

Open Call for Proposal Competition
“Design and manufacture of Salt water tank system for fish and cephalopods”

April 8, 2020
Okinawa Institute of Science and Technology School Corporation

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1 . Purpose of Proposal Competition

Okinawa Institute of Science and Technology (OIST) aims to acquire new cephalopod and clownfish husbandry and research facilities in Marine Station (running seawater aquaria) and Lab. 4 (closed seawater aquaria). The target species are the clownfish *Amphiprion ocellaris* and the cephalopod *Sepia pharaonis*.

2 . Proposal

2 . 1 Submission of Proposal

- (1) All proposals must be submitted as a PDF file by E-mail.
- (2) OIST will not hold presentation
- (3) OIST will not accept any alternative proposals which do not follow the open call.
- (4) The language used in proposal documents must be English, and the currency must be Japanese yen.
- (5) The deadline for submission of proposal document:
5:00 pm, Friday May 1, 2020 (JST).
- (6) Where to submit:
Keiko Shinya, Procurement & Supplies Section, Okinawa Institute of Science and Technology School Corporation
E-mail: tender@oist.jp

2 . 2 Proposal Requirement

The vendor's proposal should include the following items:

- (1) Cover page and table of contents
The proposal must include a cover page and a table of contents which are easy to understand for OIST staff. Priority must be put on understandability of the contents.
- (2) Executive Summary
The executive summary should explain the whole proposal briefly within 10 pages. The following items must be included:
 - a. Characteristics of the proposal
 - b. Summary of the proposal and a status of response to OIST's requirements
 - c. Summary of the estimated cost and desired terms and conditions
 - d. Contact information for the responsible person for the proposal

(3) Detailed proposal towards OIST's requirements

The vendor is required to explain their proposal which can meet the requirements shown in the open call. OIST accepts proposals which can meet the requirements shown in the open call only, and will not accept company brochures, manuals, specifications, and supporting documents, without the proposal.

(4) Additional proposals to make the requirements better

Aside from the requirements of OIST shown in the open call, the vendor may suggest to add features which the vendor thinks may be in the benefit of OIST.

(5) Delivery and acceptance test plan

(6) Warranty, maintenance and support plan

(7) Schedule & Additional request

The items below should be clearly stated in the proposals.

- a. Gant chart
- b. Additional request required for project completion from the vendor

(8) Estimated Cost

The vendor must provide the estimated cost which covers all the costs including the import duties, delivery fee and other expenses.

The vendor should clarify the breakdown of the cost as much as possible, such as unit prices (aquaria, tanks, electrical goods, pipes, racks etc.), man-hours, travel expenses and etc.

OIST may negotiate with the selected vendor on the estimated cost before both parties enters into a contract.

The contract amount must be within the provided estimated cost.

(9) Company information and experiences

The vendor must provide their information and experiences including the company's business operations, business areas, strong business fields and experiences in providing similar projects to universities or other organizations in at least the 10 preceding years.

(10) Financial statements for the preceding two fiscal years

(11) If there are any other subcontractors, cooperative companies to be involved in the project, the vendor must declare and submit information on those companies with the proposal.

3 . Proposal Evaluation

3 . 1 Explanations and Questions for proposals

OIST may ask questions or further explanations regarding proposal within 7 business days after receiving the proposal.

The vendor must respond to questions or requests of further explanations from OIST within 3 business days.

3 . 2 Evaluation on proposals

The proposals shall be relatively evaluated based on the evaluation sheet. *No Presentation required.

(1) The result of the evaluation will be sent via E-mail after June 2, 2020 (JST).

(2) The vendor who has been rejected as a result of the evaluation may request an explanation of the reason for that judgment by E-mail in accordance by 5:00 pm, Friday June 12, 2020 (JST)

E-mail: tender@oist.jp

(3) OIST will enter into a contract (negotiated contract) with the vendor who is selected in the screening process as competent and qualified.

(4) If the selected vendor declines or does not enter into agreement with OIST, by the date specified, without any valid reason, OIST will cancel the designation. OIST will then enter into a contract with the vendor in second place from the remaining vendors of the open call.

3 . 3 Treatment of the open call and the proposal

(1) Any cost incurred for creating the proposal and other expenses (including travel expenses) shall be borne by the vendor.

(2) OIST will negotiate regarding terms and conditions including INCOTERMS with the selected vendor after the selection process.

(3) The proposal shall be void if there is a false statement in the proposal.

(4) The proposal, after submission, shall not be returned.

- (5) The vendor must not publish, nor use any information, obtained by creation process of the proposal for other purposes without approval of OIST.
- (6) OIST may make copies of the proposal, as necessary for evaluation.
- (7) OIST shall not use the proposal for purposes other than this procedure, without approval of vendor. However, OIST may make the proposal public when necessary for ensuring fairness, transparency and objectivity.

4 . Question regarding specifications

4 . 1 Question regarding specification

If there are any questions about the open call including specifications etc., those must be submitted by E-mail in accordance with following.

(1) Period for submission:

Until 5:00 pm, Thursday April 16, 2020 (JST)

(2) Who and where to submit:

Keiko Shinya, Procurement & Supplies Section Okinawa Institute of Science and Technology School Corporation

E-mail: tender@oist.jp

(3) The answer for the questions submitted within the deadline will be uploaded on the website.

<http://www.oist.jp/procurement/article>