

Bidding Instructions

The competitive bidding (electronic bidding) regarding the public notice dated January 31, 2025 by Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee (hereinafter referred to as "AINAGOC") is executed as follows.

1. Contents

(1) Project name

20th Asian Games Aichi-Nagoya 2026 Host Broadcaster's Work

(2) Project specifications, etc.

See appendix from 1-1 to 1-10.

(3) Contract term

From the date of the conclusion of the contract to Friday, December 18, 2026

(4) Location of work or location of implementation

Broadcast Team, PR & Media Section, AINAGOC

(Aichi-Prefecture-Higashi-Ohte Chosha 5th Floor),

3-2-1 Sannomaru, Naka Ward, Nagoya City, Aichi Prefecture, 460-0001, Japan

(5) Bidding method, etc.

A. This bidding shall be conducted by the "electronic bidding system (goods, etc.)" (hereinafter referred to as the "electronic bidding system"), which is a subsystem of the Aichi e-Procurement Joint System (goods, etc.). In principle, paper or e-mail bidding will not be accepted. However, paper or e-mail bids will be accepted if Application for approval of participation in a paper or e-mail bidding is submitted.

B. Detailed bidding procedures shall be in accordance with the Implementation Guidelines of Electronic Bidding for goods, etc.

C. **The amount indicated in the bidding document plus an amount equivalent to 10/100 of the said amount shall be the contract price.**

The bidder shall submit the bidding document in an amount equivalent to 100/110 of the desired contract price.

This procedure for the bidding document is the same for both taxable companies and tax-exempt companies with respect to the consumption tax and local consumption tax.

2. Qualifications for competitive bidding

Those qualified to participate in this bidding shall meet the following requirements.

Applications may be submitted solely by a single company or by a joint venture, consortium, etc. (hereinafter referred to as the "joint venture, etc."). However, a single company may not participate in more than one joint venture, etc., or participate in a bidding process as a sole bidder while participating in a joint venture, etc.

In the case of a joint venture, etc., the representative of the joint venture, etc. must meet the requirements in (1) through (8). All members except the representative must meet (2) through (8).

The requirement in (9) must be met by the representative of the joint venture, etc. or by any of its members other than the representative.

(1) The bidder is listed in the "Details (Minor Category) 01. Film and other productions" in "Business Category (Medium Category) 03. Film production, advertising and events" of "Business (Major Category) 03. Provision of Services" in the AINAGOC Bidding Qualification List for the manufacture of goods, etc. for 2024 and 2025 fiscal year.

In addition, parties who wish to participate in the bidding process but are not registered above shall be checked to determine if (1) is met upon submission of the Bidding Qualification Application Form, certificate of registered matters and certificate of tax payment.

(2) The bidder has been a party which has not fallen under any of the items of Article 167-4, Paragraph 1 and Paragraph 2 of the Local Autonomy Law Enforcement Order (Cabinet Order No. 16 of 1947) (including the cases where it is applied mutatis mutandis under Article 167-11, Paragraph 1 of the same Order).

(3) The bidder has not been a party which has been filed a petition for commencement of reorganization proceedings under the Corporate Reorganization Law (Law No. 154 of 2002) (excluding those who have been registered or certified for bidding qualifications listed in 1 after the decision to commence reorganization proceedings under the same law).

(4) The bidder has not been a party which has been filed a petition for commencement of rehabilitation proceedings under the Civil Rehabilitation Law (Law No. 225 of 1999) (excluding those who have been registered or certified for bidding qualifications listed in 1 after the decision to commence rehabilitation proceedings under the same law).

(5) The bidder has not been suspended as a nominated bidder by AINAGOC during the period from the date of public notice to the determination of the successful bidder.

(6) The bidder has not been suspended as a nominated bidder by Aichi Prefecture or Nagoya City based on the "Guidelines for the Handling of Suspension of Nominations for Aichi Prefecture Accounting Bureau," "Guidelines for the Handling of Suspension of Nominations for Aichi Prefecture Construction Work, etc." and "Nagoya City Outline for Suspension of Nominations" during the period from the date of public notice to the

determination of the successful bidder. However, only those with a start date prior to May 19, 2024.

