

Suggestions for Accessing the Government Procurement Market of Japan

- (1) The government procurement of Japan is conducted on the basis of competitive tendering procedures with the participation of qualified suppliers. Therefore, those who are interested in participating in tender for government procurement need to apply for qualification by the procuring entity concerned. In order to increase opportunities to participate in tender, suppliers are recommended to apply for qualification in advance whether or not public notice of a particular procurement is announced for invitation to tenders.
- (2) Since necessary information on tender is published in the official gazette, “Kanpo” (or Kenpo and its equivalents for sub-central government entities), it is important as a daily commercial activity to read the gazette carefully. Information on government procurement including all public notices of invitation to tender is separately announced in the gazette from June 1994. Further, establishing an office or an agency in Japan to conduct daily commercial activities would be effective for increasing opportunities to access to the government procurement market of Japan. For methods of obtaining the official gazette, see Appendix 3.
- (3) Each procuring entity has a contact point, as set out in Appendix 4, for the provision of information and suggestions on particular government procurements.
- (4) There are laws and regulations of Japan which require distributors and manufactures of specified products or services to obtain necessary licenses. For example, distributors of medical equipment must register with the Government according to the Pharmaceutical Law.

Non-mandatory technical specifications like the Japan Industrial Standard (JIS) have been established in Japan. Since distributors and manufacturers are often required to meet these specifications, it is important to have sufficient knowledge of them.

- (5) Procuring entities are sometimes incapable of responding to inquiries and other communications in languages other than Japanese. Therefore, it is important to make inquiries in Japanese in order to obtain information on government procurement in an effective and timely manner.



Q. 1 What regulations are the basis of government procurement procedures ?

With respect to Japan's government procurement procedures, numerous domestic laws and ordinances have been promulgated. These include the Accounts Law (Law No. 35 of 1947), Cabinet Order concerning the Budget, Auditing and Accounting (Imperial Ordinance No. 165 of 1947), and the Local Autonomy Law (Law No. 67 of 1947).

As an international rule on procurement procedures, the Agreement on Government Procurement was concluded (effective January 1, 1996). The Agreement falls under the framework of the World Trade Organization (WTO), with 40 countries and customs territories (Note 1), including Japan, as signatory parties as of March 2008(Note 2).

As a part of Japan's efforts to increase opportunities for foreign suppliers to access the Japanese market, the government has initiated, as a voluntary measure, non-discriminatory, fair, and transparent procedures that surpass those stipulated in the Agreement on Government Procurement. Under these domestic laws and ordinances, the Agreement on Government Procurement, and voluntary measures, our country's governmental procurement has been conducted in a transparent, fair, and competitive manner.

Government procurement contracts discussed in this Q&A basically refer to those procurement contracts that are subject to the above mentioned Agreement and voluntary measures.

Note1

The parties to the Agreement on Government Procurement as of March, 2008 include the following WTO member countries and customs territories: Austria, Belgium, Bulgaria, Canada, Cyprus, Czech Republic, Denmark, Estonia, European Communities (EC), Finland, France, Germany, Greece, Hungary, Hong Kong China, Iceland, Ireland, Israel, Italy, Japan, Korea, Liechtenstein, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Netherlands with respect to Aruba, Norway, Poland, Portugal, Romania, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom and United States .

Note2

Procurement procedures under the Agreement on Government Procurement are also provided under domestic law by the Cabinet Order Stipulating Special Procedures for Government Procurement of Products or Specified Services (Government Ordinance No.300 of 1980) , the Cabinet Order Stipulating Special Procedures for Government Procurement of Products and Specified Services in Local Government Entities (Government Ordinance No.372 of 1995) and relative ministerial ordinance.

Q.2 What is the range of procurement contracts covered by the Agreement on Government Procurement?

The Agreement on Government Procurement is applied to any contract whose estimated value is not less than the relevant threshold (Note 1) specified in Japan's Appendix I of the above Agreement, regarding the procurement of products (Note 2) or services (Note 3) through purchase or lease by any of the entities subject to the above Agreement.

Furthermore, as a voluntary measure to increase access opportunities for foreign suppliers to the Japanese market, the Government of Japan has lowered the threshold for the procurement of products and services covered by the Agreement on Government Procurement (except construction services and architectural, engineering and other technical services related to construction services), and has decided to follow the procedures consistent with the above Agreement. (These voluntary measures is not applied to sub-central government entities.)

Appendix 5 shows the entities subject to both the Agreement on Government Procurement and the voluntary measures, and other entities subject only to voluntary measures related to the procurement of computer products and services. "Sub-central government entities" subject to the Agreement on Government Procurement in Japan, represent all the prefectures as well as all the cities designated by ordinance.



Note1

Threshold values specified in the Agreement on Government Procurement and the Japanese voluntary measures as well as their equivalent values in Japanese Yen (valid from 1 April 2008 through 31 March 2010). The threshold values, in Japanese yen, are published in the government's official gazette "Kanpo" in late January every two years.

(Ten Thousand SDR / Ten Thousand Yen)

	GPA		Voluntary Measures	
	SDR	YEN	SDR	YEN
<Central Government Entities>				
1.Products	13	2200	10	1700
2.Services Other than 3. & 4.	13	2200	10	1700
3.Architectural, engineering & Other Technical Services related to 4.	45	7900	*	*
4.Construction Services	450	79000	*	*
<Sub-central Government Entities>				
1.Products	20	3500	*	*
2.Services Other than 3. & 4.	20	3500	*	*
3.Architectural, engineering & Other Technical Services related to 4.	150	26000	*	*
4.Construction Services	1500	263000	*	*
<All Other Entities>				
1.Products	13	2200	10	1700
2.Services Other than 3. & 4.	13	2200	10	1700
3.Architectural, engineering & Other Technical Services related to 4.	45	7900	*	*
4.Construction Services for Entities in Group A except Japan Post	1500	263000	*	*
5.Construction Services for Japan Post and entities in Group B	450	79000	*	*

*Indicates the field where the Japanese voluntary measures are not applied. (The Agreement on Government Procurement applies to this field.)

Note2

Products subject to the Agreement on Government Procurement are defined by relevant Japanese laws and regulations as movable assets other than cash and valuable securities, and the programs as defined by the Copyright Law.

Note3

Services subject to the Agreement on Government Procurement are specified In Annex 4 of the Government of Japan in GPA's Appendix I (See Appendix 1). In addition, services in the field of telecommunications, medical technology and computers are defined by the respective voluntary measures, which are different from those covered by the Agreement on Government Procurement (See Appendix 1).

Q.3 What are the methods for selecting the procurement contract's awardees?

Entities subject to the Agreement on Government Procurement use the Open Tendering Procedure, the Selective Tendering Procedure, or the Limited (Single) Tendering Procedure to select the procurement contract's awardees. These three procedures are outlined as follows:

<Open Tendering Procedures>

The Open Tendering Procedure is the basic bidding procedure. In this procedure, a procuring entity publishes in the official gazette "Kanpo" or its equivalents at the local level, a notice to invite qualified suppliers to participate in the tendering procedures. The contract is awarded to the tenderer who has made the best offer in terms of tendered prices (Note).

<Selective Tendering Procedures>

The Selective Tendering Procedure is used when the Open Tendering Procedure is not needed because only a small number of suppliers can participate in the tendering procedures due to the nature or purpose of the contract or when the Open Tendering Procedure is regarded as inappropriate. In the Selective Tendering Procedure, a procuring entity designates, from among qualified suppliers, those considered capable to implement the contract and invites them to participate in the tendering procedures. The contract is awarded to the tenderer who has made the best offer in terms of tendered prices (Note).

A notice is published in the official gazette "Kanpo" or its equivalents at the local level, as in the Open Tendering Procedure, and the suppliers who have not been designated but wish to participate in tender can do so on the condition that they are designated by the procuring entity.

<Limited (Single) Tendering Procedures>

In the Limited Tendering Procedure, the contract is awarded without competitive tendering (The open and selective tendering procedures).

The Limited Tendering is an exception and is used only under the conditions provided in the Agreement on Government Procurement, such as the absence of tenderers in response to a public notice or the need for the protection of exclusive rights like patents which do not permit competition (Appendix 2).

Note

Contracts may be awarded on the basis of various criteria in addition to the price (overall-greatest-value evaluation method), while ensuring transparency, fairness and budgetary efficiency in the procedure, should the nature of procurements so require.

Q.4 What are the conditions for participating in competitive tendering procedures?

In general, in order to participate in the Open and Selective Tendering Procedures, suppliers need to be qualified by the entities concerned and to be registered in their permanent lists of qualified suppliers.

