

## Suggestions for Accessing the Government Procurement Market of Japan

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

- (1) 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 to read the gazette carefully. In addition to that, 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. Please see Appendix 3, for methods of obtaining the official gazette.
- (2) Each procurement agency has a contact point, as set out in Appendix 4 on particular government procurements.
- (3) 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, 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.
- (4) There are laws and regulations of Japan which require distributors and manufactures of specified goods or services to obtain necessary licenses. For example, distributors of medical equipment must register with the Government according to the Pharmaceutical Law.

In the case of public works construction, those who are interested to participate need to undertake business evaluation (“*keishin*”) before qualification by the procuring entity concerned.

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

- (5) Procuring entities are sometimes incapable of responding to inquiries 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 enacted. 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).

Agreement on Government Procurement under the framework of the World Trade Organization (WTO) provides for the international rule of the government procurement. In March 2012, "Protocol Amending the Agreement on Government Procurement" which aims at expanding the coverage of the Agreement was adopted. Japan accepted the Protocol in March 2014.

The Protocol came into force for Japan on 16 April 2014. Between Japan and a Party which has not accepted the Protocol, the previous Agreement applies until the Party accepts the Protocol. (Note 1, Note 2).

As a part of Japan's efforts to increase opportunities for foreign suppliers to get access to the Japanese market, the government has established, 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.

Additionally, some Economic Partnership Agreements (EPA) have the provisions of Government Procurement (Note 3).

Note1

- (1) The Parties to the revised Agreement on Government Procurement (as of July, 2016): Armenia, Canada, the European Union (EU) and its 28 Member States, Hong Kong China, Iceland, Israel, Japan, the Republic of Korea, Liechtenstein, Montenegro, the Netherlands with respect to Aruba, New Zealand, Norway, Singapore, Taiwan, the United States, and Ukraine.
- (2) The Parties which has not accepted the revised GPA (as of June 2016): Switzerland
- \* Between Japan and Switzerland, the previous Agreement applies.

Note2

Procurement procedures under the Agreement on Government Procurement are also ensured 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 relevant ministerial ordinances, among others.

Note3

The EPAs include the provisions of Government Procurement concluded by Japan as of July, 2016.

(URL: <http://www.mofa.go.jp/policy/economy/fta/index.html>)

(1) The Agreements have the independent Government Procurement chapter.

Japan-Singapore EPA , Japan-Mexico EPA, Japan-Chile EPA, Japan-Thailand EPA, Japan-Indonesia EPA, Japan-Philippines EPA, Japan-Switzerland EPA, Japan-India EPA ,Japan-Peru EPA, Japan-Australia EPA and Japan-Mongolia EPA.

(2) The Agreements do not have the independent Government Procurement chapter.

Japan-Brunei EPA and Japan-Viet Nam EPA.

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

The Agreement on Government Procurement applies 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 goods (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 facilitate access to opportunities for foreign suppliers in the Japanese market, the Government of Japan has lowered the thresholds for the procurement of goods and services covered by the Agreement on Government Procurement (except construction services and architectural, engineering and other technical services related to construction services) by the entities listed in Annex 3 of Government of Japan in Appendix I of the Agreement on Government Procurement amended by the Protocol, and follows the procedures consistent with the above Agreement.

Appendix 4 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 listed in Japan's Annex 2 of the Agreement.



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 2016 through 31 March 2018). The threshold values, in Japanese yen, are published in the government's official gazette "Kanpo" every two years.

(Ten Thousand SDR / Ten Thousand Yen)

	GPA		Voluntary Measures	
	SDR	YEN	SDR	YEN
<Central Government Entities>				
1.Goods	10	1,600	10	1,600
2.Construction Services	450	74,000	*	*
3.Architectural, engineering & Other Technical Services covered by this Agreement	45	7,400	*	*
4.Other Services	10	1,600	10	1,600
<Sub-central Government Entities>				
1.Goods	20	3,300	*	*
2.Construction Services	1,500	247,000	*	*
3.Architectural, engineering & Other Technical Services covered by this Agreement	150	24,000	*	*
4.Other Services	20	3,300	*	*
<All Other Entities>				
1.Goods	13	2,100	10	1,600
2.Construction Services for Japan Post in GroupA	1,500	247,000	*	*
3.Construction Services for Japan Post and entities in Group B	450	74,000	*	*
4.Architectural, engineering and Other Technical Services	45	7,400	*	*
5.Other Services	13	2,100	10	1,600

\* indicates the goods or services to which the Japanese voluntary measures are not applied. (The Agreement on Government Procurement applies.)

Note2

Goods 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 5 of the Government of Japan in Appendix I of the Agreement on Government Procurement amended by the Protocol. In addition, services in the field of telecommunications, medical technology and computers are defined by the respective voluntary measures (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 complete the qualification procedure.

#### **<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.

#### **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.

#### **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 in order to ensure transparency, fairness and 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 procurement agency is allowed to specify the qualifications of suppliers to participate in the competitive tendering procedures and review their capabilities to implement contracts, including the scale of business activities and their past business performance. By inviting qualified suppliers with sufficient capabilities, the procurement agencies 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 inquire 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 22, 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” (Appendix 2) 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; Specific Personal Information Protection Commission; Ministry of Defense; Financial Service Agency; Consumer Affairs 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 Reconstruction Agency (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 goods 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 Department, Business Services Division, Tel: 03(3582)5651, Fax: 03(3582)5662)) or through on-line information and data base retrieval services (<http://www.jetro.go.jp/en/database/procurement/>). Information about main procurement of not only central government entities but also all prefectures, ordinance-designated cities, core cities, special cities are available through on JETRO Website in English

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 6

- Subject matter of the contract;
- In case of recurring contracts, the nature and quantity of the goods 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

In the voluntary measures to facilitate access to opportunities for foreign suppliers in 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 measure, public notices 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.

**<Tender Documentaion and Meeting on the tender procedures>**

Those who intend to participate in competitive tendering procedures can obtain the tender documentation from the procuring entity concerned. In general, a documentation contains 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 tender documentation, 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 goods or services to be procured  
e.g. nature, quantity, quality and specifications of goods 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 goods or services to be delivered, consultation, delivery deadline, provision of information, submission of specifications of goods or services, submission of standards inspection certificate and cooperation in supervision and inspection;
- Information to tenderers  
e.g. contact points;
- Criteria for awarding the contract  
e.g. tendered prices;
- Basic contract provisions  
e.g. delivery date, delivery method, settlement method and other requirements in implementing contracts.