- (7) The bidder has not been subject to exclusion measures based on the "Agreement on the Exclusion of Gangster Organizations from Affairs and Business Conducted by Aichi Prefecture" (concluded by the Governor of Aichi Prefecture and the Chief of Aichi Prefectural Police Headquarters on June 29, 2012) during the period from the date of public notice to the decision on the successful bidder. We don't have a period of the exclusion measures based on the "Administrative Procedures for the Elimination of Gangster Organizations from Procurement Contracts Conducted by Aichi Prefecture". We have not been subject to the exclusion measures based on the "Agreement on the Exclusion of Entities Affiliated with Gangster Organizations from Procurement Contracts by Nagoya City" (concluded by the Mayor of Nagoya City and the Chief of Aichi Prefectural Police Headquarters on January 28, 2008). We don't have a period of the exclusion measures based on the "Handling Guidelines for the Exclusion of Gangsters-Related Businesspersons from Procurement Contracts, etc. Conducted by Nagoya City" (19 Zaikei No. 103).
- (8) The bidder has not failed to pay the national and local taxes.
- (9) The bidder has a track record of having been commissioned by the organizer or organizing committee as a prime contractor (including those who are members of a joint venture, etc.) to undertake and provide host broadcaster work, such as international feed production and distribution, for the multi-sport events, including Aquatics, Athletics and Gymnastics, for events like the Olympic Games and Asian Games since April 2015, in which more than 30 countries and regions participated.

3. Method of Delivery of Bidding Documents, etc.

(1) Method of delivery of bidding instructions, etc.

Please access the electronic bidding system or AINAGOC's official website by 5:00 p.m. on Tuesday, March 11, 2025 (Japanese Standard Time (GMT+9:00)), download and obtain the information.

system <https://www.buppin.e-aichi.jp/index.html>

website (English) <https://www.aichi-nagoya2026.org/en/news/detail/639>

website (Japanese) <https://www.aichi-nagoya2026.org/news/detail/639/>

The electronic bidding system operates from 8:00 a.m. to 8:00 p.m. on days other than Sundays, Saturdays, holidays stipulated in the Law Concerning National Holidays (Law No. 178 of 1948), and December 29 through January 3 of the following year.

(2) Questions about bids

A. If you have any questions regarding these bidding instructions, contract documents, bidding procedures, etc., please submit questions via the electronic bidding system or e-mail by 5:00 p.m. on Friday, February 28, 2025 (Japanese Standard Time (GMT+9:00)).

If questions are to be submitted by e-mail, please submit them to the address indicated in (10). No questions will be accepted by telephone or facsimile.

B. Responses to the above questions will be provided on the electronic bidding system and published on AINAGOC 's official website by Monday, March 10, 2025. If the answer is unfavorable to the questioner, etc., we will respond directly to the questioner by e-mail.

(3) Matters required of applicants for participation in bidding by a joint venture, etc.

Those wishing to participate in the bidding process by a joint venture, etc., must submit the following documents via the electronic bidding system or e-mail by 5:00 p.m. on Wednesday, March 12, 2025(Japanese Standard Time (GMT+9:00)).

A. For a joint venture

Please submit (a) through (c) below.

(a) Joint Venture Participation Notification (Form 1-1)

(b) Joint Venture Agreement (Form 1-2)

(c) Power of Attorney (Form 1-3)

B. For a consortium

Please submit (a) through (c) below.

(a) Consortium Participation Notification (Form 2-1)

(b) Consortium Agreement (Form 2-2)

(c) Power of Attorney (Form 2-3)

C. Method of describing the submitted documents required of competitive bidders

The method of describing the documents to be submitted as indicated in (4) A. is as follows.

- Appendix 2, Appendix 3, Appendix 4, and Appendix 6;

Fill in with the name, address, and name of the representative of the joint venture, etc.

- Appendix 5;

Fill in the name, address, and name of the representative of the sole company that is the representative of the joint venture, etc.

(4) Matters required of competitive bidders

Applicants for participation in bidding (If it is a joint venture, it shall be the representative of the joint venture) must submit the following documents to confirm the party's eligibility to participate in the bidding by the electronic bidding system or e-mail.

