal.
- (5) If a proposal contains any matters that are not true, such proposal will be invalidated, and the applicant who entered such matters may be suspended from participating in public bids.
- (6) If, in regards to the content of a selected proposal, there is a request on the basis of the screening standards for JNTO's information announcements, such disclosure will be made using documents prepared in advance to be disclosed.

- (7) A person whose proposal has been selected is a person who was specified as the most suitable person as a result of the tender, but until agreement procedures are completed pursuant to JNTO's accounting and other rules, no contractual relationship will arise between such person and JNTO.
- (8) To verify whether a person who submitted a proposal satisfies the requirements for participating in the tender of section 2 above, a credit check may be performed. There may be cases where, even after selection, in light of the results of such credit check, an agreement will not be executed.
- (9) Because payment of the agreement money will be overseas remittance from Japan, the participant must be able to receive overseas remittance. Further, any person receiving an order will be responsible for payment to tax authorities of any value added taxes.
- (10) Other details will be as set forth in the Request for Proposals.

End