**<Announcement of information at the beginning of the fiscal year>**

As a voluntary measure to facilitate access to opportunities for foreign suppliers in the Japanese market, the Government of Japan discloses the procurement schedule of large-scale goods 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 competitiveness: (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 have been established(NOTE), in addition to the voluntary measures for government procurement on products in general.

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 except sub-central and the sector of construction. (The booklet is also publicized via the website.

The URL is:[http://japan.kantei.go.jp/96\\_abe/documents/2014/procurement2013\\_e.html](http://japan.kantei.go.jp/96_abe/documents/2014/procurement2013_e.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

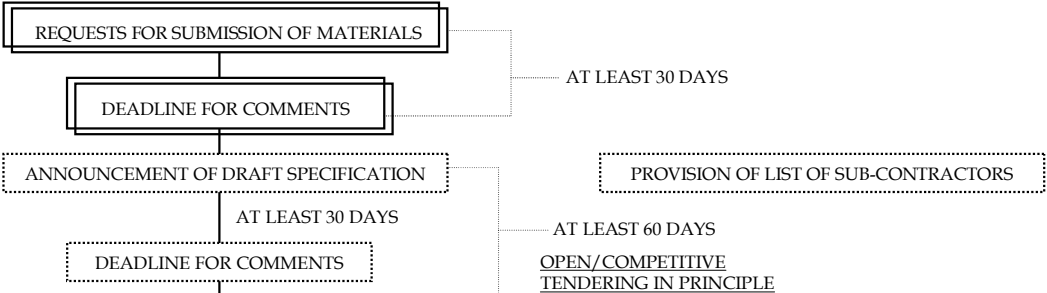
FURTHER PROCUREMENT PLANS

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

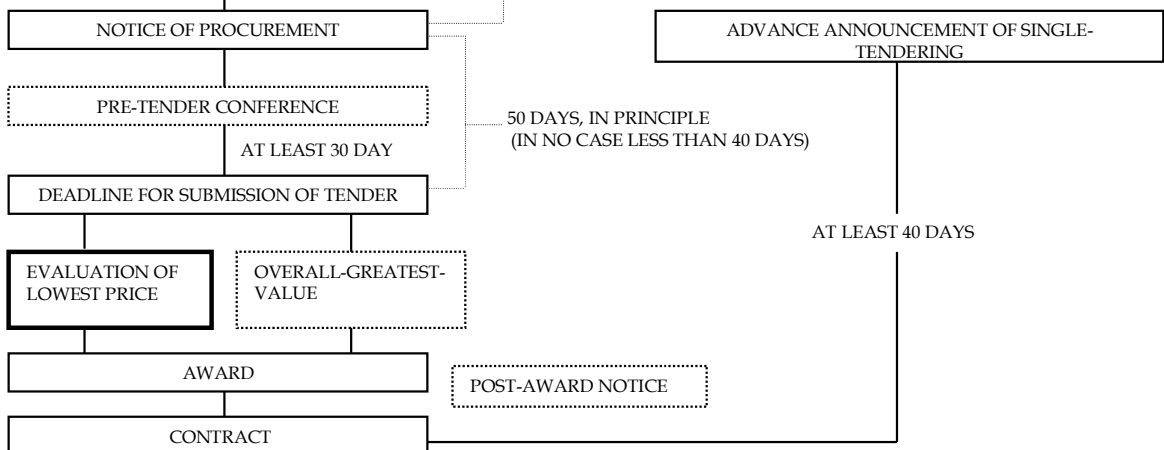
**CONTACT POINT** PROVIDE GENERAL INFORMATION ON ALL TELECOM PROCUREMENT AND MORE SPECIFIC INFORMATION ON PROCUREMENT ABOVE THE THRESHOLD

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

REQUESTS FOR COMMENTS



TENDERING PROCEDURES



COMPLAINT MECHANISMS

- PROCUREMENT REVIEW BOARD
- PREVENTION OF UNFAIR TENDER

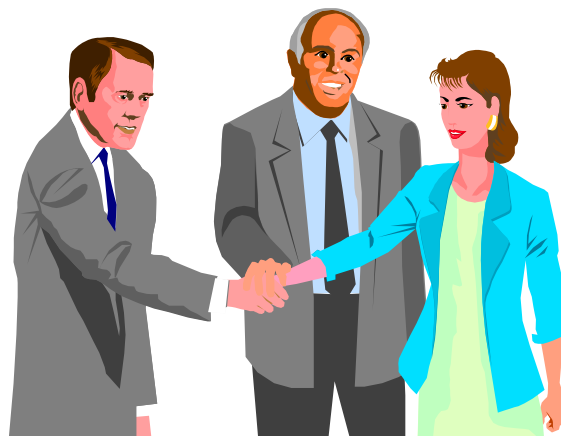
## **Q.7 What are the procedures for submitting tenders?**

Sealed tender documents 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.)

Tender documents should be submitted, by the tenders or by a proxy, in person or by mail. The submission be completed before the deadline. Tender documents, once submitted, must not be replaced, modified or canceled.

Tender documents can be submitted by Internet to some procurement agencies. Details on tenders by Internet are available through contact points on government procurement set out in Appendix 4.

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 procurement agency 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, it is avoided that officials in charge of contracts make an arbitrary decision in determining the winner of the tender by qualifying suppliers in advance and by awarding the contract to the tenderer having submitted the lowest price.

Each procurement agency informs tenderers of the decision of awarding the contract in writing. Further, each agency 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 (GPRB), when the supplier suspects a breach of any provision of the Agreement on Government Procurement (GPA), or other applicable Measures designated by the Head of the Council of Government Procurement Review (CGPR).

Complaints may be filed for the government procurement of goods and services not less than 100,000 SDRs (16,000,000yen), and that of construction services not less than 4,500,000 SDRs (740,000,000yen) .

The GPRB has been established, pursuant to the GPA, 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 the official gazette “Kanpo” and its equivalents at the local level or through other government procurement contact points [Appendix 4]).