In the competitive tendering procedures of Japan, the decision to award contracts is made, as a general rule, on the basis of tendered price to ensure transparency, fairness and budgetary efficiency. This principle could lead to an inappropriate implementation of contracts without an advance review of suppliers' capability. Therefore, to the extent that fairness of competition is not impaired, each procuring entity is allowed to specify the qualifications of suppliers to participate in the competitive tendering procedures and review their capabilities of implementing contracts, including the scale of business activities and their past business performance. By inviting qualified suppliers with sufficient capabilities, the procuring entities can award contracts to the suppliers that has the ability to implement them, while ensuring the transparency of the tendering procedures.



Q.5 What are the application procedures for qualification?

<Document needed for Applying for Qualification>

An application for qualification can be made regardless of suppliers' nationalities. A Japanese subsidiary of a foreign firm may apply for qualification on behalf of the parent firm by presenting a letter of attorney.

In the case of a procurement by central government entities, each entity publicizes through the official gazette "Kanpo" such information as necessary qualifications, categories of products or services to be procured, documents to be submitted for qualification, organizations to receive the documents, methods for notification of the result and duration of the validity of the qualification, usually during the period between December and February. Those who intend to be qualified must submit necessary documents according to the public notice. Although it is desirable that the application be made during the period specified in the public notice for administrative convenience, a qualification review may be carried out at other time. (The other entities including sub-central government entities subject to the Agreement on Government Procurement have the procedures similar to those mentioned.)

While necessary documents for qualification are specified in a public notice through "Kanpo" or its equivalents at the local level, the submission of the following documents are required in most cases. Since some of the documents need to be submitted in specified formats, the applicants are recommended to ask the contact point mentioned in the notice how to obtain the formats.

- Application form for qualification to participate in the Open and Selective Tendering Procedures;
- Certificate of registered matters, identification certificate or other documents equivalent to these certificates;
- Historical record of the company;
- Financial statements; and
- Tax payment certificate or other equivalent documents.

<Qualification Criteria>

In the case of central government entities, each ministry and agency translates applicants' capabilities to implement contracts into numeric figures for objective judgment. These figures are determined on the basis of its own review criteria such as yearly average sales, owned capital, number of staff, value of facilities, floating capital ratio and number of years in business. In this calculation the larger the applicant's figure becomes, the more expensive procurement contract the applicant can carry out. Usually suppliers are divided into groups such as A, B and C, according to their figures. Similar criteria are employed by local government entities in their respective qualification procedures.

Qualification criteria, a list of groups based on the numeric figures and a list to identify the groups corresponding to the scale of contracts are published in the official gazette "Kanpo" or its equivalents at the local level.

<Scope and Duration of the Validity of Qualification>

With the exception of "the Unified Qualification for Participating in Tendering Procedures" listed in page 20, each procuring entity accepts applications and carries out the qualification process. Although the qualification is valid only for the entity concerned, it can be valid for the other entities belonging to the same ministry or agency by presenting a certificate of qualification.

The qualification is generally valid for two or three years. More specific information is provided in the official gazette "Kanpo" or its equivalents at the local level, published around December to February. When the application for qualification is made later than the qualification period specified by the official gazette, the qualification is valid only during the remaining period of two or three years.

<Unified Qualification for Participating in Tendering Procedures>

To alleviate the burden on individuals planning to participate in tendering procedures, and to simplify and enhance the efficiency of administrative work, the central government has decided to unify the qualifications for participating in tendering contracts (related to the manufacture and sale of products) with central government entities since April, 2001 (Note). This unified qualification is effective for all procurement entities of the central government. Those who intend to receive this unified qualification must submit application forms, either in person, by post, or via the Internet, to any one of the locations that accepts the applications. For the specific documents that must be submitted, check the public notice through the official gazette “Kanpo” (<https://www.chotatujoho.go.jp/va/com/KOUJ.html>) or the various websites of the relevant government agencies and ministries.

(Note)

Ministries and agencies which recognize the unified qualification include: House of Representatives; House of Councilors; National Diet Library; Supreme Court; Board of Audit; Cabinet Secretariat; Cabinet Legislation Bureau; National Personnel Authority; Cabinet Office; Imperial Household Agency; Fair Trade Commission; National Police Agency; Financial Service Agency; Ministry of Internal Affairs and Communications; Ministry of Justice; Ministry of Foreign Affairs; Ministry of Finance; Ministry of Education, Culture, Sports, Science and Technology; Ministry of Health, Labour and Welfare; Ministry of Agriculture, Forestry and Fisheries; Ministry of Economy, Trade and Industry; Ministry of Land, Infrastructure and Transportation; Ministry of the Environment; and Ministry of Defense (including external bureaus, affiliated organizations, other organizations, and local departmental branches and bureaus).

Q.6 How can the information on tenders be obtained?

<Notice of Invitation to Tender>

A procuring entity publishes a notice in the official gazette “Kanpo” or its equivalents at the local level, for the invitation to tender at least 40 days in advance of the closing date of receipt for tenders (Note1). Information on tenders is also available through contact points on government procurement set out in Appendix 4.

A notice of invitation to tender includes the information indicated below. In the official gazette, the nature and quantity of products or services to be procured, the deadlines set for the submission of tenders, and the name and department of the official in charge of the contract are described in English, one of the official languages of the WTO (Note2). Public notices on the Selective Tendering Procedure contain, in addition to the above information, the requirements to be designated to participate in tenders.

Furthermore, with a view to facilitating access to the information on government procurement, an electronic data base containing the information published in the official gazette “Kanpo” is available, either at such places as local branch offices and Business Support Centers of Japan External Trade Organization (JETRO (Business Services Center, Business Services Division, Tel: 03(3582)6270, Fax: 03(3582)5662)) or through on-line information and data base retrieval services (<http://www.jetro.go.jp/>).

The central government entities provide on their respective websites the procurement information such as Notices of Invitation to Tender, etc., published in the official gazette “Kanpo”. The URLs of various ministries and agencies are listed in Appendix 5.

- Subject matter of the contract;
- In case of recurring contracts, the nature and quantity of the products or services to be procured under all the remaining contracts after one of the series of recurring contracts, the estimated date of the subsequent tender notices and the date of the notice to invite to the first tender;
- Qualifications required to participate in the tendering procedures;
- Place and deadline set for the submission of tenders;
- Place for indicating contract provisions;
- Place and procedures for the delivery of tender documentation;
- Name and department of the official in charge of the contract;
- Place, date and time of opening tenders;
- Language and currency to be used for the contract;
- Information on tender guarantee fee and contract guarantee fee;
- Obligations of tenderers;
- Explanation that tenders made by non-qualified suppliers and tenders violating conditions for tender are invalid;
- Whether a written contract is required or not; and
- Method for determining the successful tenderer.

Note1

As a voluntary measure to increase opportunities for foreign suppliers to access the Japanese market concerning the procurement items to be handled in accordance with the Agreement on Government Procurement, the Government of Japan has extended in principle the bidding period to 50 days from the date of public notice for the invitation to tender.

In the event of the Limited Tendering Procedure, it is required to publish a notice of its intent to use such procedures (with the exception of procurements of extreme urgency) in the official gazette at least 20 days in advance of the planned date of the award of contract (Notice of procurement in the field of supercomputers, telecommunications, medical technology and non-R&D satellites, must be published in the official gazette 40 days in advance, in principle.)

Note2

As a voluntary measures, the public notice for the invitation to tender must contain such information as the qualifications for participating in the tender and the place and deadline of delivery, in English as well as in Japanese.

<Explanatory Notes and Meeting on the tender procedures>

Those who intend to participate in competitive tendering procedures can obtain from the procuring entity concerned the explanatory papers containing detailed information on tender. In general, the papers contain such information as shown below. In some cases, the papers are sold, not given free.

Procuring entities may hold meetings to explain proposed procurements. The methods to obtain explanatory papers, and the date and place of such meetings, if any, are indicated in notices in the official gazette “Kanpo” or its equivalents at the local level.

- Descriptions to specify products or services to be procured
e.g. nature, quantity, quality and specifications of products or services to be procured;
- Qualifications in relation to business and technical capabilities required for tenderers
e.g. Capabilities of implementing contracts, research and development capabilities, after-service system, licenses required for business;
- Obligations of tenderers
e.g. explanation of products or services to be delivered, consultation, delivery deadline, provision of information, submission of specifications of products or services, submission of standards inspection certificate and cooperation in supervision and inspection;
- Information to tenderers
e.g. inquiry offices;
- Criteria for awarding the contract
e.g. tendered prices; and
- Basic contract provisions
e.g. delivery date, delivery method, settlement method and other requirements in implementing contracts.

<Provision of information at the beginning of the fiscal year>

As a voluntary measure to increase opportunities for foreign suppliers to access the Japanese market concerning procurement items that are to be handled in accordance with the Agreement on Government Procurement, the Government of Japan discloses the procurement schedule of large-scale products and services in the official gazette as early in the fiscal year as possible. At the same time, to explain the detailed schedule at the beginning of the fiscal year (or as early in the fiscal year as possible), the government hold a seminar for all interested domestic and overseas suppliers. The seminar is held under the sponsorship of the Ministry of Foreign Affairs and the various procurement entities. The date of each seminar is published in the official gazette.

