



Procurement for the Tokyo 2020 Organising Committee

A guide to procedures and important points for enterprises wishing to make transactions

April 2017

The Tokyo Organising Committee of the Olympic and Paralympic Games
Bureau of Planning and Finance, Procurement Department

Table of Contents

1. Introduction
2. Procurement Targets
3. Procurement Principles
4. Procurement Methods
5. Procurement Procedures
 - (1) Advance Registration
 - (2) Procurement Deal Confirmation and Application
 - (3) Tendering Participation
 - (4) Deciding Transaction Partners
 - (5) Concluding Contracts
 - (6) Completing Fulfillment
6. Contract Fulfillment Requests

1. Introduction

These materials are for all parties wishing to do business with the Tokyo 2020 Organising Committee.

The Tokyo 2020 Organising Committee will procure facilities, equipment, devices, furnishings, and services necessary for operating the Olympic and Paralympic Games Tokyo 2020

As the budget for the Tokyo 2020 Games is limited, the Procurement Department of the Tokyo 2020 Organising Committee will ensure that we demonstrate maximum cost efficiency. We will procure only items, etc. that are absolutely necessary, only necessary amounts, at the minimum possible price, and only when required.

In order to achieve this mission, we will seek both domestic and overseas enterprises to conduct transactions with, and promote fair and impartial procurement activities.

We hope that these materials serve as a communication tool to connect enterprises and the Tokyo 2020 Organising Committee.

2. Procurement Targets

The Tokyo 2020 Organising Committee plans to procure goods such as equipment, devices, and furnishings, as well as services for the Olympic and Paralympic Games Tokyo 2020.

- ❖ Temporary equipment (tents, seats, fences, etc.), devices, furnishings, and services used at each event venue
 - ❖ Equipment, devices, furnishings, and services used in each event
 - ❖ Equipment, devices, furnishings, and services used in the Olympic Village
 - ❖ Devices, furnishings, and services for security and technology services
 - ❖ Devices, furnishings, and services used in transportation and logistics
 - ❖ Devices, furnishings, and services used in broadcasting facilities
 - ❖ Devices, furnishings, and services used in ceremonies
(opening and closing ceremonies, torch relay, medals ceremonies)
 - ❖ Devices, equipment, services used in various Tokyo 2020 offices.
- . . . and others

***The above items include equipment, devices, furnishings, and services supplied from Olympic Games partners.**

3. Procurement Principles

(1) Procurement Policies

In order to procure better items at more reasonable prices for the Olympic and Paralympic Games Tokyo 2020, we will conduct procurement with the following policies.

- We will conduct fair and transparent dealings, and provide equal opportunities to all domestic and overseas enterprises expressing a desire to conduct transactions with the Tokyo 2020 Organising Committee, regardless of nationality, scale of the enterprise, etc.
- When selecting enterprises with which to conduct transactions, a comprehensive evaluation of the enterprise shall be undertaken. This will include such factors as the financial rationality of the enterprise, compliance with all legal requirements, and corporate social responsibility activities, with a particular focus on sustainability.
- Upon determining to enter into a contractual agreement with an enterprise, we will make accurate recognition of the partner's contractual rights and obligations, and exert our utmost efforts to maintaining a close and harmonious working relationship.

3. Procurement Principles

(2) What is expected of business partners

The Tokyo 2020 Organising Committee aims to make the Olympic and Paralympic Games Tokyo 2020 succeed with the support and cooperation of all business partners, including the Tokyo 2020 Games partners.

Safety:

High quality, reliable delivery starts with a safe work environment. We consider safety a major prerequisite for doing business.

Quality:

Failures or malfunctions in equipment, devices, furnishings, and others can have a major impact on preparation or operation of the games. We ask that our partners ensure proper quality.

Delivery:

Late delivery of equipment, devices, furnishings, and others can hinder preparation and operation of the games. We ask that our partners comply with deadlines and make reliable deliveries. Please respond flexibly as there can be sudden changes in operation of the games.

3. Procurement Principles

(2) What is expected of business partners – continued -

Prices:

The Olympic and Paralympic Games Tokyo 2020 are prepared and operated on a limited budget. Therefore, we expect world class price competitiveness.

