

**(Subsequent Notice) Okinawa Institute of Science and Technology Graduate University  
Restaurant Subcontracting Proposal Competition  
Implementation Outline**

Overview:

Okinawa Institute of Science and Technology Graduate University (hereinafter referred to as “University”) recruits vendors who will operate the Restaurant which is located on level B floor in the Center Building. This outline states the necessary procedures for the purpose of carrying out two proposal competition process at Okinawa Institute of Science and Technology Graduate University, “ Operation of Restaurant on B floor” .

**1. Subject**

① 「 (Subsequent Notice) Restaurant Subcontracting Proposal Competition」

※The person/organization with whom University chooses to contract (hereafter referred to as “Provider”) shall use the Restaurant on B floor free from charge, and carry out their own operation after appropriate consultation with the University.

**2. Period**

From the date of the agreed contract to March 31, 2023.

※The Provider shall start operations as early as possible after April 1, 2020.

(1) The length of the contract may be extended until March 31, 2025 on the basis of satisfactory services, to be mutually agreed by the Provider and the University.

(2) In the event of unsatisfactory services provided by the Provider, that are considered to negatively impact the University, then the University has the right to terminate the contract at any time during the contract period.

**3. Location**

Center Building Levels B , Okinawa Institute of Science and Technology Graduate University,  
1919-1, Tancha, Onna-son, Kunigami-gun, Okinawa

**4. Qualifications**

Those who participate in this proposal competition process shall be corporations or individuals registered in Japan and shall meet all of the following criteria;

(1) Those that do not fall under the provisions of the University Contract Management Stipulations Article 2 and Article 3.

(2) Those who are not currently facing a legal issue surrounding application for or recovering from bankruptcy.

(3) Those who have a sales office within Okinawa (It is acceptable for the Provider to establish a sales branch in Okinawa after the University decides to enter into contract with the Provider).

(4) Those who have no affiliation with organized criminal group.

(5) Those whose trade is ongoing, i.e. not halted by the country, or the local government.

(6) Regardless the location (in Okinawa/in the mainland) those that are not subject to administrative punishment for food poisoning based on the Food Sanitation Law, in the past three years.

(7) Those who have more than 3 years’ experience of running a food business.

For reference: Contract Management Stipulations

Article 2 (Parties That May Not Be Allowed to Participate in Competitive Bidding)

Parties that lack the abilities to conclude the concerned contracts and parties that are bankrupt and have not been rehabilitated may not be allowed to participate in the competitive bidding for sales, purchase, lease, service, and other contracts.

Article 3 (Parties That May Be Prohibited from Participating in Competitive Bidding)

1. Parties to which any of the following is deemed to apply may be prohibited from participating in competitive bidding for a period of two years after the concerned acts. This also applies to those who use said parties as their representatives, managers, or employees.
  - (1) Parties that have intentionally committed 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 competitive bidding or colluded to impair fair pricing or earn illicit gains.
  - (3) Parties that have hindered successful bidders from concluding contracts or hindered contractors from performing their contracts.
  - (4) Parties that have obstructed the work duties of employees implementing supervision 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 acts
2. Parties that use any of the parties specified in the previous paragraph as bidding agents may be prohibited from participating in competitive bidding.

**5. Schedule**

- (1) Public Announcement: Wednesday, November 13, 2019
- (2) Explanation Session: Monday, November 25, 2019 15:00-17:00(tbc)  
Seminar Room B503 in Center Building  
Okinawa Institute of Science and Technology Graduate University  
1919-1, Tancha, Onna-son, Kunigami-gun, Okinawa
- (3) Reservation for Participation in Explanation Session: November 13 ~ November 22  
Participation requires reservation in advance, please apply by e-mail.  
Participation in the briefing session is optional.  
(E-mail address) tender@oist.jp  
(Subject) 「OIST “ Restaurant Subcontracting Proposal Competition” Explanation Participation」  
(Required information) Company name, Name of the representative, Address, Name of the person in charge, contact number, name and title of all attendees
- (4) Due date for distribution of specifications: Tuesday, November 26, 2019 by 17:00
- (5) Due date for questions regarding specifications: Wednesday, November 27 2019 by 17:00  
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  
(Subject) Questions about OIST “ Restaurant Subcontracting Proposal Competition”  
(Required information) Company name, Name of the questioner, Title, Contact, Questions  
(Replies to all questions) Will be posted on the University website by Friday, November 29  
<https://www.oist.jp/ja/page/13357>
- (6) Proposal due date: Thursday, December 5, 2019 by 17:00 (late proposals will not be accepted)
- (7) Screening: 1st Screening (by submitted proposal): Mid-December, 2019  
\* Applicants who have passed the 1st screening, will be notified the date and place of the 2nd screening by email. Applicants who have not passed the 1st screening will be notified the result by email.