### **<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 goods 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: 1-6-1 Nagata-cho, Chiyoda-ku, Tokyo 100-8914

Telephone: 03-6257-1545

Facsimile: 03-3581-4772

Email: [chans.bg@cao.go.jp](mailto:chans.bg@cao.go.jp)

website: [http://www5.cao.go.jp/access/english/chans\\_main\\_e.html](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>

#### ANNEX5

This Agreement covers the following services, which are identified in accordance with the United Nations Provisional Central Product Classification (CPC) 1991, as well as document MTN.GNS/W/120 for Telecommunications services

- 6112 Maintenance and repair services of motor vehicles (Note1)
- 6122 Maintenance and repair services of motorcycles and snowmobiles (Note1)
- 633 Repair services of personal and household goods
- 642 Food serving services(Note5)
- 643 Beverage serving services(Note5)
- 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)
- 83106
- to 83108 Leasing or rental services concerning agricultural machinery and equipment without operator (Note 5)
- 83203 Leasing or rental services concerning furniture and other household Appliances (Note5)
- 83204 Leasing or rental services concerning pleasure and leisure equipment (Note 5)
- 83209 Leasing or rental services concerning other personal or household goods (Note 5)
- 84 Computer and related services
- 864 Market research and public opinion polling services
- 865 Management consulting services (Note 5)

- 866 Services related to management consulting (except 86602 Arbitration and conciliation services) (Note 5)
- 867 Architectural, engineering and other technical services (Note3)
- 871 Advertising services
- 87304 Armored car services
- 874 Building-cleaning services
- 876 Packaging services (Note 5)
- 8814 Services incidental to forestry and logging, including forest management
- 88442 Publishing and printing services (Note4)
- 886 Repair services incidental to metal products, machinery and equipment
- 921 Primary education services
- 922 Secondary education services
- 923 Higher education services
- 924 Adult education services
- 94 Sewage and refuse disposal, sanitation and other environmental protection Services
- 9611 Motion picture and video tape production and distribution services(except 96112 Motion picture or video tape production services)

Note to Annex 5

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.
5. With respect to these services, this Agreement does not cover procurement by the entities listed in Annexes 2 and 3.

### **<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 paragraph 13 of Article 2 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 all types of 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 5 of the Government of Japan in Appendix I of the Agreement on Government Procurement amended by the Protocol.

2. 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

<Unofficial Translation>

### <Public Notice on the Qualification to Participate in Tender (Excerpts)>

The following is a public notice of the application procedure for those individuals wishing to obtain qualification to participate in competitive contract tendering for the manufacture and sale, etc. of goods and items required by various ministries and government agencies (unified qualification across all ministries and government agencies) given in Separate Notation 1 for FY 2016, 2017, and 2018.

If a participant submits an application to any one of the locations mentioned in the Table, the qualification obtained will become a unified qualification and will be effective with, and valid for, all procurement entities of various ministries and government agencies as given in Separate Notation 1 which are located, of all the regions taking part in competitive tendering given in Separate Notation 2, in the region which the participant requests. More than one region may be selected.

24 December 2015

Director of Financial Affairs Division of the following entries: House of Councilors; National Diet Library; Supreme Court; Board of Audit; Cabinet Office; Reconstruction Agency; Ministry of Internal Affairs and Communications; Ministry of Justice; Ministry of Foreign Affairs; Ministry of Finance; Ministry of Education, Culture, Sports and Science and Technology; Ministry of Health, Labor and Welfare; Ministry of Agriculture, Forestry and Fisheries; Ministry of Economy, Trade and Industry; Ministry of Land, Infrastructure and Transport and Tourism; Ministry of Environment; Ministry of Defense

◎Procurement entity number:

001,002,003,004,005,006,007,008,009,010,011,012,013,014,015,016,017,018,019,020,021,022,023,024,025

◎Location number: 13

1. Type of qualification and types of products, services, etc. to be procured

The type of qualification for individuals intending to obtain qualification for participating in tendering procedures as well as the types of goods, or services, shall be made as follows:

(1) Manufacture of goods

(a) Clothing and other textile products, (b) Rubber, leather, and plastic products, (c) Ceramics and earth/stone products, (d) Non-ferrous metal and metal products, (e) Form printing, (f) Other printed matter, (g) Books, (h) Electronically published materials, (i) Paper and paper-processed items, (j) Vehicles, (k) Other transport and delivery machinery and equipment, (l) Ships and vessels, (m) Fuels, (n) Furniture and utensils, (o) General and industrial equipment, (p) Electrical and telecommunications equipment, (q) Electronic calculators, (r) Precision

equipment, (s) Medical equipment, (t) Office equipment, (u) Other equipment, (v) Pharmaceuticals and medical supplies, (w) Stationery, (x) Engineering works, construction and architectural materials, (y) Police equipment, (z) Defense equipment, (aa) Others.

(2) Sale of goods

(a) Clothing and other textile products, (b) Rubber, leather, and plastic products, (c) Ceramics and earth/stone products, (d) Non-ferrous metal and metal products, (e) Form printing, (f) Other printed matter, (g) Books, (h) Electronically published materials, (i) Paper and paper-processed items, (j) Vehicles, (k) Other transport and delivery machinery and equipment (l) Ships and vessels, (m) Fuels, (n) Furniture and utensils, (o) General and industrial equipment, (p) Electrical and telecommunications equipment, (q) Electronic calculators, (r) Precision equipment, (s) Medical equipment, (t) Office equipment, (u) Other equipment, (v) Pharmaceuticals and medical supplies, (w) Stationery, (x) Engineering works, construction and architectural materials, (y) Police equipment, (z) Defense equipment, (aa) Others.

(3) Provision of services, etc.

(a) Advertisement and publicity, (b) Photography and technical drawing, (c) Survey and research, (d) Information processing, (e) Translations, interpreting, stenography, (f) Software development, (g) Hiring Venue, etc., (h) Leasing, (i) Building management and other maintenance/management operations, (j) Transport, (k) Vehicle servicing and repair, (l) Ship and vessel servicing and repair, (m) Electronic publishing, (n) Maintenance of defense equipment, (o) Others

(4) Acquisition of goods

(a) Timber (excluding acquisition of forestry products that are made through state forest management), (b) Others

2. Submission period

Applications for qualification for FY 2016, 2017, and 2018 will be accepted from 6 January 2016 until 29 January 2016. Applications will be accepted even after that period, however, The Notice of the Results of the Judging of Qualifications becomes effective from the time of granting. Therefore, it is recommended to apply well in advance before tender starts.

3. Application for qualification to participate in tendering procedures

(1) Applying through the Internet

A. Submission of application

Access the Internet website given in Separate Notation 3. Enter the necessary information, and submit it with scanned copies of the following documents attached.

After the application is received, an e-mail notification of receipt



will be sent to the applicant from the entity receiving the application.

- (A) Copies of certificate of registered matter (for corporations)
- (B) Financial statements (for corporations) or documents related to net operational capital, and income-outlay statements (for individuals)
- (C) Historical record of the company
- (D) Copies of tax payment certificates (including electronic tax payment certificates) that certify that there is no outstanding payment for the following taxes.

- (a) Consumption tax or local consumption tax (for corporations and individuals)
- (b) Corporate tax (for corporations)
- (c) Income tax (for individuals)
- (d) Board member list and Written pledge of not correspond to Article 70-3 of Cabinet Order on Budgets, the Settlement of Accounts, and Accounting

Documents issued by public entities must have been issued within the last three months.