<Invitation to provide materials and documents and other activities>

As a voluntary measure, the Government of Japan has also established the following procurement procedures to further guarantee transparency, fairness and competition: (1) invitation to submit materials for determination of specifications, etc.; (2) invitation to comment on proposed specifications; and (3) disclosure of designated suppliers when the Selective Tendering Procedure is implemented. Details will be provided in the official gazette. As for such sectors as supercomputers, non-R&D satellites, computers, telecommunications, and medical technology, individual procedures, in addition to those consistent with the Agreement on Government Procurement, have been established (Note).

A booklet called 'Japan's Government Procurement: Policy and Achievements Annual Report' is published each year. It is a compilation of a range of information related to Japan's governmental procurement. The publication includes the information on the awarding of contracts, the overall trends in government procurement, and the regulations on procurement procedures. (The booklet is also publicized via the website.) The URL is:<http://www.kantei.go.jp/foreign/procurement/2007/index.html>)

Note

For reference, the general flow of procedures related to the procurement of telecommunications equipment is as follows:

Outline of Procedures of Telecommunications Procurement

- APPLIED TO ALL PROCUREMENT
- APPLIED TO, IN PRINCIPLE, PROCUREMENT OF MODIFIED OR SPECIALLY DEVELOPED PRODUCTS OR SERVICES AND OFF-THE-SHELF PRODUCTS OR SERVICES ABOVE 385,000 SDRs
- APPLIED TO, IN PRINCIPLE, PROCUREMENT ABOVE 385,000 SDRs WHOSE SPECIFICATION FORMULATION IS DIFFICULT WITHOUT INPUT FROM SUPPLIERS
- OTHERS

QUALIFICATION PROCEDURES

QUALIFICATION PUBLISH ANNUALLY AN INVITATION FOR QUALIFICATION; CONSIDER BUSINESS ACTIVITIES OUTSIDE OF JAPAN; NOTIFY SUPPLIERS IN WRITING OF THE RESULTS

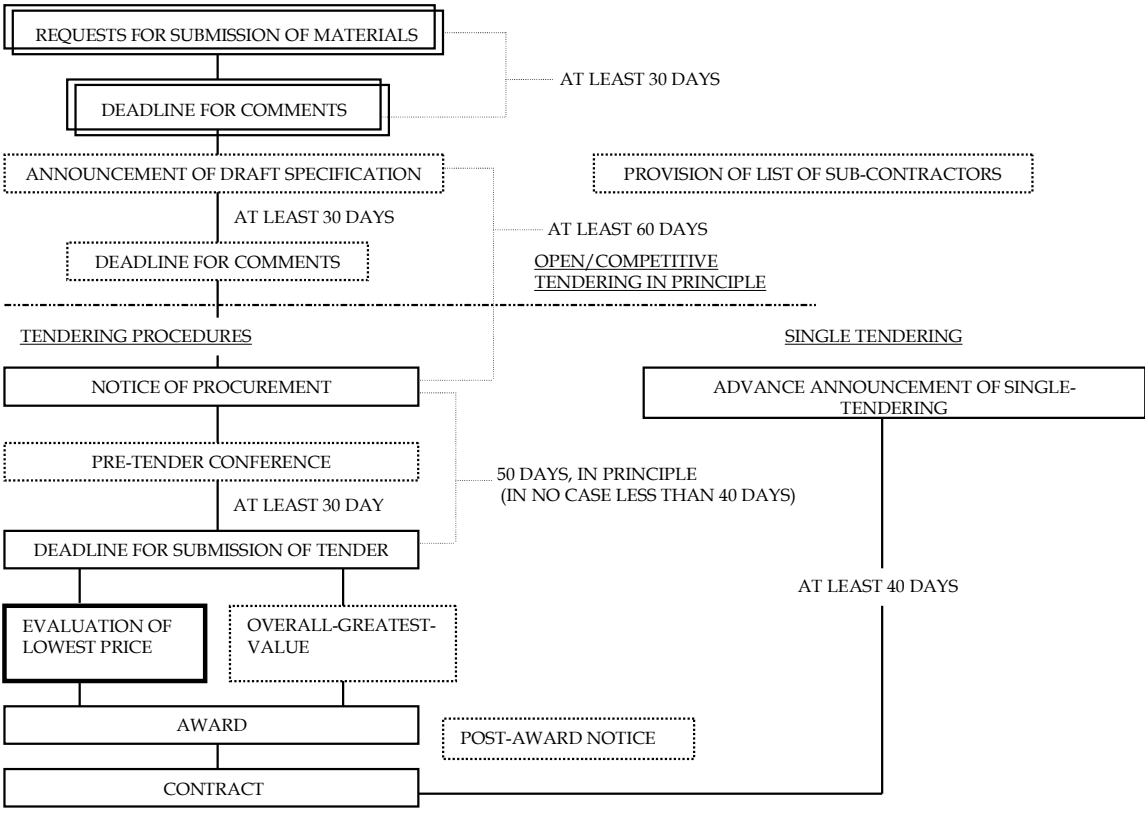
FURTHER PROCUREMENT PLANS

ANNOUNCEMENT IN KANPO AT THE BEGINNING OF FISCAL YEAR (ABOVE THRESHOLD)

CONTACT POINT PROVIDE GENERAL INFORMATION ON ALL TELECOM PROCUREMENT AND MORE SPECIFIC INFORMATION ON PROCUREMENT ABOVE THE THRESHOLD

MEETING DISCUSS MAJOR SHORT-TERM PLANS AND, WITH BUDGETARY RESERVATIONS, LONGER-TERM PLANS

REQUESTS FOR COMMENTS



COMPLAINT MECHANISMS

- PROCUREMENT REVIEW BOARD**
- PREVENTION OF UNFAIR TENDER**

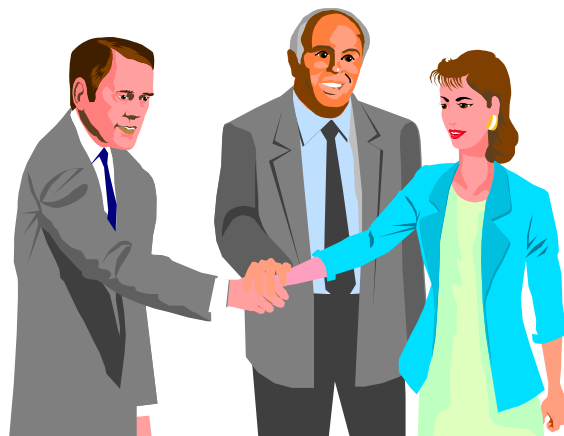
Q.7 What are the procedures for submitting tenders?

Sealed tenders must be submitted to the designated place before the deadline as specified by a notice in the official gazette “Kanpo” or its equivalents at the local level. Specifications of products to be procured may be required to be submitted together with the tenders in some cases. (Such requirements are clarified in those official publications.)

Tenders may be submitted in person, by a proxy, or by mail, provided that the submission be completed before the deadline for receipt of tenders. Tenders, once submitted, must not be replaced, modified or canceled.

Tenders can be submitted by Internet to some procuring entities. More details on tenders by Internet are available through contact points on government procurement set out in Appendix 5.

Although it is stipulated that tenderers are required to pay 5% or more of their estimated contract prices as guarantee fees, it’s often the case that payment of the fees is exempted, since those participating in the competitive tendering procedures are, in most cases, the qualified suppliers.



Q. 8 What are the procedures for opening tenders and awarding contracts ?

<Procedures for Opening Tenders>

Tenders are opened at the time and place specified by a notice in the official gazette, “Kanpo” or its equivalents at the local level, in the presence of tenderers or their proxies. Should no tenderers or their proxies be present, the staff of the procuring entity who are not involved in the tendering procedures are required to witness.

The tenders submitted by unqualified suppliers or those violating the tender requirements are recognized invalid and ruled out from the tendering procedures. In this case, the tenderers in question shall be informed of the rejection.

<Method for Awarding of Contracts>

As a general rule, a contract is awarded to the tenderer who has submitted a tender of the lowest price, provided that the price does not exceed the ceiling price evaluated in advance by the procuring entity taking into account such criteria as the actual price of a similar transaction, supply-demand balance, complexity of the procurement, quantity to be procured and time allowance of the delivery (Note).

If no tender is lower than the ceiling price after the several submissions, the tendering procedure is ceased. In this case, the procuring entity follows either of the following procedures: (1) to negotiate with the tenderers concerned individually without modifying the tender conditions and to award the contract to a tenderer offering a price lower than the ceiling price; or (2) to repeat the whole tendering procedure, including the reissuance of a public notice on tender, with the tender conditions modified.