2nd Screening (Presentation, Q&A): Friday, January 10

\* The University will arrange for translators for applicants presenting in Japanese.

(8) Result of the screening: Result of the screening will be notified to all respective participants in writing. The successful applicant will be announced on the University website.

\*Schedule

Expected Date	Steps
Wednesday, November 13, 2019	Public Announcement
November 13- 22	Reservation for Participation in Explanation Session
Monday, November 25, 2019	Explanation Session
Tuesday, November 26, 2019 by 17:00	Due date for distribution of specifications
Wednesday, November 27, 2019 by 17:00	Due date for questions regarding specifications
Thursday, December 5, 2019 by 17:00	Submission deadline
Mid-December, 2019	1st Screening (by submitted proposal)
Friday, January 10, 2020	2nd Screening (Presentation, Q&A)

## 6. Documents to Submit

(1) Participants are required to prepare proposals as follows;

	Document to submit	Form	Number of copies	Memo
①	Application form	Form 1	1	
②	Company profile	Form 2	1	
③	Brief bio for the person in charge of operation	Form 3	1	
④	Certificate of registered matters		1	
⑤	Certificate of tax payment		1	
⑥	Financial statement (last 2 years)		1	In case the Provider have had a similar experience.
⑦	Proposal describing the matters listed in the attachment 6;		1	

(2) Submission deadline/method

①Deadline: Thursday, December 5, 2019 by 17:00

②Delivery: Hand-delivery or Postal delivery, “Certified Delivery (Haitatsu-shomei-yubin)” should be used in case of postal delivery. An electronic Word or PowerPoint file must also be submitted to [tender@oist.jp](mailto:tender@oist.jp). \*PDF file is not acceptable.

③Note: Proposal (⑦ above) should be A4 size. All photographs should be in color and of sufficient size to be clearly visible. If there is an A3-size document, fold into A4. Number the pages.

④Language: Japanese **or** English

(3) Submission/Inquires

Ms. Shinya or Mr. 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](mailto:tender@oist.jp)

## 7. Examination

The examination of proposal competition will be made by the University's Restaurant Proposal Examinations Committee in 2 steps (i.e. document screening, followed by presentation by those applicants pass the document screening.), based upon the proposal submitted by the competition participants. The final result will be published on the University's website in late January and notified to all respective participants in writing.

## 8. Examination Criteria

The Proposal Examinations Committee will examine and score each proposal on the attached criteria.

## 9. Contract

(1) The University will enter into a negotiated contract with the Provider selected in the screening process.

(2) If the Provider 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 contract accordingly.

## 10. Others

(1) Contract: Required

Language and Currency to be used in the procedures;

① Language: Japanese or English

② Currency: Japanese yen

(2) The costs required for the participation in the proposal competition process will be borne by the respective participants.

(3) The submitted proposal will not be returned to participants.

(4) Throughout the period (from the election of the committee members until the notification of the Provider 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 discussion between the University and the Provider, based upon the submitted plan.

## Attachments:

1. Specification (Including Floor Plan and Kitchen Facility) :
2. Form1 Application Form:
3. Form2 Company Profile:
4. Form3 Information about the person who would be mainly responsible for the operation:
5. Evaluation Sheet:
6. Matters listed in the proposal:
7. Service Agreement(Draft) \* Japanese only