

World Masters Games 2021 Kansai
Entry System Construction and Maintenance/Administration Project
— **Application guidelines** —

1 Outline of Operation

(1) Title/Name of Business

World Masters Games 2021 Kansai entry system building and maintenance management business

(2) Business contents

As stated in the Appendix “Specification sheet”.

(3) Consignment period/term

From the date of conclusion of the contract, until June 30, 2021.

2 Upper Limit Price for Proposal

Upper limit price for proposal is 100,000,000 yen

3 Entry qualifications

Entry qualification will be granted when participants have met all the following conditions.

When participating as a joint enterprise, all members of the group must meet all the following conditions, also the group must select representative in advance and must assign roles to each members of the group to clarify responsibility in case of any accident have occurred.

【For the Corporation with headquarters within Japan】

(1) Applicants should not meet all the following conditions

- ① Minors, person under curatorship or assistance, exception with full consent necessary to conclude contract, person who do not have ability to conclude contract and person who bankrupt with no restoration of rights
- ② Those who are banned from bidding from the state or local public organization.
- ③ Those who applied for the application of the Corporate Rehabilitation Law and those who have not decided to commence rehabilitation proceedings from the court under this act.
- ④ A person who applied for the application of civil rehabilitation law and has not decided to start rehabilitation proceedings from the court under that law.
- ⑤ Those listed in the following clause:
Items of Article 32, paragraph 1 of the Act on Prevention of Unjust Acts by Organized Crime Group Members.

(2) Holding entry qualifications for bidding with Kansai World Masters Games 2021 (WMG2021) or any other host prefecture/city’s local government

【For the Corporation with headquarters outside of Japan】

- (1) A joint enterprise (including agency contracts and dealer agreements) of a company that has a head office or a branch office in Japan (Meeting the requirements of **【For the Corporation with headquarters within Japan】**).
- (2) Have a record at similar events
(Similar events…International Open Participatory Sports Competition.
The number of participants exceeds 15,000 people and the number of competition events must be 15 types or more.
- (3) Be able to conduct consultations and exchange documents in Japanese.

4 **Overall schedule (Tentative)**

The schedule of the beginning of recruitment to the decision of the final candidate is as follows:

- Monday, July 24th, 2017…Recruitment begins
- Tuesday, August 8th, 2017…Orientation Meeting
- Thursday, August 17th, 2017…Deadline for questions
- Thursday, August 24th, 2017…Deadline for Participation statement and project proposal
- Thursday, August 31th, 2017…Presentation / Selection of an entrusted candidate
- September 2017…Decision of an entrusted candidate

5 **Procedures**

(1)Orientation Meeting

①Date and time

Tuesday, August 8th, 2017 1:30 pm to 2:30 pm

②Venue

Union of Kansai Governments Secretariat Main conference room
Osaka International Convention Center 11F
5-3-1 Nakanoshima, Kita-ku, Osaka

③Application method

Mention the corporate name and the name/names of the attendees of the orientation meeting (up to 2 persons) and submit the application as below via e-mail to the following address:

[Title] **【Application for Participation】** Entry system proposal

[E-mail Adress] ukita-mamiko@wmg2021.jp

④Application deadline

Thursday, August 3th, 2017 at 5 PM (time is punctual)

⑤If you do not attend an orientation meeting, you will not be eligible to participate.

(2)About the submission of participation statement

①Deadline

Thursday, August 24th, 2017 at 5 PM (time is punctual)

②Submit to

The Organizing committee of the Kansai World Masters Games 2021
(Person in charge Kizaki and Ukita from Games Administration Department)

③Submission method

bringing, letter-post or parcel delivery service

* All documents must be written in Japanese

④Documents required for submission

Attachment 「Participation statement」 (Form 1)

* Seal Needed (registration seal of corporate legal person)

* When you decide to participate as a joint enterprise, please state that participation will be made as a joint enterprise body and the following information of all of the parties included in the association is included in the statement of participation at submission on a separate sheet of paper:

- Address or the location of the office
- Corporate name or name
- Name or the name of the corporate legal person
- Company Profile

(3) Questions and answers

If you have any questions, please contact the following e-mail address on using the attached sheet "Questionnaire" (Form 2) by 5 PM of August 17th, 2017. Please be punctual. We only accept questions via e-mails.