As indicated above, the arbitrariness of officials in charge of contracts in determining the winner of the tender is eliminated by qualifying suppliers in advance and, with the assumption that the quality and other specifications are sufficient good enough as the requirements set out in the specifications are met, by awarding the contract to the tenderer having submitted the lowest price.

Each procuring entity informs tenderers of the decision of awarding the contract in writing. Further, each entity publishes a notice in the official gazette “Kanpo” or its equivalents at the local level, mentioning the content of the contract, the date of award, the name and address of the winning tenderer and the winning price with a view to increasing opportunities for potential suppliers to participate in tendering procedures. Information on awarding of contracts is also available at contact points on government procurement (Appendix 4).

Note

Contracts may be awarded on the basis of various criteria in addition to the price (overall-greatest-value evaluation method), while ensuring transparency, fairness and budgetary efficiency in the procedures, should the nature of procurements so require.

Q.9 How can suppliers file complaints regarding government procurement?

The Japanese Government has established the “Government Procurement Challenge” system to enhance the transparency, fairness, and competitiveness of Japan’s government procurement procedures. A supplier may file a complaint with the Government Procurement Review Board, when the supplier suspects a breach of any provision of the Agreement on Government Procurement, or other applicable Measures designated by the Head of the Office of Government Procurement Review (OGPR).

Complaints may be filed for the government procurement of products and services not less than 100,000 SDRs (17,000,000yen), and that of construction services not less than 4,500,000 SDRs (790,000,000yen).

The Government Procurement Review Board has been established, pursuant to Article 20 of the Agreement on Government Procurement, and “is an impartial and independent review body with no interest in the outcome of the procurement and the members of which are free from external influence during the term of appointment.” The general procedure for filing a complaint is listed below. (Each sub-central government entity has established the respective procedures of its review system by following the example of the central government. Relevant information on specific procedures for complaint review can be obtained through Kenpo and its equivalents at the local level or through other government procurement contact points [Appendix 5]).

<Qualification of complainants>

When a supplier suspects a breach of any provision of the Agreement or other Measures, a complaint must be filed no later than 10 days from the time when the basis of the complaint is known to the supplier. (Review Procedures for Complaints Concerning Government Procurement [hereafter “Procedures for Complaints”] 5. (1)).

As regards to the government procurement other than public works, complaints may be filed by those who supplied or who were capable of supplying the product or service when the procuring entity procured them. (these persons will be defined as “Suppliers”). For government procurement of public works, see Procedures for Complaints 2.(1).

<Where to file complaints>

Complaints may be filed with the Government Procurement Review Board (the secretariat is: the Office for Government Procurement Challenge System, the Cabinet Office).

<Filing of complaints>

Complaints should be received in the specified form, in person, by mail or any other means.

<Further information on the challenge system>

More details on the challenge system can be obtained by contacting the following sources:

The Office for Government Procurement Challenge System, the Cabinet Office

Address: 3-1-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8970

Telephone: 03-3581-9044

Facsimile: 03-3581-4772

Email: chans.bg@cao.go.jp

website: http://www5.cao.go.jp/access/english/chans_main_e.html

(The website publishes relevant applicable measures and the format for the application for Filing a Complaint.)

Appendix 1

<Services Covered by the Agreement on Government Procurement>

Of the Universal List of Services, as contained in document MTN.GNS/W/120, the following services are included:

(Provisional Central Product Classification(CPC), 1991)

- 51 Construction work
- 6112 Maintenance and repair services of motor vehicles (Note1)
- 6122 Maintenance and repair services of motorcycles and snowmobiles (Note1)
- 712 Other land transport services (except 71235 Mail transportation by land)
- 7213 Rental services of sea-going vessels with operator
- 7223 Rental services of non-sea-going vessels with operator
- 73 Air transport agency services (except 73210 Mail Transportation by air)
- 748 Freight transport agency services
- 7512 Courier services (Note2)
- Telecommunications services
- MTN.GNS/W/120
- -Corresponding CPC
- 2.C.h. - 7523 Electronic mail;
- 2.C.i. - 7521 Voice mail;
- 2.C.j. - 7523 On-line information and data base retrieval;
- 2.C.k. - 7523 Electronic data and interchange (EDI);
- 2.C.l. - 7529 Enhanced facsimile services;
- 2.C.m. - 7523 Code and protocol conversion; and
- 2.C.n. - 7523 On-line information and / or data processing (including transaction processing)
- 84 Computer and related services
- 864 Market research and public opinion polling services
- 867 Architectural, engineering and other technical services (Note3)
- 871 Advertising services
- 87304 Armored car services
- 874 Building-cleaning services
- 88442 Publishing and printing services (Note4)
- 886 Repair services incidental to metal products, machinery and equipment
- 94 Sewage and refuse disposal, sanitation and other environmental protection services

Note to Annex 4

1. Maintenance and repair services are not included with respect to those motor vehicles, motorcycles and snowmobiles which are specifically modified and inspected to meet regulations of the entities.
2. Courier services are not included with respect to letters.
3. Architectural, engineering and other technical services related to construction services, with the exception of the following services when procured independently, are included:
 - Final design services of CPC 86712 Architectural design services;
 - CPC 86713 Contract administration services;
 - Design services consisting one or a combination of final plans, specifications and cost estimates of either CPC 86722 Engineering design services for the construction of foundations and building structures, or CPC 86723 Engineering design services for mechanical and electrical installations for buildings, or CPC 86724 Engineering design Services for the construction of civil engineering works; and
 - CPC 86727 Other engineering services during the construction and installation phase.
4. Publishing and printing services are not included with respect to materials containing confidential information.

**<Services Covered by the Measures Related to Japanese Public Sector
Procurement of Medical Technology Products and Services>**

Design services of medical technology products (medical instruments and apparatus, medical supplies and dental materials, excluding these for animal use, listed in Annex 1 of the Enforcement Ordinance of the Pharmaceutical Affairs Law, and in-vitro diagnostic reagents stipulated in Article 56-2 of the Enforcement Regulations of the Pharmaceutical Affairs Law), and design services of software which is solely used in medical technology products

**<Services Covered by the Measures Related to Japanese Public Sector
Procurement of Computer Products and Services>**

Operation and maintenance of computers; input of data into computers; development of computer systems, including development of software and systems integration; maintenance of computer software; and other related services

<Services Covered by the Measures Related to Japanese Public Sector Procurement of Telecommunications Products and Services>

1. In the Measures, “telecommunications services” means the following.

(1) Relating to the telecommunications products (It means terminals, switching equipment, transmission equipment, wireless equipment and telecommunications cable. Under the Measures, no specific telecommunications products are excluded.)

- (a) Operation and maintenance services
- (b) Systems integration
- (c) Custom software development
- (d) Network management and operation
- (e) Consulting, management, and other analytical services and studies

(2) Other services

- (a) Electronic mail
- (b) Voice mail
- (c) On-line information and data base retrieval
- (d) Electronic data interchange (EDI)
- (e) Enhanced facsimile services
- (f) Code and protocol conversion
- (g) On-line information and/or data processing (including transaction processing)

* (2).(a)-(g) is a list according to Annex 4 of the Government Japan in Appendix I of the Agreement on Government Procurement.

2. New enhanced or value-added services that emerge in the future will be included in the services covered by the Measures.

Enhanced or value-added services are defined as services offered over Type I carrier transmission facilities, which employ such computer processing applications as described below:

(a) that convert the content, code, protocol or similar aspects of the subscriber’s transmitted information (conversions performed solely for the benefit of the network shall not be included within the scope of this definition);

(b) that provide the subscriber with additional, different or restructured information; and

(c) that involve subscriber interaction with stored information (a services involving the storage and automatic delivery of information to the recipient will be allowed whenever the service includes one of the processing applications described in sub-paragraphs (a) or (b) of this Paragraph, or whenever the storage and delivery function provides a service of value to the sender or recipient).

Appendix 2

<Conditions to Use Limited Tendering Procedures as Provided for in the Agreement>

Article XV

Limited Tendering

1. The provisions of Articles VII through XIV governing Open and Selective Tendering Procedures need not be applied in the following conditions, provided that limited tendering is not used with a view to avoiding maximum possible competition or in a manner which would constitute a means of discrimination among suppliers of other Parties or protection to domestic producers or suppliers:

(a) in the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender, or from suppliers who do not comply with the conditions for participation provided for in accordance with this Agreement, on condition, however, that the requirements of the initial tender are not substantially modified in the contract as awarded;

(b) when, for works of art for reasons connected with protection of exclusive rights, such as patents or copyrights, or in the absence of competition for technical reasons, the products or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists;

(c) in so far as is strictly necessary when, for reasons of extreme urgency brought about by events unforeseeable by the entity, the products or services could not be obtained in time by means of open or selective tendering procedures;

(d) for additional deliveries by the original supplier which are intended either as parts replacement for existing supplies, or installations, or as the extension of existing supplies, services, or installations where a change of supplier would compel the entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services⁵;

(e) when an entity procures prototypes or a first product or service which are developed at its request in the course of, and for, a particular contract for research, experiment, study or original development. When such contracts have been fulfilled, subsequent procurements of products or services shall be subject to Articles VII through XIV⁶;

⁵ It is the understanding that “existing equipment” includes software to the extent that the initial procurement of the software was covered by the Agreement.