Technology:

**Technical ability is essential to providing better goods at lower prices.
We require proposals for providing better goods at lower prices.**

Social Responsibility:

**The Olympic and Paralympic Games are an event that holds the attention of the entire world, including interest in their sustainability.
At the Olympic and Paralympic Games Tokyo 2020 as well, we will promote efforts for sustainability along with enterprises, in order to gain the understanding and support of everyone around the world.**

Marketing Rights:

**Sponsorship fees from the Olympic and Paralympic Games Tokyo 2020 partners are an essential foundation to the Tokyo 2020 Games, so marketing related to the Olympics and Paralympics is a right only granted to the Tokyo 2020 Games partners.
We ask for your understanding and cooperation in protecting marketing rights.**

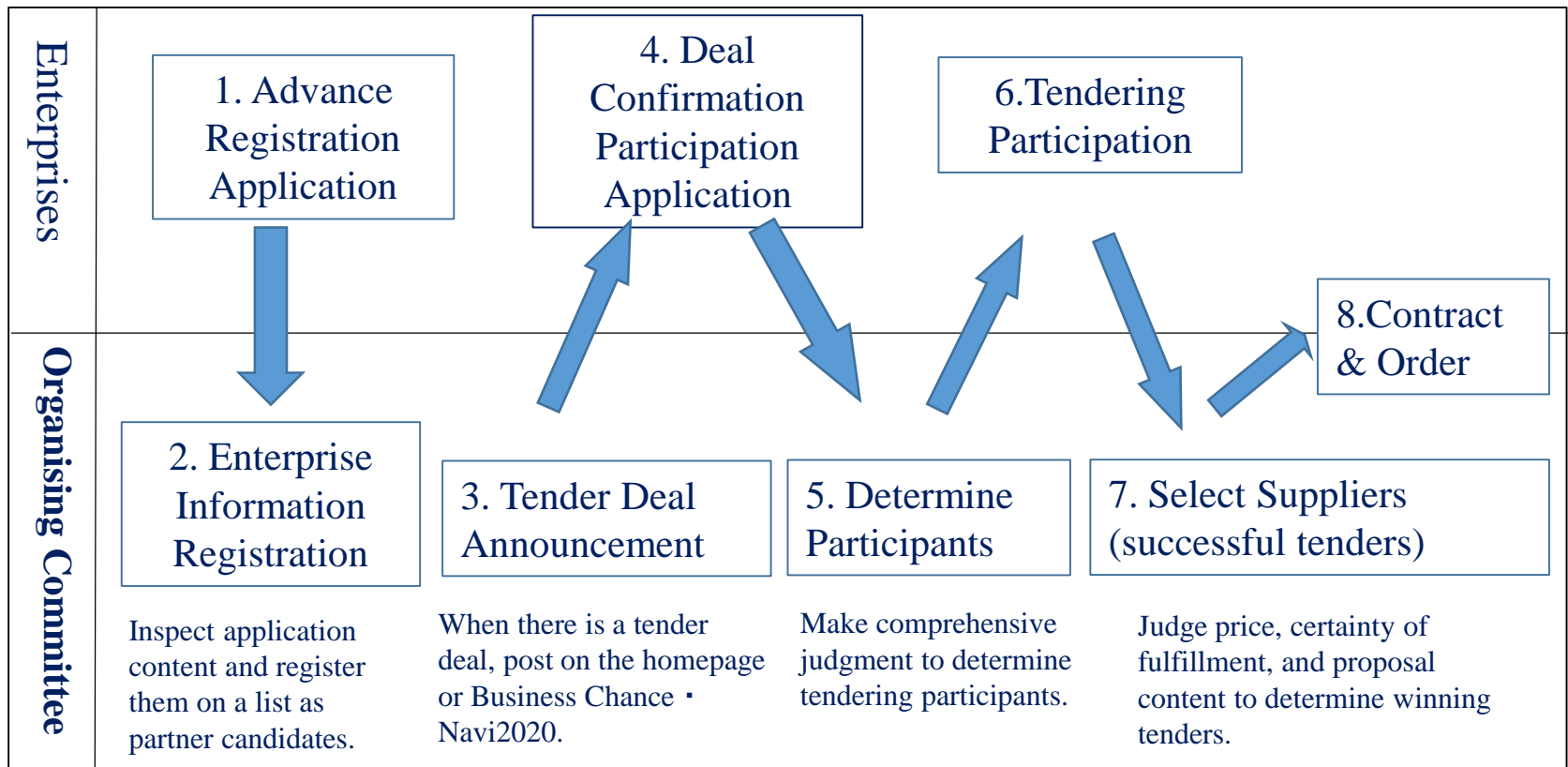
4. Procurement Methods

The Tokyo 2020 Organising Committee will select suppliers via these five methods.