(2) Submitting the application in person or by mail

A. Obtaining application forms

Access the Internet website given in Separate Notation 3 to print the form for Application for Qualification to Participate in General Competition (Competitive Tendering) (Manufacture of Goods, Etc.) (hereinafter, "application"). Individuals intending to obtain qualification to participate in tendering procedures may obtain an application form, free of charge, at the locations indicated in the Table. Application forms which obtained by any means other than the above will not be accepted.

B. Submission of application

Attach to the documents set out in 3(1) of this Notice to the application, and submit them to any one of the locations mentioned in the Table.

For individuals bringing in the documents in person, the documents will be accepted from 10 a.m. to 4 p.m. (limited to during office hours), excluding Saturdays, Sundays, and national holidays. Applications may also be mailed (by registered mail).

(3) Language used in the application forms

- A. The application forms and financial statements must be in Japanese. For other documents that are written in other languages, attach Japanese translation.
- B. Of the attached document, the monetary amount column must present amounts in Japanese currency. This is done by converting foreign currencies into Japanese currency, using the foreign currency conversion rates as stipulated in the Accounting

Official's Business Regulations (Ministry of Finance Ordinance No. 95 of 1947).

4. Qualifications for participating in tendering procedures and screening

(1) Qualification to participate in tendering procedures will be judged by the total numerical figures, calculated based on the actual figures acquired for each of the items featured in Separate Notation 4.

(2) Qualification to participate in tendering procedures will be ranked according to the categories featured in Separate Notation 5 which incorporate the total numerical figures mentioned in (1) above.

5. Notification of the results of the screening of qualifications

The results will be notified (mailed to the contact address provided in the application) with the Notice of the Results of the Screening of Qualifications.

6. Duration of qualification

(1) Qualification by periodic screening

The duration of qualification will be from 1 April 2016 to 31 March 2019.

(2) Qualification by on demand screening

The duration of qualification will be from the time of granting to 31 March 2019.

7. Disapproval and disqualification

Individuals who correspond to Article 70-3 of Cabinet Order on Budgets, the Settlement of Accounts, and Accounting are not approved. Even qualified individuals will be disqualified when it found out that the individuals correspond to the said Article.

8. Point of contacts for inquiry on qualification screening and list of qualified individuals

Locations featured below to which application should be submitted:

Lists of qualified individuals are available at the Internet website mentioned in Separate Notation 3.

9. Others

(1) Change of application details

Qualified individuals must give notice immediately of changes in any of the following matters by accessing the Internet website mentioned in Separate Notation 3. Enter the necessary information, and submit it with scanned copies of the following documents attached.

A. Address, trade name, or name of representative

- (A) Notice of the Results of Qualifications
- (B) Certificate of registered matter (for corporations), or documents confirming the new details (for individuals)
- (C) Board member list and written pledge of not correspond to Article 70-3 of Cabinet Order on Budgets, the Settlement of Accounts, and Accounting (for individuals)

B. Tender participating region or business site

- (A) Notice of the Results of Qualifications

C. Type of qualifications, or types of procurement goods

- (A) Notice of the Results of Qualifications
- (B) Certificate of registered matter or historical record of the company

D. In the case of adding manufacture of goods to the type of qualification

- (A) Notice of the Results of Qualifications
- (B) Certificate of registered matter or historical record of the company
- (C) Most recent financial statements

E. In the case of changes regarding other matters, the application procedure given under 3 of this Notice must be taken.

(2) Procedures for individuals who have been ordered to commence reorganization proceedings, etc. pursuant to the Corporate Reorganization Act and the Civil Rehabilitation Act

Qualified individuals who have been ordered to commence reorganization proceedings pursuant to the Corporate Reorganization Act (Act No. 154 of 2002), or those who have been ordered to commence rehabilitation proceedings pursuant to the Civil Rehabilitation Act (Act No. 225 of 1999), should immediately submit a notification of change, with one copy of each of the following documents attached, to any one of the locations mentioned in the Table.

- A. Copies of an order of commencement of reorganization proceedings, or an order of commencement of rehabilitation proceedings.
- B. Copies of documents that certify any change in the articles of incorporation or officers following an order of permission, if applicable.
- C. Notification of Change in Application for Qualification to Participate in Competition (Manufacture of Goods, Etc.) accompanying B above

In cases where, although the qualification is maintained following the submission of documents, various ministries and government agencies determine that the actual situation must be grasped in detail, the ministries and government agencies may conduct investigative hearings, independently.

(3) Procedures in the case of merger, spin-off  
Qualified individuals undergoing merger, spin-off should be taken the application procedure given under 3 of this Notice.

(4) Procedures in the case of discontinuance of business  
Qualified individuals undergoing discontinuance of business should immediately give notice of such to any one of the locations mentioned in the Table.

(5) Request for re-issuance of a Notice of the Results of Qualifications due to loss should be submitted to any one of the locations mentioned in the Table.

Separate Notation 1: Ministries and agencies that validate the qualification

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, Personal Information Protection Commission, Financial Services Agency, Consumer Affairs Agency, Reconstruction 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, Labor and Welfare, Ministry of Agriculture, Forestry and Fisheries, Ministry of Economy, Trade and Industry, Ministry of Land, Infrastructure, Transport and Tourism, Ministry of Environment, and Ministry of Defense (including external bureaus, affiliated organizations, other organizations, and local branch departments and bureaus).

Separate Notation 2: Regions and prefectures that participate in the tendering process

- (1) Hokkaido region: Hokkaido
- (2) Tohoku region: Aomori Prefecture, Iwate Prefecture, Miyagi Prefecture, Akita Prefecture, Yamagata Prefecture, Fukushima Prefecture
- (3) Kanto-Koshinetsu region: Ibaraki Prefecture, Tochigi Prefecture, Gunma Prefecture, Saitama Prefecture, Chiba Prefecture, Tokyo, Kanagawa Prefecture, Niigata Prefecture, Yamanashi Prefecture, Nagano Prefecture
- (4) Tokai-Hokuriku region: Toyama Prefecture, Ishikawa Prefecture, Fukui Prefecture, Gifu Prefecture, Shizuoka Prefecture, Aichi Prefecture, Mie Prefecture
- (5) Kinki region: Shiga Prefecture, Kyoto, Osaka, Hyogo Prefecture, Nara Prefecture, Wakayama Prefecture
- (6) Chugoku region: Tottori Prefecture, Shimane Prefecture, Okayama Prefecture, Hiroshima Prefecture, Yamaguchi Prefecture
- (7) Shikoku region: Tokushima Prefecture, Kagawa Prefecture, Ehime Prefecture, Kochi Prefecture
- (8) Kyushu-Okinawa region: Fukuoka Prefecture, Saga Prefecture, Nagasaki Prefecture, Kumamoto Prefecture, Oita Prefecture, Miyazaki Prefecture, Kagoshima Prefecture, Okinawa Prefecture

Separate Notation 3: Internet website

Website where applications for unified qualification are to be submitted  
<http://www.chotatujohe.go.jp/va/com/ShikakuTop.html>

Separate Notation 4: Numerical figures to be provided

The order in which they are written: item; stage: the numerical figures to be provided (Two numerical figures are provided for the yearly average output and sales, the total owned capital, and number of years in business. Figures on the left represent manufacture of goods while those on the right represent categories other than manufacture of goods. The values for machinery equipment, etc., indicate figures representing manufacture of goods only, and current ratio indicates figures representing both.)

