

April 24, 2026

Guidelines for the Proposal Competition
Advisory Services for Secondary School Initiative Planning

1919-1 Tancha, Onna Village, Kunigami District, Okinawa
Okinawa Institute of Science and Technology School Corporation
Procurement and Supplies Section

1. Summary
 - (1) Project Name
Advisory Services for Secondary School Initiative Planning
 - (2) Contract Period
From the contract date to March 31, 2027
 - (3) Budget:
Up to 13,000,000JPY (including tax)

2. Eligibility for Bidding
 - i. Qualifications
 - (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 D (D 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
 - (5) Those who would like to participate in this Proposal Competition must submit (4) to OIST by the deadline, which is detailed in 4.

(Reference: Contract Administration Rules, Article 2 (Excerpt))
Article 2 (Requirements for Bidders)

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 followings 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 the 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 competition.

(2) Disqualification

A bidder may be disqualified if any of the following applies:

- ① (1) Failure to meet the qualifications specified in (1).
- ② If the submitted documents contain false information.

3. Submission of Proposal Documents

Applicants wishing to apply for this project must submit the following proposal documents, etc.

(1) Documents to be Submitted

- A copy of the Single qualification for every ministry and agency (全省庁統一資格), or financial statements for the most recent two fiscal years
- Reference quotation
- Company profile (business name, date of establishment, capital, location of principal office, number of employees)

(2) Proposal

The proposal must be prepared in English.

The format and style of the proposal are unrestricted; the document must be in A4 size and no longer than 30 pages (including the "Cover Page," "Table of Contents," etc.).

The proposal must be prepared in accordance with the attached evaluation sheet. A list indicating the corresponding sections within the proposal (such as page numbers) for each evaluation item listed on the attached evaluation sheet must be included with the proposal.

4. Submission Procedures

(1) Submission Address and Contact Information

1919-1 Tancha, Onna-son, Kunigami-gun, Okinawa, Japan 904-0495

Okinawa Institute of Science and Technology School Corporation, Procurement Section
(Contact: Nakamura)

TEL: 098-966-8990

Email: procurement2@oist.jp

(2) Submission Method

Submit electronic files via email and obtain confirmation of receipt from OIST.
If the file size is large, you may use the download site provided by the proposer.

(3) Submission Deadline

Monday, May 18, 2026, 5:00 PM (JST) (must be received by this time)

5. Evaluation Method

- Submitted proposals will undergo a document review, and one company will be selected as the winner.

If a contract cannot be concluded with the selected candidate due to withdrawal or other reasons, the proposer of the next-ranked proposal will be selected as the contract candidate.

6. Evaluation Results

(1) All participants will be notified of the evaluation results via email on or after Wednesday, May 27, 2026(JST).

(2) Applicants who are not selected (accepted) as a result of the evaluation may request an explanation of the reasons in writing (format optional) in accordance with the following.

- ① Submission Deadline: By 5:00 PM on Tuesday, June 2, 2026(JST)
- ② Submission Method: Submit in writing via email. The submission address is the same as in 4.(1)

7. Acceptance of Questions and Responses

If you have any questions regarding this matter, please submit them via email (in any format) in accordance with the following.

Answers to questions will be posted on the OIST's website. (<http://www.oist.jp/ja/page/13357>)

(1) Submission Deadline: Monday, May 11, 2026, by 5:00 PM(JST)

(2) Submission Address: Same as in Section 4(1)

8. Other

- ① All costs associated with participating in this proposal competition shall be borne by the participants.
- ② Submitted documents will not be returned.
- ③ Submitted documents may be copied to the minimum extent necessary for the selection process.
- ④ Any proposal containing false information will be deemed invalid.
- ⑤ The University will not use the proposal documents for any purpose other than this procedure without the proposer's permission. However, the University may disclose them when necessary to ensure fairness, transparency, and objectivity.

9. Attached Documents

- Specification sheet(RFP)
- Evaluation criteria Scoring Sheet
- Agreement (Draft)
- Non-Disclosure Agreement(NDA)

End