Procurement Methods	Remarks
(1) Competitive Tendering	Used for deals that require price competitiveness
▪ Competitive Tendering (open to all)	
▪ Competitive Tendering (open to selected contractors only, including those who have applied to be selected contractors and met the criteria)	
▪ Comprehensive evaluation of competitive tenders	Used for matters that require technical ability as well as price competitiveness
(2) Examine various estimates	Used for small deals
(3) Proposal format/planning proposals	Used in deals that mainly require planning/technical ability
(4) Special contracts (limited tender contracts)	
(5) VIK/Partner Supply Contracts	Used for deals supplied from Tokyo 2020 Games partners

5. Procurement Procedures

The Tokyo 2020 Organising Committee conducts its procurement procedures by the steps shown below in principle.



5. Procurement Procedures

(1) Advance Registration

Enterprises wishing to conduct transactions with the Tokyo 2020 Organising Committee are requested to make an advance registration application as a transaction candidate.

***When selecting enterprises to conduct transactions with, the Tokyo 2020 Organising Committee mainly uses Business Chance ▪ Navi2020, which is managed and operated by the SME global promotion project campaign council.**

Therefore, we ask that enterprises wishing to conduct transactions do advance registration on Business Chance ▪ Navi2020.

*Please check

<https://www.sekai2020.tokyo/bcn/> (Japanese page)
for information on how to register.

5. Procurement Procedures

Regarding participation in the procurement procedures by enterprises which do not have a Japanese subsidiary.

1. Procurement deals are listed on The Tokyo 2020 Organising Committee homepage (<https://tokyo2020.jp/en/organising-committee/procurement/>) and Business Chance Navi2020 (<https://www.sekai2020.tokyo/bcn/> (Japanese page)).
2. If there are deals that you wish to participate in the procurement process of, check the details listed for that deal and **submit a registration application form** to the Tokyo 2020 Organising Committee.* PDF data (signed data) & Excel data
The registration application form can be found here:
<https://tokyo2020.jp/en/organising-committee/procurement/guide/>
Submit to: procurement@tokyo2020.jp
3. The Tokyo 2020 Organising Committee will inspect the content of the application and enterprises that pass the inspection will be **registered on a list as partner candidates**.
4. Please apply to deals that you wish to participate in the procurement process of.

*Please check pages 11 to 18 for details and notes on the process after registration.

Enterprises which have a Japanese subsidiary

→ See the next page.

5. Procurement Procedures

(1)-2 Enterprise Information Registration

The content of applications will be inspected, and enterprises that pass the inspection will be registered on a list as partner candidates.

*Anyone who falls under any of the following categories **are ineligible for transactions with the Tokyo 2020 Organising Committee.**

- Anyone incapable of concluding contracts concerning said transactions.
- Anyone subject to the start of bankruptcy proceedings whose solvency is not restored.
- Anyone clearly related to organized crime groups pursuant to provisions of Article 2, Part 4 of the Tokyo Metropolitan Ordinance for Eliminating Organized Crime Groups, or anyone announced as subject to elimination measures pursuant to Article 5, Part 1 of the Guidelines on Measures Against Organized Crime Groups Related to Tokyo Metropolitan Contracts.

***Applicants may be ineligible for transactions with the Tokyo 2020 Organising Committee** for reasons other than these.

5. Procurement Procedures

(2) Procurement Deal Confirmation & Application

The Tokyo 2020 Organising Committee will announce deals submitted to competitive tendering on Business Chance・Navi2020 and the Tokyo 2020 Organising Committee homepage. Please view public deals, and if you wish to participate, make a participation application on Business Chance・Navi2020.

***Procurement deal specification documents, qualifications for participation in tendering, and tendering dates will be announced, and tendering candidates will be recruited on the above site.**

*** A summary including the deal name and tender opening date will be announced in English on the Tokyo 2020 Organising Committee homepage, but as a rule detailed specifications will only be written in Japanese.**

The Tokyo 2020 Organising Committee will comprehensively judge and determine whether or not to allow participation in tendering for enterprises that have applied to participate in tendering.

Enterprises will be notified of the results of this determination via Business Chance・Navi2020, written letter, or by email.

5. Procurement Procedures

(3) Tendering Participation

Tendering participants are requested to submit tendering documents by the designated deadline.

