

Notice of Proposal Competition

13th October 2022

Japan National Tourism Organization (JNTO)
Madrid Office Executive Director Hiroshi Yamashita

We hereby announce the following proposal competition.

1. Overview of project

(1) Name of project:

Project to exhibit the Japanese stand at Bolsa de Turismo de Lisboa (BTL) 2023 and carry out a joint advertising campaign with an airline in the Portuguese market [Fiscal Year 2022]

(2) Details of project:

In order to promote travel to Japan from Portugal, exhibit a Japanese booth at BTL2023 and carry out a joint advertising campaign in collaboration with an airline.

(3) Performance Period: 24th March 2023

2. Requirements to participate in the proposal competition

(1) 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.

- 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 Act for the Prevention of Wrongful Acts by Members of Organized Crime Groups (Act No.77 of 1991)
- (4) A person whose status as a designated contractor has been suspended by the national or any local government ("Government").

- 2. A person found to fall under any of the following may not participate in competition within 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 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 Madrid Office, Person in charge: Yuria Hayashida
Address: Carrera de San Jerónimo 15 3^oC 28014, Madrid Spain
E-mail: info_madrid@jnto.go.jp
 - (2) Period and method of delivery of the Request For Proposals
From 13th October until 1th November 2022 (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 2th November 2022 (must be received by 12h00 CENTRAL EUROPEAN TIME - CET)
Limited to hand delivery, by post, or through the JNTO File Transfer System.
- 【Matters to note】**
- « By post »
 - The proposal must be received by the submission deadline and the record of delivery must be provable.
 - « Email »
 - Send an email to notify your submission after submitting the electronic file of your proposal by another email in case the submission failed due to the size of the file.
 - JNTO will reply to your notification email to let you know that the proposal is received.
 - The email with the proposal attached must be received by the submission deadline.
 - Submit the proposal well before the deadline to allow enough time to respond to failed delivery of email.

« JNTO File Transfer System »

- If you prefer submitting the proposal in electronic form, you can use JNTO File Transfer System. Make a request for the upload URL to the email address shown in (1).
- Finish uploading the proposal to JNTO File Transfer System by the submission deadline.
- Make a request well before the submission deadline to allow enough time to notify you about the URL and upload the file.

The following documents must be attached to the proposal submitted to JNTO (*). In case you have qualification certificates in participating tenders issued by Japanese ministries, you can submit such qualification documents, as alternatives.

- 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 Documento Nacional de Identidad DNI (for Spanish nationals) or Cartão de Cidadão (for Portuguese Nationals).
- 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” in case of Spanish companies or “Declaração da situação contributiva” in case of Portuguese companies).
- ④ VAT registration certificate (Número de Identificación Fiscal – NIF in Spain, Número de Identificação Fiscal or Número de Contribuinte in Portugal).
- ⑤ Social Security Certificate of Good Standing, issued by the Social Security Agency. (“Certificado de estar al corriente en obligaciones de la Seguridad Social” in Spain and “Declaração de Situação Contributiva perante a Segurança Social” in Portugal).

(*) 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 will not be held.
- (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 English or 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) 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.
- (10) The result of the proposal competition consisting of the following information shall be published: the name and address of an entity whose proposal is selected, the name of an individual who represents such entity, and the date of selection of such entity's proposal.
- (11) Other details will be as set forth in the Request For Proposals.

End