(1) Yearly average outputs and sales

¥20 billion or more than ¥20 billion: 60, 65  
¥10 billion or more but less than ¥20 billion: 55, 60  
¥5 billion or more but less than ¥10 billion: 50, 55  
¥2.5 billion or more but less than ¥5 billion: 45, 50  
¥1 billion or more but less than ¥2.5 billion: 40, 45  
¥500 million or more but less than ¥1 billion: 35, 40  
¥250 million or more but less than ¥500 million: 30, 35  
¥100 million or more but less than ¥250 million: 25, 30  
¥50 million or more but less than ¥100 million: 20, 25  
¥25 million or more but less than ¥50 million: 15, 20  
Less than ¥25 million: 10, 15

(2) Owned capital

More than ¥1 billion: 10, 15  
100 million or more but less than ¥1 billion: 8, 12  
¥10 million or more but less than ¥100 million: 6, 9  
¥1 million or more but less than ¥10 million: 4, 6  
Less than ¥1 million: 2, 3

(3) Current ratio (common to manufacture of goods and categories other than manufacture of goods)

More than 140%: 10  
120% or more but less than 140%: 8  
100% or more but less than 120%: 6  
Less than 100%: 4

(4) Number of years in Business

20 years or more: 5, 10  
10 years or more but less than 20 years: 4, 8  
Less than 10 years: 3, 6

(5) Value of machinery equipment, etc. (manufacture of goods only)

¥1 billion and more: 15  
¥100 million and more but less than ¥1 billion: 12  
¥ 50 million and more but less than ¥100 million: 9  
¥ 10 million and more but less than ¥50 million: 6  
Less than ¥10 million: 3

(6) Total (Maximum point): 100

Separate Notation 5: Qualification grade categories according to type and the scope of planned prices

The order in which they are written: contract type (a) numerical figures: grade (b) scope of planned prices

(1) Manufacture of goods

(a) 90 points or more: A

80 points or more but less than 90 points: B  
55 points or more but less than 80 points: C  
Less than 55 points: D

(b) A is ¥30 million or more; B is ¥20 million or more but less than ¥30 million; C is ¥4 million or more but less than ¥20 million; and D is less than ¥4 million.

Note: Data for ships and vessels will be shown by various ministries and government agencies, using the methods that have been publicized separately.

Note: Data for production of materials carried out with state forest operations' special accounts will be shown by the Forestry Agency, using the methods that have been publicized separately.

(2) Sale of goods and provision of services, etc.

(a) 90 points or more: A

80 points or more but less than 90 points: B  
55 points or more but less than 80 points: C  
Less than 55 points: D

(b) A is ¥30 million or more; B is ¥15 million or more but less than ¥30 million; C is ¥3 million or more but less than ¥15 million; and D is less than ¥3 million.

Note: Data for ships and vessels as well as servicing/repair of ships and vessels will be shown by various ministries and government agencies, using the methods that have been publicized separately.

Note: Data for forestation carried out with state forest operations' special accounts will be shown by the Forestry Agency, using the methods that have been publicized separately.

(3) Acquisition of goods

(a) 70 points or more: A

50 points or more but less than 70 points: B  
Less than 50 points: C

(b) A is ¥10 million or more; B is ¥2 million or more but less than ¥10 million; and C is less than ¥2 million.

In conducting procurement based on unified qualifications, flexible participation in tendering procedures may be permitted, such as participation in tendering procedures of other grades, in order to ensure appropriate competition.

## Appendix 3

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

The official gazette, “Kanpo,” is issued every day except holidays of the administrative agencies. Subscriptions can be made at stores of the official gazette, “Kanpo” featured below. Monthly subscription fee is 1,641 yen, and a copy is sold at 140 yen (another 140 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 30 days 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 5.

Stores of the Official Gazette, “Kanpo”

	Tel.Number	Zip Code	Address
Hokkaido	(011)231-0975	060-0042	11-4-23, Odorinishi, Chuo-ku, Sapporo-shi (Hokkaido Kansho Fukyu)
Aomori-ken	(017)723-2431	030-8588	1-13-4, Sinnachi, Aomori-shi(Kabushiki-gaisha Narita Honten)
Iwate-ken	(019)622-2984	020-0874	1-16-2, MinamiOdori, Morioka-shi(Iwate-ken Kanpo Hanbaisho)
Miyagi-ken	(022)222-6486	980-0811	1-17-20-101, 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)642-8887	990-0043	2-4-11, Honcho, Yamagata-shi(Hachimonjiya)
Fukushima-ken	(024) 522-0161	960-8041	7-20, Omachi, Fukushima-shi(Nishizawa Shoten)
Ibaraki-ken	(029)291-5676	310-0021	2-6-37, Minanimachi, Mito-shi(Ibaraki-ken Kanpo Hanbaisho)
Tochigi-ken	(028)651-0050	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)822-5322	330-0062	1-5-12, Nakacho, Urawa-ku Saitama-shi(Suharaya)

