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Tokyo Organising Committee of the Olympics and Paralympic Games Procurement

Information regarding procedures and precautions for companies who wish
to engage in transactions

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1. Introduction

The Tokyo Organising Committee of the Olympics and Paralympic Games (TOCOG) will procure furnishings, machinery, equipment, services, and necessary installations for the organization of the Tokyo 2020 Games.

The Procurement Department of TOCOG, has as its goal to procure the ‘necessary things’, ‘with only the necessary parts’ for the ‘moment that it is needed’, at ‘the lowest price’, striving to bring about a maximum result, while constrained by a limited budget.

To attain this goal, we want to promote fair and impartial procurement activities, and look for a broad spectrum of suppliers both domestic and abroad.

This guide is intended to act as a communication tool to connect between the TOCOG and companies.

2. Object of procurement

The following goods, facilities and services are slated to be procured for the Tokyo 2020 Games:

- Temporary facilities to be used at the various venues (tents, seats, fences etc.) machinery, equipment and services
- Services, equipment, machinery and facilities used for each of the sporting events
- Services, equipment, machinery and facilities used in the Olympic Village
- Services, equipment, machinery related to security and technology services
- Services, equipment, machinery used for transportation and logistics
- Services, equipment, machinery used at broadcasting related facilities
- Services, equipment, machinery used during the ceremonies (Opening and Closing ceremonies, Olympic flame relay, and medal awarding ceremonies)
- Services, equipment, machinery used by the offices of Tokyo 2020
- Etc.

These include services, equipment, machinery that will be provided by Olympic partners

3. Approach to procurement

(1) Procurement plan

To ensure procurement that will result in the best goods procured at the best price, procurement will be conducted with the following principles

- TOCOG will strive to offer transparent, fair and equal tender opportunities to all companies irrespective of their size or nationality.
- In the selection of suppliers, a comprehensive judgement will be made based upon economic rationality and taking into account the social responsibility efforts of companies beginning with compliance and sustainability.
- An effort will be made to maintain and improve the cooperative relationships between partners and appropriately recognize the rights and duties of Olympic partners as laid down in the Olympic partner agreements.

3. Approach to procurement

(2) What is expected from suppliers

TOCOG is aiming for a successful Tokyo2020 Games, with the cooperation and support of firstly the Olympic partners and all supplying companies

- Safety:** Good quality and trustworthy delivery start with a safe working environment. To us safety is the principle of the deal.
- Quality:** Faulty or broken-down facilities, machinery and equipment have a major impact on the organization and preparations for the Games. We therefore request appropriate quality assurance.
- Delivery:** Delayed delivery of equipment, machinery and facilities hinder the organization and preparations of the games. We therefore request you to observe delivery times and deliver as agreed upon. Also a flexible attitude is requested in the case of sudden changes in the running of the Games.

(3) What is expected from suppliers

Price: The Tokyo 2020 Games are prepared and held under a tight budget. For this reason, world-class price competitive power is expected.

Technology: To supply top products for a good price, technical prowess is important. We ask for proposal to be supplied with best products for the best price.

Social responsibility: The Olympic Games are a global event and also draw attention to sustainability. For the Tokyo 2020 Games we will promote efforts for sustainability together with all suppliers.

Marketing Rights: The financial contributions from Olympic partners form an important basis for the Olympic and Paralympic Games, therefore the right for Olympic related marketing is limited to Olympic partners only. We ask for your cooperation to respect these marketing rights.