A. Documents to be submitted

| Document name | Submission required | Remarks |
|---|---------------------|---|
| Application for Confirmation of Qualification for Participation in Competitive Bidding (Appendix 2) | mandatory | <ul style="list-style-type: none"> • If an electronic bidding system is used, the system will automatically create this application. In addition, those who wish to participate in paper or e-mail bidding shall prepare and submit Appendix 2 in writing. |
| Petition (Appendix 3) | mandatory | <ul style="list-style-type: none"> • To be accessed and downloaded from the electronic bidding system or |

| | | |
|---|---|--|
| | | AINAGOC 's official website. The same applies to appendix 4 through 6. <ul style="list-style-type: none"> • Prepare and submit Appendix 3 in writing. |
| Certificate of Contract Performance (Appendix 4) | mandatory | <ul style="list-style-type: none"> • Submit Appendix 4 in writing with proof of contract performance. |
| Bidding Qualification Application Form (Appendix 5) | Mandatory for parties who have not been registered under 2(1) and wish to obtain such registration. | <ul style="list-style-type: none"> • Prepare and submit Appendix 5 in writing. |
| Certificate of registered matters | Mandatory for parties who have not been registered under 2(1) and wish to obtain such registration. | <ul style="list-style-type: none"> • Issued within 3 months from the time of submission. • For foreign companies, a document issued by the competent authority or authorized agency in the home country must be submitted. If this document language is not in English, an English translation must be included. • If the applicant has a branch in Japan, attach a certificate of registered matters (original copy) of the Japanese branch. • In case of a joint venture, etc., this document is submitted solely by the company that is the representative of the joint venture, etc. |
| Certificate of tax payment | Mandatory for parties who have not been registered under 2(1) and wish to obtain such registration. | <ul style="list-style-type: none"> • Issued within 3 months from the time of submission. • For foreign companies, a document issued by the competent authority or authorized agency in the home country regarding tax payment in the home country must be submitted. If this document language is not in English, an English translation must be included. • If there is no document regarding tax payment in the said country, a |

| | | |
|---|--|---|
| | | request form (optional form) must be prepared in English. <ul style="list-style-type: none"> • In case of a joint venture, etc., this document is submitted solely by the company that is the representative of the joint venture, etc. |
| Application for approval of participation in a paper or e-mail bidding process (Appendix 6) | Required for those wishing to submit paper or e-mail bids. | <ul style="list-style-type: none"> • Prepare and submit Appendix 6 in writing. |

B. Submission period

By 5:00 p.m. on Wednesday, March 12, 2025 (Japanese Standard Time (GMT+9:00)).

C. Others

- (a) The cost of the documents to be submitted shall be borne by the submitter.
- (b) As a rule, submitted documents will not be made public and will not be used for any purpose other than verification of qualifications.
- (c) Documents submitted shall not be returned to the applicant.

(5) Notification of confirmation results

The results of the confirmation of bidding eligibility will be notified via the electronic bidding system or e-mail by Monday, March 17, 2025.

Those who do not submit an Application for Confirmation of Qualification for Participation in Competitive Bidding and related documents by the due date and those who are found to be ineligible to participate in bidding as a result of checking the application shall not be eligible to participate in bidding.

(6) Postponement of bidding, etc.

If bidders are acting together or behaving erratically, and it is deemed impossible to execute competitive bidding fairly, the bidding may be postponed or canceled.

(7) Bidding period

From 9:00 a.m. on Tuesday, March 18, 2025 to 5:00 p.m. on Tuesday, April 1, 2025 (Japanese Standard Time (GMT+9:00)). If the bidder participates by paper or e-mail bidding, the bid using the bidding document (Appendix 7) and the centralized document (Appendix 7-1) must be stamped with the representative's seal or signed by the representative and be submitted by one of the following methods from A. to C. If you intend to participate in the bidding as a joint venture, etc., please use the name, address and representative name of the joint venture, etc., and submit the bid as a joint venture, etc.

A. Method by bringing your own

Bring to the location indicated in (10) during 9:00 a.m. and 5:00 p.m. from 9:00 a.m. on Tuesday, March 18, 2025 to 5:00 p.m. on Tuesday, April 1, 2025 (Japanese Standard Time (GMT+9:00)). However, excluding Saturdays, Sundays and national holidays.

Refer to the envelope form (Appendix 8) to prepare and submit.

B. By registered mail

The registered mail must be arrived at the location indicated in (10) between 9:00 a.m. on Tuesday, March 18, 2025 and 5:00 p.m. on Tuesday, April 1, 2025 (Japanese Standard Time (GMT+9:00)). Refer to the envelope form (Appendix 8) to prepare and submit. In addition, when participating in the re-bidding as indicated in (9) below, the re-bidding form (first time) and the re-bidding form (second time) (except when participating only in the re-bidding (first time)) shall be submitted in advance.