Chiba-ken	(043)222-7635	260-0013	4-9-8, Chuo, Chuo-ku, Chiba-shi (Chiba-ken Kanpo Hanbaisho)
Kanagawa-ken	(045)681-2661	231-0012	4-74, Aioicho, Naka-ku, Yokohama-shi(Yokohama Nikkeisha)
Tokyo-to	(03)3292-1605	101-0054	1-2, Kandanishikicho, Chiyoda-ku, Tokyo-to(Tokyo-to Kanpo Hanbaisho)
Niigata-ken	(025)271-2188	950-8692	1-2059-8, Oroshi shinmachi,Higashi-ku, Niigata-shi <Oroshidannchinai> (Hokuetsu Shokan)
Toyama-ken	(076)421-1340	939-8093	1-3-7, Oizumi Higashi-cho, Toyama-shi(Toyama-ken Kanpo Hanbaisho)
Ishikawa-ken	(076)234-8111	920-8722	1-1-30, Hirosaka, Kanazawa-shi (Utsunomiya Hirosaska biru) (Utsunomiya)
Fukui-ken	(0776)24-0428	910-0006	1-4-18, Chuo, Fukui-shi(Katsuki Shoten)
Yamanashi-ken	(055)268-2258	400-0074	1-9-14, Chizuka, 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, Outemachi, Aoi-ku, Shizuoka-shi (Shinnakamachi biru Ikkai) (Shizuoka-ken Kanpo Hanbaisho)
Aichi-dai1	(052)961-9011	460-0002	3-22-7, Marunouchi, Naka-ku, Nagoya-shi(Aichi-ken Daiichi Kanpo Hanbaisho)
Aichi-dai2	(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,(Mie-ken Kanpo Hanbaisho)
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 (Higobashi-eki 5gou Adeguchi-mae) (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	6-1-1 Omiyacho, Nara-shi(Keirindo Shoten)
Wakayama-ken	(073)422-7131	640-8043	19, Fukumachi, Wakayama-shi(Miyaishinbunho)
Tottori-ken	(0857)23-1213	680-0874	313-6, Kano, Tottori-shi(Tottori Imai Syoten)
Shimane-ken	(0852)24-2233	690-0887	63, Tonomachi, Matsue-shi(Imai Syoten)
Okayama-ken	(086)222-2646	700-0903	3-22, Saiwaicho, Kita-ku,Okayama-shi(Yubundo)
Hiroshima-ken	(082)962-3590	730-0012	7-27, Kamihacchobori, Naka-ku, Hiroshima-shi (Hiroshima-ken Kanpo Hanbaisho)
Yamaguchi-ken	(083)925-0116	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 (Kochi-ken Kanpo Hanbaisho)
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 (Saga-ken Kanpo Hanbaisho)
Nagasaki-ken	(095)822-1413	850-0862	5-15, Dejimamachi, Nagasaki-shi (Zeikan-mae) (Nagasaki-ken Kanpo Hanbaisho)
Kumamoto-ken	(096)312-4367	860-0845	5-1, Uedorimachi, Chuo-ku, Kumamoto-shi(Yubunsha)
Oita-ken	(097)532-4308	870-0039	5-22, Nakakasugamachi, Oita-shi(Oita-ken Kanpo Hanbaisho)
Miyazaki-ken	(0985)24-0386	880-0841	2375-1, Yoshimurachosadako, Miyazaki-shi (Miyazaki-ken Kanpo Hanbaisho)
Kagoshima-ken	(099)285-0015	890-0052	33-14, Uenosoncho, Kagoshima-shi (Kagoshima-ken Kanpo Hanbaisho)
Okinawa-ken	(098)867-1726	900-8503	1-1-1, Kumoji, Naha-shi(Depato Riubou nai)

## Appendix 4

### <Contact Points on Government Procurement as of 1 July 2016>

#### 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	34350
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
Reconstruction Agency	Budget and Accounting Division	03(5545)7415	direct
Imperial Household Agency	Section in charge of the Acts to Incur Disbursement, Accounting Div.	03(3213)1111	3276
Japan Fair Trade Commission	Accounting Office, General Affairs Division, Secretariat	03(3581)5471	2435
National Public Safety Commission (National Police Agency)	Finance Div., Commissioner-General's Secretariat	03(3581)0141	2267
Personal Information Protection Commission	General Affairs Division, Secretariat	03(6457)9619	direct
Financial Services Agency	Office of Management and Budget, General Coordination Division, Planning and Coordination Bureau	03(3506)6000	3131
Consumer Affairs Agency	General Affairs Division	03(3507)8800	2422
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	Audit office, Accounts Div., Minister's Secretariat	03(3581)4111	2134
Ministry of Education, Culture, Sports, Science and Technology	General Affairs Section, Budget and Accounts Div., Minister's Secretariat	03(6734)3010	direct
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, Transport and Tourism	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	6032
Ministry of Defense	Acquisition, Technology & Logistics Agency, Procurement Planning Div., Department of Procurement Management	03(3268)3111	35311

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	Contract Div., Accounting Dept.	022(211)3332	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 Affairs 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	Accounting Div., Treasury Bureau	099(286)3769	Direct
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
Saitama-shi	Contract Division, Contract Management Department, Finance Bureau	048(829)1179	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
Sagamihara-shi	Contract Division, Financial Affairs Department, Planning & Community Relations Bureau	042(769)8217	Direct
Niigata-shi	Purchasing Division, Financial Department	025-226-2213	Direct
Shizuoka-shi	Contracts & Procurement Division, Finance Department, Financial Affairs Bureau	054(221)1346	Direct
Hamamatsu-shi	Procurement Div. Finance Dept	053(457)2173	Direct
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



