

Notice of Proposal Competition

09/July/2018

Japan National Tourism Organization (JNTO)
Madrid Office Director General Kenji INOUE

We hereby announce the following proposal competition.

1. Overview of project

(1) Name of project

The formulation of promotion strategy based on market surveys and analysis of the current situation of the Spanish market (FY2018)

(2) Details of project:

Creation of a strategy plan for an effective tourism promotion of Japan in the Spanish market. The creator of the plan must carry out an extensive market research, analyzing and evaluating at the same time all the efforts related to tourism promotion of Japan that have been made so far and propose future strategies for promotion

(3) Performance Period: 15th March 2019

2. Requirements to participate in the proposal competition

- (1) The applicant must be a person who is not subject to competition participation restrictions prescribed in Article 26 of the Bylaws of the Administrative Implementation of Contracts of JNTO. Any applicant who is found by JNTO to fall in one or more of the cases below, shall be considered “not suitable” for taking part in the proposal competition and thus be automatically excluded thereof. In that case, JNTO shall notify it to the applicant in writing.

- Bylaws of the Administrative Implementation of Contracts of JNTO

“Article 26: 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 Japanese Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups (Act No.77 of 1991)*
- (4) A person who has been suspended from nomination by the Government or local government*

2. A person found to fall under any of the following may not participate in competition for three 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, 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

(6) 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 Madrid Office, Person in charge: Laura Blocona

Address: Carrera de San Jerónimo 15 3^oC 28014, Madrid Spain

TEL : +34-91-077-0070, E-mail:laura_blocona@jnto.go.jp

(2) Period and method of delivery of the Request For Proposals

From 9th July 2018 until 24th July 2018 (must be received by 17h30 (CENTRAL EUROPEAN TIME - CET)

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

(3) Deadline, place and method of submission of proposal.

Submit to (1) above by 31st July 2018 (must be received by 12h00 CENTRAL EUROPEAN TIME -CET)

Limited to hand delivery, registered mail or e-mail (in the case of registered mail, the proposal must be received by the submission deadline, and record of delivery must be certifiable).

The following documents must be attached to the proposal submitted to JNTO (*),

In case that you have the qualification for Japanese ministries, you can omit submitting the following documents by submitting a copy of the qualification.

- ① Copy of registration certificate of proof of identity of the applicant.
It must be a document issued by the government or other authorized institution in the applicable country.
In case of legal entities such as companies, copy of the public deed of incorporation, and public deed proving the authority of the individual person representing the applicant (appointment as director, powers of attorney etc.).
In case of individuals, copy of their DNI.
- ② Financial statements (most recent annual statements). In case of corporates/other legal entities, Corporate Tax declaration; in case of individuals, Personal Income Tax declaration.
- ③ Tax payment certification (most recent annual certification).
Certificate of Good Standing issued by the Tax authorities (“Certificado tributario de estar al corriente de pagos”).
- ④ VAT registration certificate (Número de Identificación Fiscal - NIF).
- ⑤ Social Security Certificate of Good Standing, issued by the Social Security Agency. (“Certificado de estar al corriente en obligaciones de la Seguridad Social”)

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

- (4) Proposed time, date and place for an explanatory meeting
An explanatory meeting is obligatory and it will be held at JNTO Madrid office. The date and time will be notified by JNTO Madrid office by email.
- (5) Time, date and place of meeting regarding proposal
Meetings will be held as necessary.

4. Others

- (1) The language used in the procedures of the Proposal Competition will be either English, Japanese or the combination of English and Japanese and the currency will be Euro.

- (2) Inquiries 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 applicant.
- (4) There will be no secondary use of a submitted proposal without the permission of the applicant of the relevant proposal. Materials of not selected applicants will be duly returned to them; in case the application was made by email, JNTO shall destroy the materials submitted by that means.
- (5) If a proposal contains any matters, data or representations that are not true, such proposal will be rendered invalid, and the applicant who entered such matters may be suspended from participating in public bids concerning JNTO's projects.
- (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.
- (7) An applicant whose proposal has been selected is the person who was specified as the most suitable applicant, as a result of the proposal competition, but until the service agreement is executed and procedures are completed pursuant to JNTO's accounting and other rules, including the execution of a service agreement, no binding relationship will arise between such person and JNTO.
- (8) To verify whether an applicant satisfies the requirements for participating in the proposal competition 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) If payment of the agreement money is needed to be made by overseas remittance from Japan, then 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) The applicant, by the mere submission of his proposal agrees and abides to be bound by the terms and conditions in this Notice of Proposal Competition and the Request for Proposals.
- (11) Other details will be as set forth in the Request for Proposals.

End