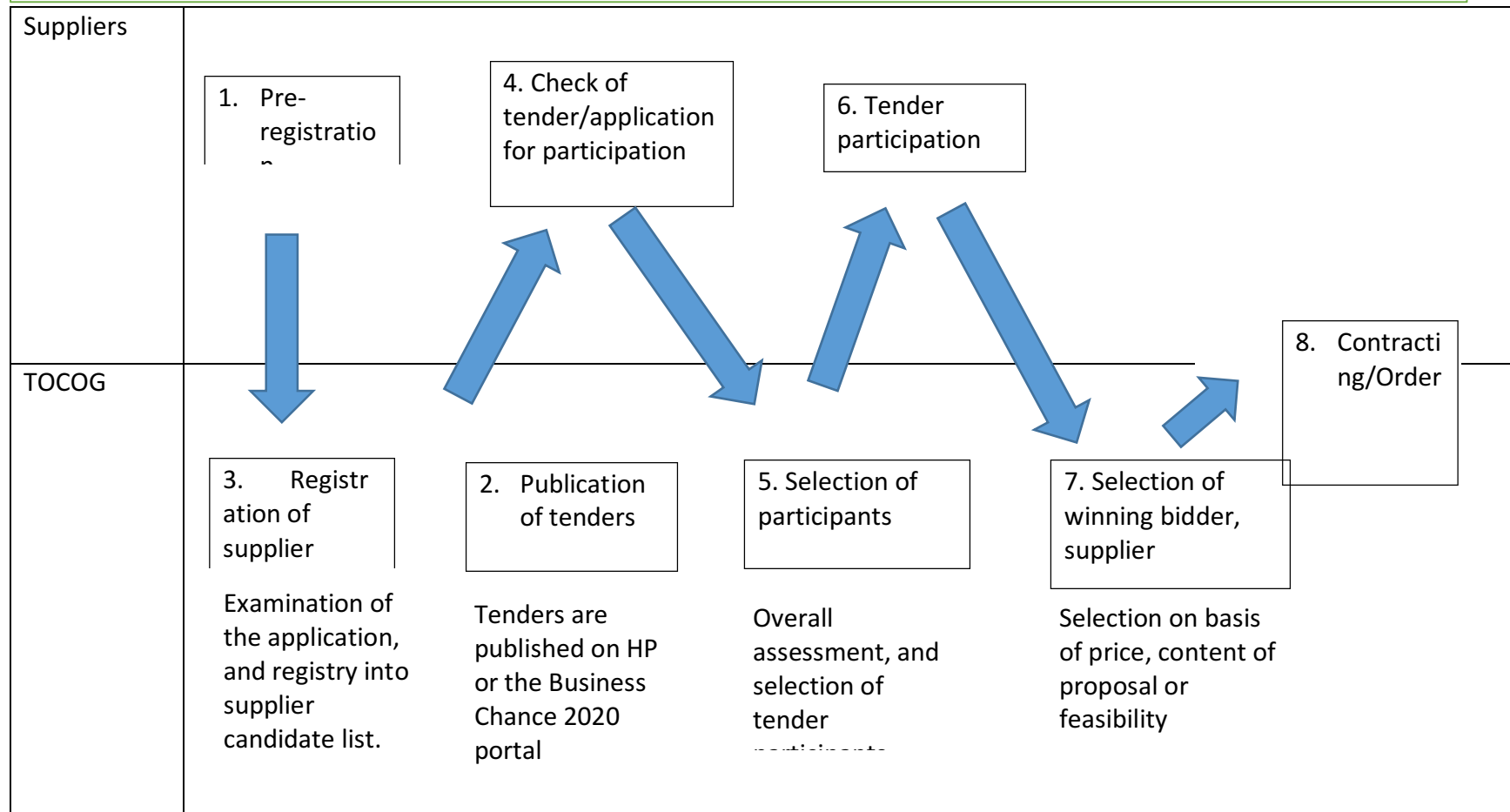
4. Method of procurement

The Tokyo 2020 Organising Committee will select suppliers by five different methods.

Method	Comment
(1) Competitive tender	Used in case of tenders where prices competition is asked for
<ul style="list-style-type: none"> • Open competitive tender • Designated tender (including those with expression of interest) • Overall Greatest Value Method competitive tender 	
(2) Multiple Invoice	Used for small tenders
(3) Proposal method/ Plan competition	Used in case of tenders where technical and planning ability are required
(4) Extraordinary negotiated contracts (Limited tender)	
(5) Partner supply contract	Used in case of tenders where Olympic partners are suppliers

5. Flow of procurement procedures

As a rule, the procurement procedures of the TOCOG will have the following steps



.5. Flow of procurement procedures

(1) Pre-registration

Companies that wish to engage in transactions with TOCOG are requested to pre-register as **candidate supplier**.

TOCOG will primarily use the [Business Navi 2020 portal](#), managed by the Tokyo Metropolitan Small and Medium Enterprise Support Center for the selection of suppliers. Prospective suppliers are therefore requested to pre-register at the [Business Navi 2020 portal](#).

Information how to register can be found at <https://www.sekai2020.tokyo/bcn/>

.5. Flow of procurement procedures

(1)-2 Registration of companies

Assessment of information provided by applicants, and companies which have passed the assessment will be registered as candidate supplier

The following parties **can not engage in dealings with TOCOG**

- Those who do not have the ability to conclude contracts for the said transactions;
- Those who are not rehabilitated after the decision to start bankruptcy proceedings;
- Those where it is clear that they are involved in organized crime as stipulated in the Tokyo Metropolitan Government Organized Crime Exclusion Ordinances Article 2 (2) or those who have been listed as under exclusion on the basis of the Tokyo Metropolitan Government Contracting related Organized Crime countermeasures guidelines Article 5 (1);
- *Note: There might be other instances where transactions with TOCOG are not possible.*

.5. Flow of procurement procedures

(2) Expression of interest and verification of tenders

TOCOG will publish contracts for open tender on the Business Chance Navi 2020 portal and the TOCOG website. In case there is a tender you wish to take part in, you can apply for participation at the Business Chance Navi 2020 portal.