- *Please submit tendering documents according to the deal information, with breakdown documents attached.
- *All expenses associated with tendering shall be born by the tendering participants.
- *If you wish to withdraw from tendering, please do not make contact by telephone or in person, but through either Business Chance・Navi2020, written letter, or by email
- *Tendering participants should not obstruct competition, such as taking actions that conflict with the Act on Prohibition of Private Monopolization and Maintenance of Fair Trade.

5. Procurement Procedures

(4) Deciding Transaction Partners

The Tokyo 2020 Organising Committee will consider the enterprise that tendered at the lowest price to be the winning candidate, and will decide that they are the winner having inspected and judged the price, certainty of fulfillment and proposal content with the breakdown documents.

*If it is judged that the contract cannot be fulfilled properly, then the party that tendered at the next lowest price will be considered to be winning candidate.

*If the tendering documents become invalid, the winning tender decision may be cancelled.

Tendering participants will be notified of tendering results via Business Chance・Navi2020, written letter, or by email.
Additionally, tendering results will be announced publicly.

5. Procurement Procedures

[Important Points]

Events that invalidate tendering documents in principle

- (1) Tenders made by anyone that does not have the qualification to participate in competitive tendering
- (2) Tenders made by anyone that do not pay the stipulated tender deposit by the indicated date and time
- (3) Tenders in which the tendering documents are not delivered by the stipulated date and time
- (4) Tenders which have unclear information in the bidding documents or tenders that have traces of tampering or corrections
- (5) Tenders that do not have the name or official seal on the tendering documents
- (6) Tenders made by anyone who acts as the representative of another, or who represented 2 or more
- (7) Tenders clearly recognized as being made by a union
- (8) Tenders made by anyone who has violated specially designated matters aside from (1) to (7).

Events that cancel the winning candidate

If one of the following applies to the winning candidate, the winning decision will be canceled.

- Anyone clearly related to organized crime groups pursuant to provisions of Article 2, Part 4 of the Tokyo Metropolitan Ordinance for Eliminating Organized Crime Groups, or announced as subject to elimination measures pursuant to Article 5, Part 1 of the Guidelines on Measures Against Organized Crime Groups Related to Tokyo Metropolitan Contracts.
- Anyone who has violated important parts of the Tokyo 2020 Olympic and Paralympic Games Sustainable Sourcing Code, and there is no prospect of improvement.
- If it becomes clear that conditions made necessary in the specifications are not fulfilled.

5. Procurement Procedures

(5) Conclusion of contracts

We ask that winners conclude contracts immediately.

The Tokyo 2020 Organising Committee will provide contract terms and specifications.

*Primary contract matters

- (1) Purpose of the contract (subject)
- (2) Contract amount
- (3) Fulfillment deadline or period
- (4) Contract fulfillment location
- (5) Timing and method of payment or receipt of the contract fee
- (6) Delinquent interest, penalties, and other damages in the case of delinquent fulfillment or other non-fulfillment of obligations
- (7) Matters of compliance with “efforts considering sustainability”, “Elimination of Anti-Social Forces”, or “Prohibition of Ambush Marketing”
- (8) Other necessary matters

*Depending on the contract fee, an agreement may only have necessary items listed instead of preparing a contract.

*In order to ensure fulfillment, contract guarantee money may be required from the winner (10% or more of the contract fee).

5. Procurement Procedures

(6) Completing Fulfillment

When enterprises that have concluded a contract complete fulfillment, please immediately submit fulfillment confirmation documents such as a statement of delivery and a completion notice to the person in charge at the Tokyo 2020 Organising Committee, and be subject to an inspection.

After the inspection is complete, we ask that you submit an invoice to the Tokyo 2020 Organising Committee.

The Tokyo 2020 Organising Committee will, as a rule, pay the contract fee by the end of the month after the month the invoice is received.

6. Contract Fulfillment Requests

Legal compliance and safety management

Please conduct environmental maintenance and safety management, and strive to comply with laws necessary for proper fulfillment of the contract.

Collaboration with the department in charge

For reliable fulfillment, please collaborate closely with the department in charge at the Tokyo 2020 Organising Committee. Also, if changes arise in the work content, we ask that you respond flexibly.

Efforts considering sustainability

Please comply with the Tokyo 2020 Olympic and Paralympic Games Sustainable Sourcing Code (planned for future announcement).

If the Tokyo 2020 Organising Committee requests confirmation, enterprises are requested to cooperate with on-site inspections and submission of necessary documents.

Prohibition of advertising and promotions

Please do not conduct any advertising or promotions that are related to transactions with the Tokyo 2020 Organising Committee or have the possibility of being related to them.

END