Entity	Contact Point	Tel	Ext.
Osaka-shi	Procurement Dept., Property Management Div., Finance Bureau	06(6208)8271	Direct
Sakai-shi	Contract Dept, Finance Bureau	072(228)7472	Direct
Kobe-shi	Contracts Div., Finance Dept.	078(322)5146	Direct
Okayama-shi	Supervision Division, Finance and Budget Bureau	086(803)1195	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
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 Affairs Division	03(3582)3111	3965
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	Procurement and Contract Division, Property Administration Department	03(3270)1552	direct
Japan Bank for International Cooperation	Administration and General Services Department	03(5218)9212	direct
Japan Finance Organization for Municipalities	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	522
The Open University of Japan Foundation	Accounting Division, Department of Finance	043(298)4216	direct
Health Insurance Claims Review & Reimbursement Services	Accounts Div.	03(3591)7441	609
Japan Racing Association	Procurement Section, General Affairs Dept.	03(5785)7344	direct
Mutual Aid Association for Agricultural, Forestry and Fishery Organization Personnel	General Affairs Section, General Affairs Dept.	03(3219)3105	direct
The National Association of Racing	Finance 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	General Affairs Div, Procurement office	03(3504)9886	direct
Narita International Airport Corporation	Management, Procurement Department	0476(34)5476	direct
Japan Environmental Storage & Safety Corporation	Administration Department Contract Purchasing Division	03(5765)1915	direct
Tokyo Metro Co., Ltd	Railway Operation Headquarters Railway Management Department Contract Section	03(3837)7227	direct
National University Corporation	Ministry of Education, Culture, Sports, Science and Technology General Affairs Section, Budget and Accounts Div., Minister's Secretariat	03(6734)3010	direct
Inter-University Research Institute Corporation	Ministry of Education, Culture, Sports, Science and Technology General Affairs Section, Budget and Accounts Div., Minister's Secretariat	03(6734)3010	direct
East Nippon Expressway Company Limited	Procurement & Contract Section, Accounting & Finance Department, General Affairs & Accounting Division	03(3506)0212	direct
Central Nippon Expressway Company Limited	Bid Evaluation Team, Contract Evaluation Department	052(222)3469	direct
West Nippon Expressway Company Limited	Contract and Credit Division, Accounting and Finance Department	06(6344) 9239	direct
Metropolitan Expressway Company Limited	Finance Department, Contract Division	03(3539)9315	direct
Hanshin Expressway Company Limited	Finance and Accounting Department, Contract Management Group	06(6252)8121	3496
Honshu-Shikoku Bridge Expressway Company Limited	Finance Department Accounting & Contract Division	078(291)1035	direct
Japan Alcohol Corporation	Administration Group Planning and Coordination Division	03(5641)5255	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
Japan Health Insurance Association	Accounting Division, General Affairs Department	03(5212)8214	direct
Japan Pension Service	Procurement Dept.	03(6892)0722	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	Accounts Section	082(420)0800	2107
National Center for University Entrance Examinations	Finance Division	03(5478)1225	direct
National Institute of Special Needs Education	Finance and Accounting Div.	046(839)6820	direct
National Women's Education Center	Accounting Unit, Administration Div.	0493(62)6717	direct
National Museum of Nature and Science	Finance Div., Administration Dept.	03(5814)9830	direct
National Institute for Materials Science	Contract Section, General Affairs Office, General Affairs Division	029(859)2084	direct
National Research Institute for Earth Science and Disaster Prevention	Contract Team, General Affairs Department	029(863)7738	direct
National Aerospace Laboratory of Japan	Japan Aerospace Exploration Agency Contract Dept., Contract Management Div.	050(3362)4521	direct
National Institute of Radiological Sciences	Contract Section, Dept of General Affairs	043(382)8045	direct
National Museum of Art	Administrative Department	03(3214)2592	direct
National Center for Teachers' Development	Accounting Section, General Affairs Department	029(879)6618	direct
National Institutes of Biomedical Innovation, Health and Nutrition	The Accounting Section	072-(641)-9824	direct
National Center for Seeds and Seedlings	General Management Department, Accounting Div., Contract Management Section	029(838)6592	direct
National Livestock Breeding Center	Preservation of Property Div., General Affairs Dept.	0248(25)2233	332
National Fisheries University	Administration Office, Accounting Section	083(286)5111	212
National Institute of Agrobiological Sciences	Contact Team, Property Management and Supply Section	029(838)7948	direct
National Institute for Agro-Environmental Sciences	Supplies Group, Accounting Office	029(838)8172	direct
Japan International Research Center for Agricultural Sciences (JIRCAS)	Accounting Section, Administration Div.	029(838)6326	direct
Forestry and Forest Products Research Institute	Maintenance Section, General Affairs Div.	029(829)8355	direct
Fisheries Research Agency	Contract Section, General Administration Department	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	Procurement and Administration Group, Planning and Administration Department	03(3512)7738	direct
National Institute of Advanced Industrial Science and Technology	Accounting Division, Procurement Office	029(861)2013	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.	029(850)2321	direct
Labor Management Organization for USFJ Employees	Accounting Div., Administration Dept.	03(5730)2165	direct
National Agency of Vehicle Inspection	General Affairs Dept., Accounting Section	03(5363)3443	direct
National Statistics Center	General Affairs Dept., Financial Affairs Div.	03(5273)1219	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	Procurement Design Division, General Engineering Affairs Department	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	Office of Contract and Purchase, Department of Financial Affairs	03(5214)8284	direct
Japan International Cooperation Agency	Planning and Procurement Design Division, Procurement Department	03(5226)6606	direct
Welfare and Medical Service Agency	Accounting Section, General Accounting Dept.	03(3438)9929	direct
Agriculture and Livestock Industries Corporation	Accounting Div., Accounting Dept.	03(3583)9462	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	Finance Division, Contract Management Section	048(467)9251	direct
Japan Foundation	Accounting and Contract Managing Division, Financial Affairs Department	03(5369)6056	direct
Japan Arts Council	Contract Div., General Affairs and Planning Dept.	03(3265)6254	direct
Japan Society for the Promotion of Science	Accounting Division	03(3263)5192	direct
Japan Sport Council	Department of General Affairs and Finance, 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	Contract Division, Accounting Department	044(520)5123	direct
Japan National Tourist Organization	Financial Affairs Section	03(3216)1905	direct
The Japan Institute for Labour Policy and Training	Finance Department Finance Section	03(5903)6244	direct
Organization for Workers' Retirement Allowance Mutual Aid	First Accounting Division	03(6907)1280	direct
Japan Oil, Gas and Metals National Corporation	Financial Management Division, Financial Management and Accounting Department	03(6758)8021	direct
Japan Organization for Employment of the Elderly, Persons with Disabilities and Job Seekers	The Contract Division, Accounting Department	043(213)6437	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(6743)6022	direct
National Institute of Information and Communications Technology (NICT)	Financial Affairs Department, Contract and Property Office, Property Contract Team	042(327)7436	direct
National Institute of Technology, Japan	Finance Division	042(662)3137	direct
National Institution for Academic Degrees and University Evaluation	Department of administration, Accounting Division	042(307)1521	direct
Center for National University Finance and Management	General Affairs Division Accounting Section	03(4212)6150	direct
National Hospital Organization	Guidance Division, Department of Planning and Administration	03(5712)5065	direct
Organization for Small & Medium Enterprises and Regional Innovation, JAPAN	Procurement and Property Management Division	03(5470)1507	direct
Urban Renaissance Agency	Account Settlement & Finance Department, Contract Administration Team	045(650)0305	direct
Fund for the Promotion and Development of the Amami Islands	General Affairs and Planning Division	0997(52)4511	direct
Japan Atomic Energy Agency	Contract Co-ordination Section	029(282)4079	direct
Japan Expressway Holding and Debt Repayment Agency	Finance Department, Accounting Division	045(228)5964	direct
National Institution for Youth Education	Administration Department, Financial Affairs Division, Procurement Management Office	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