At these sites, the specifications of tenders, the qualification to participate in the tender and delivery period are published and companies to tender are invited.

TOCOG will conduct a comprehensive assessment of the companies that have applied for participation to tender, and select those that can participate. The result of the selection is notified to each company via the Business Navi 2020 Portal.

.5. Flow of procurement procedures

(3) Participation in tenders

Tender participants are requested to submit their bids until the set deadline

- Together with the information about the item, bidders are requestED to submit their bids with an itemized statement added;
- All costs made for the tender are borne by the tender participants;
- When withdrawing from a tender, notification needs to be done via the Business Chance Navi 2020 portal or email or a written letter. Notifications by phone are not accepted.
- Tender participants may not engage in acts that infringe on laws related to the prohibition of private monopolies and the assurance of fair trade and that obstruct competition.

.5. Flow of procurement procedures

(4) Determination of winning bidder

TOCOG will determine the company that has submitted the lowest price as the winning bidder candidate and after investigation and judgment of the prices in the itemized statement, the reliability of performance and content of the proposal will decide the winning bidder.

- In case it is determined that a no correct fulfillment of the contract is to to be foreseen, the next lowest bidder will become winning bidder candidate.
- There can be instances where the bids are made invalid and the tender decision being cancelled.

The result of the tender will be notified to the participants via the “Business Chance Navi 2020” portal. Furthermore, the tender results will made public.

.5. Flow of procurement procedures

Points of attention

In principle bids will become invalid in case of

1. Tenders by those without qualifications to take part in open tenders;
2. Tenders by those who have not paid the bidding guarantee money before the date specified;
3. Tenders by those where bidding documents have not arrived before the deadline;
4. Tenders where information in bidding documents is unclear or contains traces of forgery or corrections;
5. Tenders where bidding documents are not properly signed;
6. Tenders by those that have 2 or more representatives or by those that act as representative for others;
7. Tenders which are clearly recognized as by association;
8. Tenders that are infringing against specially designated items other than 1 to 7.

In case the decision of the winning bidder is reversed

The tender decision will be reversed in the following cases:

- If there are persons involved where there is a clear relationship with organized crime members as stipulated under the Tokyo Metropolitan Government Organized Crime Exclusion Ordinances Article 2 (4) those who have been listed as under exclusion on the basis of the Tokyo Metropolitan Government Contracting related Organized Crime countermeasures guidelines Article 5 (1)
- If it is in breach of important parts of the “Procurement Code concerning sustainability” and there is no improvement foreseen,
- If it is determined that the necessary conditions in the specifications are not met.

.5. Flow of procurement procedures

(5) Contracting

**Winning bidders are requested to conclude the contract as fast as possible.
Contracting documents and specifications are provided by TOCOG.**

- Main items listed in the contract
 - (1)Objective of the contract;
 - (2)Amount paid for the contract;
 - (3)Deadline or period for fulfillment of the contract;
 - (4)The location where the contract will be fulfilled;
 - (5)The method of the payment of the contract payment and period of receipt;
 - (6)Interest overdue and indemnities and other payments for damages in case the fulfillment is delayed or other failures to meet the obligations of the contract;
 - (7)Items regarding the strict adherence to “the prohibition of ambush marketing”, “eradication of anti-social forces” and “Efforts concerning sustainability”;
 - (8)Other necessary items.
- There can be instances where depending on the contracting fee, a receipt listing only the necessary items attached is made instead of drafting a contract.
- To ensure fulfillment of the contract, there can be instances where contract deposit is required from winning bidders (More than 10% of the contracted amount.)

.5. Flow of procurement procedures

(5) Implementation

Companies that have concluded a contract, are requested, when the implementation has been completed, to immediately submit their statement of delivery and documents for the confirmation of fulfillment such as the notification of completion for inspection to the person in charge at TOCOG.

Also, after inspection submit the invoice to the person in charge at TOCOG.

TOCOG will in principle pay the fee agreed in the contract at the end of the following month after receipt of the invoice.

6. Requests regarding fulfilment of contracts

Compliance and safety management

Contractors are requested to comply with all laws and regulations, together with conducting necessary safety management and environment measures during the appropriate fulfilment of the contract.

Contact with office in charge

To ensure the implementation, close coordination with office in charge at TOCOG is requested. Furthermore, a flexible response is requested in case of change of the content of the task.

Efforts concerning sustainability

Please adhere to the “Procurement Code concerning sustainability” (With will be published shortly). When TOCOG is asking for verification, contractors are requested to cooperate and submit required documentation and meet at the venue.

Prohibition of advertising and promotional acts

Please refrain from advertising and promotional acts regarding the transaction with TOCOG or acts that might lead to such acts.