⁶ Original development of a first product or service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the product or service is suitable for production or supply in quantity to acceptable quality standards. It does not extend quantity production or supply to establish commercial viability or to recover research and development costs.

(f) when additional construction services which were not included in the initial contract but which were within the objectives of the original tender documentation have, through unforeseeable circumstances, become necessary to complete the construction services described therein, and the entity needs to award contracts for the additional construction services to the contractor carrying out the construction services concerned since the separation of the additional construction services from the initial contract would be difficult for technical or economic reasons and cause significant inconvenience to the entity. However, the total value of contracts awarded for the additional construction services may not exceed 50 per cent of the amount of the main contract;

(g) for new construction services consisting of the repetition of similar construction services which conform to a basic project for which an initial contract was awarded in accordance with Articles VII through XIV and for which the entity has indicated in the notice of intended procurement concerning the initial construction service, that limited tendering procedures might be used in awarding contracts for such new construction services;

(h) for products purchased on a commodity market;

(i) for products made under exceptionally advantageous conditions which only arise in the very short term. This provision is intended to cover unusual disposals by firms which are not normally suppliers, or disposal of assets of businesses in liquidation or receivership. It is not intended to cover routine purchases from regular suppliers;

(j) in the case of contracts awarded to the winner of a design contest provided that the contest has been organized in a manner which is consistent with the principles of this Agreement, notably as regards the publication, in the sense of Article IX, of an invitation to suitably qualified suppliers, to participate in such a contest which shall be judged by an independent jury with a view to design contracts being awarded to the winners.

Appendix 3

<How to obtain the Official Gazette, “Kanpo”>

The official gazette, “Kanpo,” is issued every day except holidays of the administrative organs. Subscriptions can be made at the service centers of government publications as well as stores of the official gazette, “Kanpo” featured below. Monthly subscription fee is 1,596 yen, and a copy is sold at 136 yen (another 136 yen to be added for every additional 32 pages) exclusive of mailing or delivery costs.

The official gazette, “Kanpo” is also available through the Internet, in addition to conventional publication on paper. Serving to complement the paper version of the official gazette, the Internet version is available for one week from the day of publication (URL: <http://kanpou.npb.go.jp/>).

For ways to obtain Kenpo and other Kanpo equivalents at the local level, please inquire at the relevant contact points listed in Appendix 4.

Service Center of Government Publications (Directly Managed by the National Printing Bureau)

	Tel.Number	Zip Code	Address
Hokkaido	(011) 709-2401 • 2402	060-0808	2-1-1, Kitahachijonishi, Kita-ku, Sapporo-shi
Touhoku	(022) 261-8320 • 8321	980-0014	3-2-23, Honcho, Aoba-ku, Sendai-shi
Kantou	(048) 600-1400	330-9711	1-1, shintoshin, tyuou-ku, Saitama-shi
Tokyo Kasumi	(03) 3504-3885	100-0013	1-2-1, Kasumigaseki, Chiyoda-ku, Tokyo
Tokyo Otemachi	(03) 3211-7786	100-0004	1-3-2, Otemachi, Chiyoda-ku, Tokyo
Hokuriku	(076) 223-7303 • 7304	920-0962	2-2-60, Hirosaka, Kanazawa-shi
Toukai	(052) 951-9205 • 9341	460-0001	2-5-1, Sannomaru, Naka-ku, Nagoya-shi
Kinki	(06) 6942-1681 • 1682	540-0008	1-5-63, Otemae, Chuo-ku, Osaka-shi
Cyugoku, Shikoku	(082) 222-6012 • 6013	730-0012	6-30, Kamihacchobori, Naka-ku, Hiroshima-shi
Kyusyu	(092) 411-6201 • 6204	812-0013	2-11-1, Hakataekihigashi, Hakata-ku, Fukuoka-shi
Okinawa	(098) 866-7506 • 7508	900-0033	2-30-1, Kume, Naha-shi

Stores of the Official Gazette, “Kanpo” (Designated by Sesignated by the National Printing Bureau)

	Tel.Number	Zip Code	Address
Hokkaido	(011) 231-0975	060-0042	11-4-23, Odorinishi, Chuo-ku, Sapporo-shi (Hokkaido Kansho Hukyu)
Aomori-ken	(017) 775-3611	030-0802	2-7-16, Honcho, Aomori-shi (Aomori-ken Kanpo Hanbaisho)
Iwate-ken	(019) 622-2984	020-0874	1-16-2, Minami Odori, Morioka-shi
Miyagi-ken	(022) 222-6486	980-0811	2-3-20, Ichibancho, Aoba-ku, Sendai-shi (Miyagi-ken Kanpo Hanbaisho)
Akita-ken	(018) 862-2129	010-0921	2-2-2, Omachi, Akita-shi (Akita-ken Kanpo Hanbaisho)
Yamagata-ken	(023) 622-2150	990-0043	2-4-11, Honcho, Yamagata-shi (Hachimomjiya)

Fukushima-ken	(024) 522-0161	960-8041	7-20, Omachi, Fukushima-shi (Nishizawa Shoten)
Ibaraki-ken	(029) 231-0102	310-0015	2-2-31, Miyamachi, Mito-shi (Ibaraki-ken Kanpo Hanbaisho)
Tochigi-ken	(028) 633-3441	320-0801	2-1, Ikegamicho, Utsunomiya-shi (Kameda Shoten)
Gunma-ken	(027) 235-8111	371-0023	1-2-13, Honcho, Maebashi-shi (Kankodo)
Saitama-ken	(048) 822-7633	336-0011	1-7-9, Takasago, Saitama-shi (Iwabuchi Shoten)
Chiba-ken	(043) 222-7635	260-0855	6-14, Ichibacho, Chuo-ku, Chiba-shi (Chiba-ken Kanpo Hanbaisho)
Kanagawa-ken	(045) 681-2661	231-0012	4-75, Aioicho, Naka-ku, Yokohama-shi (Yokohama Nikkeisha)
Tokyo-to	(03) 3292-1601	101-0054	1-2, Kandanshikicho, Chiyoda-ku, Tokyo-to (Tokyo-to Kanpo Hanbaisho)
Niigata-ken	(025) 244-5297	950-8692	1-5-24, Higashiodori, Niigata-shi (Hokuetsu Shokan)
Toyama-ken	(076) 421-1340	939-8212	180-1, Kakecho, Toyama-shi (Nakata Toshu Hanbai)
Ishikawa-ken	(076) 234-8111	920-0962	1-1-30, Hirosaka, Kanazawa-shi (Utsunomiya)
Fukui-ken	(0776) 24-0428	910-0006	1-4-18, Chuo, Fukui-shi (Katsuki Shoten)
Yamanashi-ken	(055) 235-2201	400-0032	4-2-18, Chuo, Kofu-shi (Ryuseido Shoten)
Nagano-ken	(026) 233-3187	380-0841	66-1, Daimoncho, Nagano-shi (Nagano Nishizawa Shoten)
Gifu-ken	(058) 262-9897	500-8073	5, Izumicho, Gifu-shi (Ikubundo Shoten)
Sizuoka-ken	(054) 253-2661	420-8691	10-121, Otemachi, Shizuoka-shi (Shizuoka-ken Kanpo Hanbaisho)
Aichi-ken I	(052) 264-9155	460-0008	3-27-30, Sakae, Naka-ku, Nagoya-shi (Aichi-ken Daiichi Kanpo Hanbaisho)
Aichi-ken II	(052) 561-3578	450-0002	3-25-5, Meieki, Nakamura-ku, Nagoya-shi (Kyodo Shinbun Hanbai)
Mie-ken	(059) 228-4812	514-0032	12-12, Chuo, Tsu-shi
Shiga-ken	(077) 524-2683	520-0043	1-5-2, Chuo, Otsu-shi (Sawagoshado)
Kyoto-fu	(075) 221-4444	604-8032	245, Kawaramachidori Rokkakukudaru Yamazakicho, Nakagyo-ku, Kyoto-shi (Kyoto Kansho Hukyukai)
Osaka-fu	(06) 6443-2174	550-0002	1-2-14, Edobori, Nishi-ku, Osaka-shi (Kanpo)
Hyogo-ken	(078) 341-0637	650-0012	5-4-3, Kitanagasadori, Chuo-ku, Kobe-shi (Hyogo-ken Kanpo Hanbaisho)
Nara-ken	(0742) 33-8001	630-8115	6-1-9, Omiyacho, Nara-shi (Keirindo Shoten)
Wakayama-ken	(073) 431-1331	640-8033	1-18, Honmachi, Wakayama-shi (Miyaiheiando)
Tottori-ken	(0857) 23-7271	680-0833	164, Suehiroonsencho, Tottori-shi (Fuji Shoten)
Shimane-ken	(0852) 24-2233	690-0887	63, Tonomachi, Matsue-shi (Matsue Imai Syoten)
Okayama-ken	(086) 222-2646	700-0903	3-22, Saiwaicho, Okayama-shi (Okayama-ken Kanpo Hanbaisho)
Hiroshima-ken	(082) 297-1300	730-0842	3-12, Funairinakamachi, Naka-ku, Hiroshima-shi (Hiroshima-ken Kanpo Hanbaisho)
Yamaguchi-ken	(083) 922-5611	753-0047	1-3-11, Dojomonzen, Yamaguchi-shi (Buneido)
Tokushima-ken	(088) 654-2135	770-0833	3-22-2, Ichibancho, Tokushima-shi (Koyamajogakkan)
Kagawa-ken	(087) 851-6055	760-0017	1-9-16, Bancho, Takamatsu-shi (Kagawa-ken Kanpo Hanbaisho)
Ehime-ken	(089) 941-7879	790-0003	4-6-13, Sanbancho, Matsuyama-shi (Ehime-ken Kanpo Hanbaisho)
Kochi-ken	(088) 872-5866	780-0870	5-2-21, Honmachi, Kochi-shi
Fukuoka-ken	(092) 761-1151	810-0001	4-5-17, Tenjin, Chuo-ku, Fukuoka-shi (Fukuoka-ken Kanpo Hanbaisho)
Saga-ken	(0952) 23-3722	840-0826	1-2-18, Shirayama, Saga-shi
Nagasaki-ken	(095) 822-1413	850-0862	5-15, Dejimamachi, Nagasaki-shi (Nagasaki-ken Kanpo Hanbaisho)
Kumamoto-ken	(096) 352-5069	860-0004	4-1-19, Shimnachi, Kumamoto-shi (Nagasaki Jiro Toshu)
Oita-ken	(097) 532-4308	870-0039	5-22, Nakakasugamachi, Oita-shi
Miyazaki-ken	(0985) 24-0386	880-0841	2375-1, Yoshimurachoosadako, Miyazaki-shi (Miyazaki-ken Kanpo Hanbaisho)
Kagoshima-ken	(099) 285-0015	890-0052	33-14, Uenosonochi, Kagoshima-shi
Okinawa-ken	(098) 863-5288	900-0015	1-1-1, Kumoji, Naha-shi (Bunkyo Toshu)

