

Okinawa Institute of Science and Technology Graduate University
Proposal competition of New ERP Project Scope Phase 1a– Consultancy Services
Implementation Outline

● **Overview :**

Okinawa Institute of Science and Technology (OIST) is an interdisciplinary graduate university founded by the Japanese government to attract researchers from Japan and abroad to conduct high-quality research and develop a research hub for technology transfer and industrial innovation in Okinawa. Half of faculty and students are recruited from outside Japan, and research and education are conducted in English.

OIST introduced ERP/SAP system “HEART”, as it is called, in 2015. SAP announced on February 4, 2020 (Note 2881788) the end of support by the end of 2027 for SAP Business Suite 7 core applications (SAP ERP 6.0 & SAP HANA). HEART system (OIST ERP) currently uses these versions.

It is necessary to make a strategic decision to either continue with the current SAP platform after 2027, upgrade to the next generation of SAP Business Suite, or reconsider other cost-effective options. This decision will be taken based on the requested Project Scope.

1. Subject

New ERP Project Scope Phase 1a– Consultancy Services

2. Period

3 months from the start date of the contract

3. Location

The contractor will work on-site and offsite.

4. Estimated Cost

The participants must include the estimate in the proposal, covering all the costs.

5. Payment Terms

The contract amount will be paid after receipt and acceptance inspection of the deliverable.

6. Qualifications Required to Participate in Proposal Competition

- (1) Must not fall under the provisions of Article 2 of the Contract Management Stipulations of the Okinawa Institute of Science and Technology School Corporation.
- (2) Must not have filed a petition for commencement of rehabilitation proceedings based on the Corporate Reorganization Act, and not filed a petition for commencement of rehabilitation proceedings based on the Civil Rehabilitation Act.
- (3) Must not be an entity that has received an exclusion request from the national government or police authority as an entity effectively controlled by a criminal group member or those are equivalent thereto, and an entity for which such state has continued.
- (4) Must be in good financial condition. Participants must submit OIST a copy of “Single qualification for every ministry and agency (全省庁統一資格)” with at least “Grade C (C等級以上)” and a valid date. Those who do not have “The Single qualification for every ministry and agency” must submit the documents below and be certified by OIST.
 - [i] A copy of financial statements for the preceding two fiscal years or an equivalent document
 - [ii] Brochure of the company’s information
- (5) Those who would like to participate in this Proposal Competition must submit (4) to OIST with a proposal by the deadline.

- For reference: Contract Management Stipulations
Article 2 (Requirements for Competition Participants)
 1. The Corporation may not allow parties to compete in the vendor selection process of the Procurement Cases if any of the following apply.
 - (1) Parties that lack the ability to conduct the concerned Procurement Case
 - (2) Parties that are bankrupt and have not been rehabilitated.
 - (3) Parties that are eligible to each item of Paragraph 1, Article 32 of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991)
 2. The Corporation may prohibit the parties to which any of the following would be deemed to apply from the competition for a period of two years after the concerned facts. This also applies to those who use said parties as their representatives, managers, or employees.
 - (1) Parties that have intentionally committed a shoddy construction or production in the performance of a contract, or that have committed illegitimate acts concerning the quality or quantity of items
 - (2) Parties that have obstructed the performance of fair competition or colluded to impair fair pricing or earn illicit gains
 - (3) Parties that have hindered the successful bidders from concluding contracts or hindered the contractors from performing their contracts
 - (4) Parties that have obstructed the operation duties of the Corporation's persons in charge of implementing investigations or inspections
 - (5) Parties that have failed to perform their contracts without just cause
 - (6) Parties that have used other parties as representatives, managers, or employees for the performance of contracts within two years after said other parties committed any of the above-specified items
 3. The Corporation may prohibit the parties that use any of the parties specified in the previous paragraph as bidding agents from participating in the competition.

7. Schedule

- The due date for questions regarding specifications is by 5:00 p.m. on Friday, September 15, 2023 (JST).
Should there be any questions regarding the specifications and/or outline, please send an email with your questions to the address below. In principle, the University will respond by email only.
(E-mail address) tender@oist.jp
(Replies to all questions) Will be posted on the University website by Friday, September 22nd, 2023
<https://www.oist.jp/about/procurement/article>
- Proposal due date: 5:00 pm on Thursday, September 28th, 2023 (JST). (Late submission will not be accepted.)
- Screening: Screening (by submitted proposal) September 29th, 2023 to October 4th, 2023
- Result of the screening: The result of the screening will be notified to all respective participants in writing. The successful applicant will be announced on the University website.

*Schedule

5:00 pm on Friday, September 15th, 2023 (JST)	The due date for questions regarding specifications
5:00 pm on Thursday, September 28th, 2023 (JST)	Submission deadline for Proposal documents
September 29th, 2023, to October 4th, 2023	Screening (by submitted proposal)
After October 6th, 2023	Notice of determination

8. Documents to Submit

- (1) Participants are required to prepare as follows.
 - ① Proposal (Please include every evaluation standard that is listed in the Evaluation Matrix)
 - ② Single qualification for every ministry and agency (全省庁統一資格) or Financial statement (BS and PL for last 2 years) or document which show your financial status
- (2) Submission method
 - Delivery: All documents must be submitted as a PDF file by E-mail.
 - Language: English
- (3) Submission/Inquires
Nakamura, Procurement and Supplies Section
Okinawa Institute of Science and Technology Graduate University
1919-1, Tancha, Onna-son, Kunigami-gun, Okinawa
E-mail; tender@oist.jp

9. Examination

The examination of the proposal competition will be made by the University's Proposal Examinations Committee based on the proposal submitted by the competition participants. The result will be published on the University's website after October 6th, 2023, and notified to all respective participants in writing.

10. Examination Criteria

The Proposal Examinations Committee will examine and score each proposal based on the attached Evaluation Matrix.

11. Contract

- (1) The University will enter into a negotiated contract with the participant selected in the screening process.
- (2) If the participant declines or does not enter into an agreement with the University by the date specified without any valid reason, the University will cancel the contract designation. The University, by selecting one party from the candidates, will enter into a contract accordingly.

12. Others

- (1) Contract: Required
 - Language and Currency to be used in the procedures.
 - ① Language of the agreement: English or Japanese
 - ② Currency: Japanese yen
- (2) The costs required for participation in the proposal competition process will be borne by the respective participants.
- (3) The submitted proposal will not be returned to the participants.

- (4) Throughout the period (from the election of the committee members until the notification of the candidates designation), any parties who intend to participate in preparing for the proposal competition are prohibited from behaving in ways to advantage themselves to disadvantage other competitors. Any violation of this requirement will result in the applicant being disqualified, and the University may take further steps if necessary.
- (5) Should any matters not covered above arise in the proposal competition process, the Chair of the committee will notify the proposed participant after consulting with the committee.
- (6) Final specifications and content will be decided in a discussion between the University and the contractor, based upon the submitted plan.