Entity	Contact Point	Tel.	Ext.
Japan Housing Finance Agency	Finance and Accounting Dept., 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	050(3797)1835	direct
National Institute of Occupational Safety and Health, Japan	First Accounting Section, General Affairs Department	042(491)4512	228
National Agriculture and Food Research Organization	Contract Section, Finance Division, Headquarters	029(838)7195	direct
National Cancer Center	Procurement Policy Planning Section, General Administration Division	03(3542)2511	2162
National Cerebral and Cardiovascular Center	Contract Section, Financial Affairs and Accounting Division, Financial Affairs and Accounting Department	06(6833)5012	2981
National Center of Neurology and Psychiatry	Person in charge of financing accounting section contract	042(346)1761	direct
National Center for Global Health and Medicine	Procurement Policy Planning Division	03(5273)5291	direct
National Center for Child Health and Development	Procurement Policy Planning Section, Financial Accounting Office	03(3416)0181	5132
National Center for Geriatrics and Gerontology	Accounting Division	0562(46)2311	2602

**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.	050(3362)4521	direct
The Shoko Chukin Bank, Ltd	Administrative Services Division	03(3272)6111	6349
New Kansai International Airport Co., Ltd.	Procurement Planning Division, Procurement Department	072(455)2129	direct
The Japan Shipbuilding Industry Foundation	General Affairs Department	03(6229)5112	direct
Japan Broadcasting Corporation	Purchase and Supply Management Division	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>

#### A Ministry and Agency

House of Representatives	<a href="http://www.shugiin.go.jp/internet/itdb_annai.nsf/html/statics/choutatsu/chotatsujoho.htm">http://www.shugiin.go.jp/internet/itdb_annai.nsf/html/statics/choutatsu/chotatsujoho.htm</a>
House of Councillors	<a href="http://www.sangiin.go.jp/japanese/annai/choutatu/index.html">http://www.sangiin.go.jp/japanese/annai/choutatu/index.html</a>
Supreme Court	<a href="http://www.courts.go.jp/tyotatu/">http://www.courts.go.jp/tyotatu/</a>
Board of Audit	<a href="http://www.jbaudit.go.jp/proc/info/item/">http://www.jbaudit.go.jp/proc/info/item/</a>
National Personnel Authority	<a href="http://www.jinji.go.jp/top.htm">http://www.jinji.go.jp/top.htm</a>
Cabinet Office	<a href="http://www.cao.go.jp/">http://www.cao.go.jp/</a>
Reconstruction Agency	<a href="http://www.reconstruction.go.jp/topics/post_139.html">http://www.reconstruction.go.jp/topics/post_139.html</a>
Imperial Household Agency	<a href="http://www.kunaicho.go.jp/kunaicho/chotatsu/wto/wto.html">http://www.kunaicho.go.jp/kunaicho/chotatsu/wto/wto.html</a>
Japan Fair Trade Commission	<a href="http://www.jftc.go.jp/soshiki/tyoutatsu/index.html">http://www.jftc.go.jp/soshiki/tyoutatsu/index.html</a>
National Public Safety Commission (National Police Agency)	<a href="http://www.npa.go.jp/chotatu/chotatsu/newmainmenu2.htm">http://www.npa.go.jp/chotatu/chotatsu/newmainmenu2.htm</a>
Personal Information Protection Commission	<a href="http://www.ppc.go.jp/news/publicoffer/">http://www.ppc.go.jp/news/publicoffer/</a>
Financial Services Agency	<a href="http://www.fsa.go.jp/choutatu/jouhou.html">http://www.fsa.go.jp/choutatu/jouhou.html</a>
Consumer Affairs Agency	<a href="http://www.caa.go.jp/info/choutatsu/index.html">http://www.caa.go.jp/info/choutatsu/index.html</a>
Ministry of Internal Affairs and Communications	<a href="http://www.soumu.go.jp/menu_sinsei/cyoutatsu/index.html">http://www.soumu.go.jp/menu_sinsei/cyoutatsu/index.html</a>
Ministry of Justice	<a href="http://www.moj.go.jp/seihuchotatsu_index.html">http://www.moj.go.jp/seihuchotatsu_index.html</a>
Ministry of Foreign Affairs	<a href="http://www.mofa.go.jp/mofaj/annai/shocho/chotatsu/">http://www.mofa.go.jp/mofaj/annai/shocho/chotatsu/</a>
Ministry of Finance	<a href="http://www.mof.go.jp/procurement/seihuchotatsu/index.htm">http://www.mof.go.jp/procurement/seihuchotatsu/index.htm</a>
Ministry of Education, Culture, Sports, Science and Technology	<a href="http://www.mext.go.jp/b_menu/choutatsu/index.htm">http://www.mext.go.jp/b_menu/choutatsu/index.htm</a>
Ministry of Health, Labour and Welfare	<a href="http://www.mhlw.go.jp/sinsei/chotatu/ichiran.html">http://www.mhlw.go.jp/sinsei/chotatu/ichiran.html</a>
Ministry of Agriculture, Forestry and Fisheries	<a href="http://www.maff.go.jp/j/supply/index.html">http://www.maff.go.jp/j/supply/index.html</a>
Ministry of Economy, Trade and Industry	<a href="http://www.meti.go.jp/information/publicoffer/index_info.html">http://www.meti.go.jp/information/publicoffer/index_info.html</a>
Ministry of Land, Infrastructure, Transport and Tourism	<a href="http://www.mlit.go.jp/appli/file000001.html">http://www.mlit.go.jp/appli/file000001.html</a>
Ministry of the Environment	<a href="http://www.env.go.jp/kanbo/chotatsu/index.html">http://www.env.go.jp/kanbo/chotatsu/index.html</a>
Ministry of Defense	<a href="http://www.mod.go.jp/j/procurement/chotatsu/index.html">http://www.mod.go.jp/j/procurement/chotatsu/index.html</a>

## B others

Japan's Government Procurement :Policy and Achievements Annual Report	<a href="http://japan.kantei.go.jp/96_abe/documents/2014/procurement2013_e.html">http://japan.kantei.go.jp/96_abe/documents/2014/procurement2013_e.html</a>
Answers to Opinions and Requests about the Voluntary Measures on Government Procurement	<a href="http://japan.kantei.go.jp/procurement/2013/ch/3-5FY2013ch3-5.pdf">http://japan.kantei.go.jp/procurement/2013/ch/3-5FY2013ch3-5.pdf</a>
Complaint Review Procedures for Government Procurement	<a href="http://www5.cao.go.jp/access/english/chans_main_e.html">http://www5.cao.go.jp/access/english/chans_main_e.html</a>
Japanese Government Procurement (JETRO)	<a href="https://www.jetro.go.jp/cgi-bin/gov/govj010e.cgi">https://www.jetro.go.jp/cgi-bin/gov/govj010e.cgi</a>
Kanpo	<a href="http://Kanpou.npb.go.jp/">http://Kanpou.npb.go.jp/</a>
Questions and Answers on Government Procurement Contracts	<a href="http://www.mofa.go.jp/policy/economy/procurement/index.html">http://www.mofa.go.jp/policy/economy/procurement/index.html</a>