Appendix 4

<Contact Points on Government Procurement as of 1 April 2009>

A Entities Covered by the Agreement on Government Procurement

Entity	Contact Point	Tel.	Ext.
House of Representatives	Accounts Div., General Affairs Dept.	03(3581)5111	2323
House of Councillors	Accounts Div., General Affairs Dept.	03(3581)3111	2794
Supreme Court	Audit Div., Financial Bureau	03(3264)8111	3447
Board of Audit	Accounts Div., Secretariat of General Executive Bureau	03(3581)3251	2514
Cabinet and Cabinet Office	Fourth Contracts Section, Accounts Div., Minister's Secretariat, Cabinet Office	03(5253)2111	82322
National Personnel Authority	Secretariat.Financial Affairs Div.	03(3581)5311	2175
Imperial Household Agency	Section in charge of the Acts to Incur Disbursement, Accounting Div.	03(3213)1111	3276
National Public Safety Commission (National Police Agency)	Finance Div., Commissioner-General's Secretariat	03(3581)0141	2298
Financial Services Agency	Office of Management and Budget, General Coordination Division, Planning and Coordination Bureau	03(3506)6000	3131
Ministry of Internal Affairs and Communications	Accounts Division, Minister's Secretariat	03(5253)5111	5132
Ministry of Justice	Auditing Office, Finance Div., Minister's Secretariat	03(3580)4111	2213
Ministry of Foreign Affairs	Procurement Office, Financial Affairs Div., Minister's Secretariat	03(3580)3311	2222
Ministry of Finance	First Account Settlement Section, Accounts Div., Minister's Secretariat	03(3581)4111	2126
Ministry of Education, Culture, Sports, Science and Technology	General Affairs Section, Budget and Accounts Div., Minister's Secretariat	03(5253)4111	3010
Ministry of Health, Labour and Welfare	Office of Auditing and Guidance, Finance Div., Minister's Secretariat	03(5253)1111	7216
Ministry of Agriculture, Forestry and Fisheries	Accounting Div., Minister's Secretariat	03(3502)8111	3329
Ministry of Economy, Trade and Industry	Budget and Accounts Div., Minister's Secretariat	03(3501)1511	2240
Ministry of Land, Infrastructure and Transport	Budget and Accounts Div., Minister's Secretariat	03(5253)8111	21835
Ministry of the Environment	Auditing Office, Accounts Div., Minister's Secretariat	03(3581)3351	6170
Ministry of Defense	Development and Procurement Planning Office, Equipment Policy Div., Bureau of Finance and Equipment	03(3268)3111	20963

Entity	Contact Point	Tel.	Ext.
<Sub-central Government Entities> Hokkaido	Planning Section, General Affairs Div., Accounting Dept.	011(231)4111	32-217
Aomori-ken	International Affairs Div., Department of Environment and Public Affairs	017(722)1111	3578
Iwate-ken	General Affairs Div., Accounting Dept.	019(629)5969	Direct
Miyagi-ken	Administrative Management Div.	022(211)2238	Direct
Akita-ken	General Affairs Div., General Affairs Dept.	0188(60)1055	Direct
Yamagata-ken	Finance Div., General Affairs Dept.	023(630)2043	Direct
Fukushima-ken	Auditing Div., Accounting Dept.	024(521)7556	Direct
Ibaraki-ken	First Accounting Div., Accounting Dept.	029(301)4822	Direct
Tochigi-ken	Management Div., Accounting Dept.	028(623)3039	Direct
Gunma-ken	Payroll and Purchasing Div., Bureau of the Treasury	027(226)3811	Direct
Saitama-ken	General Affairs Div., Treasury Bureau	048(830)5719	Direct
Chiba-ken	Management Div., Civil Engineering Dept.	043(223)3113	Direct
Tokyo-to	General Affairs Section, Budgeting & Accounting Div., Financial Affairs Dept.	03(5388)2607	Direct
Kanagawa-ken	General Affairs Div., Treasury Bureau	045(210)6714	Direct
Niigata-ken	International Affairs Div., Department of Policy and Planning	025(285)5511	2212
Toyama-ken	Accounting Div., Accounting Dept.	076(431)4111	4491
Ishikawa-ken	Procurement & Premises Management Div., General Affairs Dept.	0762(23)9049	Direct
Fukui-ken	International Affairs Div., Citizens' Affairs Dept.	0776(20)0295	Direct
Yamanashi-ken	Management Div., Treasury Dept.	055(223)1306	Direct
Nagano-ken	Accounting Div., Accounting Dept.	026(235)7352	Direct
Gifu-ken	Accounting Div., Treasury Bureau.	058(272)1111	3213
Shizuoka-ken	Finance Office, General Affairs Dept.	054(221)2034	Direct
Aichi-ken	General Management Div., Office of the Treasury	052(961)2111	2916
Mie-ken	Budget Div., General Affairs Bureau	059(224)2120	Direct
Shiga-ken	Management Div., Accounting Dept.	077(528)4312	Direct
Kyoto-fu	Accounting Div., Bureau of Treasury Management	075(414)5408	Direct
Osaka-fu	Finance Division, General Affaires Dept.	06(944)0351	2111-2
Hyogo-ken	General Affairs Div., Public Works & Development Dept.	078(341)7711	4348
Nara-ken	Accounting Div., Accounting Dept.	0742(22)1101	4703