Please Write "[Question] Entry system proposal" in the subject line of the e-mail. If you are applying as a joint enterprise body, the representative member should gather all the questions and ask.

[E-mail address] (Kizaki) kizaki-yukinori@wmg2021.jp

(Ukita) ukita-mamiko@wmg2021.jp

* Both members must be placed in the address line

(4) About the submission of project proposal etc.

①Submission deadline

Thursday, August 24th, 2017 at 5 PM (time is punctual)

②Submit to

The Organizing committee of the Kansai World Masters Games 2021
(Person in charge Kizaki and Ukita from Games Administration Department)

③Submission method

bringing, letter-post or parcel delivery service

* All documents must be written in Japanese

④Documents to be submitted

- | | |
|---|-------------|
| A)Estimation (Fill in an accumulated breakdown sheet) | One copy |
| B)Overall Schedule | Twenty copy |
| C)Project proposal | Twenty copy |

⑤Estimation (attachment of totalization breakdown)

Divide the breakdown into the following items and describe the breakdown.

- A) The plan of the entry system design and its construction

B) Maintenance and operation support service

Regular maintenance from the beginning of construction to the end of contract, and rapid maintenance work during the cause of emergency and when necessary.

C) Supplementary work on the days of the event

Procure, deliver, install, and check the operation of the set of equipment necessary for reception at the designated reception hall.

Also, prepare necessary staffs capable of corresponding to problems at each venue and organizational committee headquarters.

⑥ Overall Schedule (A3size:horizontal side)

Based on the separate sheet of paper, "Specifications", depict the overall schedule from system design to day of the reception. Also, make sure to fill in the following items:

A) Development timing and completion timing of each function of the system

B) Data center usage period

C) Operation check test

⑦ Project proposal (A4size:within 20 pages)

A written proposal of system construction and maintenance operation.

Based on the separate sheet of paper "Specifications", be sure to describe the point of

A) Security measures

B) Operation support and support system

C) Implementation system of this work

D) Implementation system on the days of the event

E) Extensibility of other functions other than described in specifications

⑧ Important notice

- Please print the address, name, and corporate legal person of the corporation on the project proposal.
- The business operator is not eligible to participate if one decides not to submit the statement of participation and project proposal.

(5) Presentation

Presentation will be held on Thursday, August 31, 2017.

Presentation must be conducted in Japanese. Time given to each business operator is 40 minutes (including 10 minutes for Q & A).

We will notify you separately about the time, venue etc.

The date of presentation is subject to change.

(6) Identification of candidate for trustee

① Selection method

- Members of Selecting Committee will score all applicants in line with evaluation criteria, and applicants are ranked by higher total score to lower total score, the applicant with highest score will be the final candidate to be a contractor.
- If we could not reach to agree concluding contract with final candidate of contractor, the next highest total scored participant will gain access for discussion with WMG2021,

and then we will conclude contract after both agrees on contract details.

② Evaluation criteria

Evaluation items	Evaluation points	Score allotments
(A) Cost Setting	Total amount of costs in order to conduct this project	30 points
(B) Ability on conducting operation	Evaluating if participants maintaining facilities for conducting this project efficiently (includes support system, operational support)	20 points
(C) Strength in planning and proposal	The contents of proposal must follows the points on specification sheet, also contents of proposal is effective using own know-how and is capable of being realized	50 points

(7) Procedures after the review

We will discuss with the final candidate on the business contents and the contract conditions. A contract will be concluded after agreement. However, if agreement is not reached with the final candidate, we will negotiate with the candidate with the second highest ranking. After agreement, we will sign an outsourcing agreement. In some cases, we may revise the contents of the proposal during consultation with the candidate.

6 Consideration

- (1) All expenses for this proposal shall be allotted by the participant.
- (2) Documents submitted will not be returned.
- (3) The submitted project proposal etc. may be replicated only for the usage of examination.
- (4) In the case of falsification written on the statement of participation statement or if the entrants does not meet the qualification criteria, we will invalidate the statement of participation and the proposal.
- (5) Upon determination of the trustee, the results will be notified to all of the participants of the proposal. However, scoring results will not be disclosed. Also we will not accept objections to this examination result.