Entity	Contact Point	Tel	Ext.
Wakayama-ken	Procurement & Premises Management Div., General Affairs Dept.	073(441)2217	Direct
Tottori-ken	Auditing Div., Accounting Dept.	0857(26)7429	Direct
Shimane-ken	Accounting Div., Accounting Dept.	0852(22)5908	Direct
Okayama-ken	Accounting Div., Accounting Dept.	086(226)7532	Direct
Hiroshima-ken	Property Administration office/Financial Management Office General Affairs and Planning Dept.	082(228)2169	Direct
Yamaguchi-ken	International Div., Planning & Promotion Dept.	083(933)2343	Direct
Tokushima-ken	Property Management Div., Planning and General Affairs Dept.	088(621)2063	Direct
Kagawa-ken	Accounting Div., Revenue and Expenditure Bureau	087(832)3631	Direct
Ehime-ken	General Administration Div., General Affairs Dept.	089(941)2111	2310
Kochi-ken	Procurement & Premises Management Div., General Affairs Dept.	088(823)9788	Direct
Fukuoka-ken	Procurement & Premises Management Div., General Affairs Dept.	092(651)1111	2377
Saga-ken	Accounting Div., Accounting Dept.	0952(25)7191	Direct
Nagasaki-ken	Accounting Div., Accounting Dept.	095(824)1111	3213
Kumamoto-ken	Accounting Div., Treasury Bureau	096(383)1111	6325
Oita-ken	Accounting Div., Accounting Dept.	097(538)3668	Direct
Miyazaki-ken	Accounting Div., Treasury Bureau	0985(26)7203	Direct
Kagoshima-ken	International Affairs Div.	099(286)2111	2303
Okinawa-ken	Finance Div., Affairs Dept.	098(866)2095	Direct
Sapporo-shi	Contract Management Section, Property Custody Dept., Finance Bureau	011(211)2152	Direct
Sendai-shi	Contract Section, Finance Bureau	022(214)8147	Direct
Chiba-shi	Contract Section, Finance Dept., Finance Bureau	043(245)5088	Direct
Yokohama-shi	Coordination Unit, Contract Div., Finance Dept.	045(671)3805	Direct
Kawasaki-shi	Contract Section, Property Administration Dept.	044(200)2111	2097
Nagoya-shi	Supplies Section, Finance Div., Finance Dept.	052(972)2349	Direct
Kyoto-shi	Supplies Section, Finance and Budget Div., Financial Bureau	072(222)3311	Direct
Osaka-shi	Procurement Dept., Property Management Div., Finance Bureau	06(6208)8271	Direct
Kobe-shi	Contracts Div., Finance Dept.	078(322)5146	Direct
Hiroshima-shi	Contract Dept., Finance Bureau	082(504)2083	Direct
Kitakyushu-shi	Contracts Office, Administration Section	093(582)2545	Direct
Fukuoka-shi	Contact & Acquisitions Section, Finance Dept. Finance Bureau	092(711)4181	Direct

Entity	Contact Point	Tel.	Ext.
Hokkaido Railway Company	Management Planning Dept. General Planning Headquarters	011(700)5717	direct
East Japan Railway Company	Management Planning Dept., Corporate Planning Headquarters	03(5334)1126	direct
Central Japan Railway Company	Management Supervision Dept. Corporate Planning Div.	052(564)2317	direct
West Japan Railway Company	Corporate Planning Headquarters	06(6375)8917	direct
Shikoku Railway Company	Management Planning Dept.	087(825)1615	direct
Kyushu Railway Company	Strategy Management Department, Corporate Planning Headquarters	092(474)0747	direct
Japan Freight Railway Company	Corporate Planning Dept., Corporate Planning Headquarters	03(3239)9121	direct
Japan Tobacco Inc.	General Administration Dept.	03(3582)3111	4286
Nippon Telegraph and Telephone Corporation	International Procurement Office	03(5205)5285	direct
Nippon Telegraph and Telephone East Corporation	International Procurement Office	03(5205)5285	direct
Nippon Telegraph and Telephone West Corporation	International Procurement Office	03(5205)5285	direct
Japan Finance Corporation(ex. National Life Finance Corporation, ex. Agriculture, Forestry and Fisheries Finance Corporation, ex. Japan Finance Corporation for Small and Medium Enterprise, Japan Bank for International Cooperation)	Procurement and Administration Division, General Service Department, Planning and Administration Unit	03(3270)1552	direct
Japan Finance Organization for Municipal Enterprises(ex. Japan Finance Corporation for Municipal Enterprises)	Administration Department General Affairs	03(3539)2664	direct
Okinawa Development Finance Corporation	General Affairs Div., General Affairs Dept.	03(3581)3241	direct
Development Bank of Japan Inc.	General Affairs Department	03(3244)1868	direct
The Promotion and Mutual Aid Corporation for Private Schools of Japan	Contract Div., Finance and Accounting Dept.	03(3813)5321	540
The Open University of Japan Foundation	Accounting Division, Department of Finance	043(298)4581	direct
Social Insurance Medical Fee Payment Fund	Accounts Div.	03(3591)7441	616
Japan Racing Association	Procurement Section, General Affairs Dept.	03(5785)7344	direct
Mutual Aid Association for Agricultural, Forestry and Fishery Organization Personnel	General Services Section, General Affairs Div., General Affairs Dept.	03(3432)8108	direct
National Association of Racing	Accounting and Treasury Div., General Affairs Dept.	03(3583)6807	direct
Mutual Aid Fund for Official Casualties and Retirement of Volunteer Firemen	Financial Affairs Official, General Affairs Div.	03(3595)0541	direct
Japan Post	Procurement Div., Procurement Dept.	03(3504)5333	direct
Narita International Airport Corporation	Management, Procurement Department	0476(34)5476	direct
Japan Environmental Safety Corporation	Control Department contract Division	03(5765)1915	direct
Tokyo Metro Co., Ltd	Contract Section, Railway Management Dept, Railway Headquarters.	03(3837)7227	direct
National University Corporation	Budget and Accounts Division	03(6734)3010	direct
Inter-University Research Institute Corporation	Budget and Accounts Division	03(6734)3010	direct
East Nippon Expressway Company Limited	Accounting Division, Finance Department	03(3506)0212	direct
Central Nippon Expressway Company Limited	Contract Examination Team, Contract Administration Department	052(222)3469	direct
West Nippon Expressway Company Limited	Accounting Div., Accounting and Finance Dept.	06(6344)7065	direct
Metropolitan Expressway Company Limited	Finance Department, Contract Group	03(3539)9315	direct
Hanshin Expressway Company Limited	Finance Department, Contract Group	06(6252)8121	direct
Honshu-Shikoku Bridge Expressway Company Limited	Finance Department Accounting & Contract Division	078(291)1035	direct
Japan Alcohol Corporation	Administration Section, General Affairs Department	03(5511)8841	direct
Keirin Promotion Association (A juridical person designated as such pursuant to the Bicycle Racing Law)	General Affairs Division	03(3512)1251	direct
Motorcycle Racing Promotion Association	General Affairs Division	03(3512)1251	direct

Entity	Contact Point	Tel.	Ext.
National Archives of Japan	Second Accounting Section, General Affairs Div.	03(3214)0624	direct
National Research Institute of Brewing	Accounting Section	082(420)0800	direct
National Center for University Entrance Examinations	Finance Division	03(5478)1225	direct
National Institute of Special Needs Education	Procurement Section	046(839)6820	direct
National Women's Education Center	Accounting Unit, Administration Div.	0493(62)6711	2208
The National Institute for Japanese Language	Budgeting and Accounting Div.	042(540)4387	direct
National Museum of Nature and Science	Finance Div., Administration Dept.	03(5814)9830	direct
National Institute for Materials Science	Contract Section, General Affairs Department	029(859)2392	direct
National Research Institute for Earth Science and Disaster Prevention	Financial Div., General Affairs Dept.	029(863)7738	direct
National Aerospace Laboratory of Japan	Contract Dept., Contract Management Div.	03(6266)6505	direct
National Institute of Radiological Sciences	Contract and Property Management Section, Dept of General Affairs	043(206)3014	direct
National Museum of Art	Administrative Department	03(3214)2590	direct
National Center for Teachers' Development	Accounting Section, General Affairs Department	029(879)6619	direct
The National Institute of Health and Nutrition	Procurement Section	03(3203)5721	4013
National Center for Seeds and Seedlings	Contract Management Section, Accounting Div., General Management Dept.	029(838)6592	direct
National Livestock Breeding Center	Preservation of Property Div., General Affairs Dept.	0248(25)2233	332
National Fisheries University	Administration Office, Accounts Section	083(286)5111	212
National Institute of Agrobiological Sciences	Contact Team, Management and Supply Section	029(838)7419	direct
National Institute for Agro-Environmental Sciences	Supplies Group, Accounting Office	029(838)8172	direct
Japan International Research Center for Agricultural Sciences (JIRCAS)	Budget and Accounting Section, Administration Div.	029(838)6326	direct
Forestry and Forest Products Research Institute	Contract Unit, Supplies and Contract Section, General Affairs Div.	029(829)8191	direct
Fisheries Research Agency	Contract Subsection, Facilities Management Section, Project Management Dept.	045(227)2659	direct
Research Institute of Economy, Trade and Industry	Administration Group	03(3501)1363	direct
National Center for Industrial Property Information and Training	Section for Contracts, General Affairs Department	03(3501)5765	direct
Nippon Export and Investment Insurance	Personnel and Administration Group, Planning and Administration Dept.	03(3512)7656	direct
National Institute of Advanced Industrial Science and Technology	Procurement Div.	029(862)6931	direct
National Institute of Technology and Evaluation	Finance and Accounts Div., Planning and Administration Dept.	03(3481)1932	direct
Public Works Research Institute	Accounting Div., General Affairs Dept.	029(879)6749	direct
Building Research Institute	Contracting Section, Accounting Div., Department of General Affairs	029(879)0624	direct
National Traffic Safety and Environment Laboratory	General Affairs Section	0422(41)3206	direct
National Maritime Research Institute	Accounts Section, Administration Dept.	0422(41)3035	direct
Port and Airport Research Institute	General Affairs Div., Research Planning and Administration Dept.	0468(44)5039	direct
Electronic Navigation Research Institute	General Affairs Division	0422(41)3476	direct
National Institute for Sea Training	Budget and Accounts Div.	045(212)0003	direct
Civil Aviation College	Budget and Accounts Div.	0985(51)1212	direct
The National Institute for Environmental Studies	Contracting Branch 1, Accounting Section, General Affairs Div.	0298(50)2321	direct
Labor Management Organization for USFJ Employees	Accounting Div., Administration Dept.	045(227)4114	direct
National Agency of Vehicle Inspection	General Affairs Dept., Accounting Section	03(5363)3448	direct
National Statistics Center	General Affairs Dept., Financial Affairs Div.	03(5273)1279	direct
Japan Mint	Contract Unit, Accounts Division, General Affairs Department	06(6351)5463	direct

Entity	Contact Point	Tel.	Ext.
National Printing Bureau	Finance and Accounting Dept.	03(3587)4306	direct
Japan Water Agency	Contracting Management Div., Finance and Accounting Dept.	048(600)6534	direct
Japan Railway Construction, Transport and Technology Agency	Accounting Division, Finance and Fund Planning Department	045(222)9049	direct
Japan Science and Technology Agency	First Contract and Purchase Division, Department of Financial Affairs	048(226)5612	direct
Japan International Cooperation Agency	Procurement Department, Planning Division	03(5352)5330	direct
Welfare and Medical Service Agency	Accounting Section, General Accounting Dept.	03(3438)9929	direct
Agriculture and Livestock Industries Corporation	First Accounting Div., Accounting Dept.	03(3583)8498	direct
Northern Territories Issue Association	Accounting Section, General Affairs Div.	03(3843)3630	direct
National Consumer Affairs Center of Japan	Accounting Div., Account and Budget Dept.	042(758)3169	direct
RIKEN	Contract Section I, Contract Management Division	048(467)9240	direct
Japan Foundation	Accounting Div., Financial and Accounting Dept.	03(5369)6056	direct
Japan Arts Council	Contract Div., Fiscal Affairs Dept.	03(3265)7259	direct
Japan Society for the Promotion of Science	Accounting Division	03(3263)5192	direct
National Agency for the Advancement of Sports and Health	Finance Department, Procurement and Property Management Division	03(5410)9140	direct
National Center for Persons with Severe Intellectual Disabilities, Nozominosono	Accounting Section, General Affairs Department	027(320)1316	direct
Farmers' Pension Fund	Accounting Div., Administrative Dept.	03(3502)3897	direct
Japan External Trade Organization	Administrative Affairs Department Facilities and Procurement Division	03(3582)5548	direct
New Energy and Industrial Technology Development Organization	Accounting Department, Contract Division	044(520)5123	direct
Japan National Tourism Organization	Accounting Group, General Affairs Department, Planning Headquarters	03(3216)1904	direct
The Japan Institute for Labour Policy and Training	Finance Department Finance Section	03(5903)6244	direct
Organization for Workers' Retirement Allowance Mutual Aid	Accounting Section	03(3436)0151	523
Japan Nuclear Energy Safety Organization	Contract Group, Personnel and Accounting Division	03(4511)1272	direct
Japan Oil, Gas and Metals National Corporation	Financial Management Division, Financial Management and Accounting Department	044(520)8570	direct
Employment and Human Resources Development Organization of Japan	The Contracts Div., Accounting Dept.	045(683)1198	direct
Environmental Restoration and Conservation Agency	Finance Division, Finance and Accounting Department	044(520)9529	direct
Japan Labour Health and Welfare Organization	Accounting Department, Contract Division	044(556)9852	direct
Japan Student Services Organization	Accounting Division	03(6734)6022	direct
National Institute of Information and Communications Technology (NICT)	Financial Affairs Department, Contract and Property Office, Property Contract Team	042(327)7436	direct
Institute of National Colleges of Technology, Japan	Finance Division	042(662)3137	direct
National Institution for Academic Degrees and University Evaluation	Accounting Division	042(353)1521	direct
Center for National University Finance and Management	General Affairs Division Accounting Section	043(274)3801	direct
National Institute of Multimedia Education	Accounting Division, Administrative Department	043(298)3039	direct
National Hospital Organization	Assessment Division, Department of Planning and Administration	03(5712)5050	332
Organization for Small & Medium Enterprises and Regional Innovation, JAPAN	Procurement and Property Management Division	03(5470)1507	direct

Entity	Contact Point	Tel.	Ext.
Japan Expressway Holding and Debt Repayment Agency	Finance Department, Accounting Division	03(3508)5165	direct
National Institution for Youth Education	Finance Department Accounting Section, Contract Section	03(6407)7663	direct
Marine Technical Education Agency	Accounting Section, Administrative	0543(34)0970	direct
Government Pension Investment Fund	Administrative Department, Accounting Division.	03(3502)2485	direct
Japan Housing Finance Agency	Finance and Accounting Dept., Office of Accounting, Accounting Group	03(5800)8053	direct
National Institutes for Cultural Heritage	Financial Affairs, National Institutes for Cultural Heritage Secretariat	03(3822)2439	direct
Food and Agricultural Materials Inspection Center	Contact Section, Property and Maintenance Div., General Affairs Dept	048(600)2355	direct
National Institute of Occupational Safety and Health	Department General Affairs	042(491)4512	228
National Agriculture and Food Research Organization	Contract Section, Finance Division, Headquarters	029(838)8558	direct

B. Entities Following Procurement Procedures Consistent with the Agreement on Government Procurement for the Procurement of Computer Products and Computer Services

Entity	Contact Point	Tel.	Ext.
Japan Aerospace Exploration Agency	Contract Dept., Contract Management Div.	03(6266)6511	direct
The Shoko Chukin Bank, Ltd	Administrative Services Division	03(3272)6111	6349
Kansai International Airport Co., Ltd.	Procurement Div., Procurement Department	072(455)2127	direct
The Japan Shipbuilding Industry Foundation	General Affairs Department	03(6229)5112	direct
Japan Broadcasting Corporation	Purchase and Supply Div., Financial Dept.	03(5455)5520	direct
Japan Worker's Housing Association	General Affairs and Planning Dept.	03(3811)6261	direct

Appendix 5

<Websites related to Government Procurement>

○ Ministry and Agency	Cabinet Office	http://www.cao.go.jp/
	National Personnel Authority	http://www.jinji.go.jp/top.html
	National Police Agency	http://www.npa.go.jp/chotatu/
	Financial Services Agency	http://www.fsa.go.jp/choutatu/jouhou.html
	Ministry of Internal Affairs and Communications	http://www.soumu.go.jp/
	Japan Post	http://www.japanpost.jp/Procurement/index-j.html
	Ministry of Justice	http://www.moj.go.jp/CHOTATSU/index.html
	Ministry of Foreign Affairs	http://www.mofa.go.jp/mofaj/annai/shocho/chotatsu/
	Ministry of Finance	http://www.mof.go.jp/jouhou/tyoutatu/tyoutatu.html
	Ministry of Education, Culture, Sports, Science and Technology	http://sisetuweb1.mext.go.jp/procure/index.html/
	Ministry of Health, Labour and Welfare	http://www.mhlw.go.jp/sinsei/chotatu/
	Ministry of Agriculture, Forestry and Fisheries	http://www.maff.go.jp/j/supply/nyusatu/index.html
	Ministry of Economy, Trade and Industry	http://www.meti.go.jp/information/publicoffer/index_info.html
	Ministry of Land, Infrastructure, Transport and Tourism	http://www.mlit.go.jp/chotatsu/chotatsujyouhou.html
	Ministry of the Environment	http://www.env.go.jp/kanbo/chotatsu/index.html
Ministry of Defense	http://www.mod.go.jp/j/info/chotatsu/index.html	
○ others	Japan's Government Procurement Policy and Achievements Annual Report	http://www.kantei.go.jp/foreign/procurement/2007/index.html
	Answers to Opinions and Requests about the Voluntary Measures on Government Procurement	http://www.kantei.go.jp/foreign/procurement/2007/ch/FY2007ch3-5.pdf
	Complaint Review Procedures for Government Procurement	http://www5.cao.go.jp/access/english/chans_main_e.html
	Japanese Government Procurement (JETRO)	http://www3.jetro.go.jp/cgi-bin/gov/govj0101.cgi
	Kanpo	http://Kanpou.npb.go.jp/
	Questions and Answers on Government Procurement Contracts	http://www.mofa.go.jp/policy/economy/procurement/index.html