C. By e-mail

Both E-Mail must arrive at the location indicated in (10) between 9:00 a.m. on Tuesday, March 18, 2025 and 5:00 p.m. on Tuesday, April 1, 2025 (Japanese Standard Time (GMT+9:00)). A password must be set for files attached to the e-mail, and the password must be sent in a separate e-mail. In addition, when participating in the re-bidding process indicated in (9), the re-bidding form (first time) and the re-bidding form (second time) (except when participating only in the re-bidding process (first time)) may be prepared and submitted in advance.

(8) Date, time and place of bid opening

At 10:00 a.m. on Wednesday, April 2, 2025 (Japanese Standard Time (GMT+9:00)).
Procurement Team, General Affairs Section, AINAGOC

(9) Rebidding

As a result of the opening of bids, if no bids are received within the scheduled price limits, the, the bidding process will be repeated up to two times.

A. Bid submission period for re-bidding (1st time)

From 11:00 a.m. on Wednesday, April 2, 2025 to 1:00 p.m. on Wednesday, April 2, 2025 (Japanese Standard Time (GMT+9:00)).

(In the case of participation by bringing, they must also be submitted within the said period to the location indicated in (10).)

B. Date and time of bid opening for re-bidding (1st time)

At 1:10 p.m. on Wednesday, April 2, 2025 (Japanese Standard Time (GMT+9:00)).

C. Bid submission period for re-bidding (2nd time)

From 2:00 p.m. on Wednesday, April 2, 2025 to 4:00 p.m. on Wednesday, April 2, 2025 (Japanese Standard Time (GMT+9:00)).

(In the case of participation by way of bring-your-own, they must also be submitted within the said period to the location indicated in (10).)

D. Date and time of bid opening for re-bidding (2nd time)

At 4:10 p.m. on Wednesday, April 2, 2025 (Japanese Standard Time (GMT+9:00)).

(10) Location where the terms and conditions of the contract are indicated and where to inquire about them

Procurement Team, General Affairs Section, AINAGOC

Person in charge: Mizutani
Room 506, 5th Floor, (Aichi-Prefecture-Higashi-Ohte Chosha),
3-2-1 Sannomaru, Naka Ward, Nagoya City, Aichi Prefecture, 460-0001, Japan
Email: ainagoc-chousei@aichi-nagoya2026.org

4. Submission of Confidentiality Documentation Application Form and Confidentiality Pledge

Applicants for bids must submit the required documents as follows. Confidentiality documents will be provided to the submitter. The documents provided must not be used for any purpose other than consideration for participation in this bidding process.

(1) Documents to be submitted

Application for Provision of Confidentiality Materials and Confidentiality Pledge
(Appendix 9)

(2) Submission deadline

By 5:00 p.m. on Wednesday, March 12, 2025 (Japanese Standard Time (GMT+9:00))

(3) Submission method

Please fill in the Application for Provision of Confidentiality Materials and Confidentiality Pledge (Appendix 9) and submit a copy to the following address by e-mail by the deadline specified in (2). The subject line of the e-mail should be "Host Broadcaster's Work_Request for Documents_Applicant Name".

A. Submitted to: Broadcast Team, PR & Media Section, AINAGOC

Person in charge: Teramoto

B. E-mail: broadcast@aichi-nagoya2026.org

(4) Materials provided

Appendix 1-7 Draft Competition Schedule

Appendix 1-10 MMC Drawings

Appendix 7-1 Centralized document

(5) Method of providing materials

The materials will be sent to the applicant by e-mail.

5. Other

(1) Language used in the contract procedure

English or Japanese shall be the language used for the contract procedure. All documents shall be submitted to AINAGOC in English or Japanese. If this document is translated, the English version shall have priority.

(2) Contractual currency

The contractual currency shall be limited to the currency of Japan.

(3) Time used in the contract procedure

Japanese Standard Time (GMT+9:00) shall be adopted.

(4) Bid deposit

Those who intend to participate in the bidding shall comply with Article 7, Paragraph (3) of the Aichi-Nagoya Asian Games and Asian Para Games Organizing Committee Contract Regulations (hereinafter referred to as the "Contract Regulations") and pay a bid deposit (including a security in lieu of bid deposit as provided in Article 7, Paragraph (2) of the Contract Regulations) in the amount of more than 5/100 of the estimated amount by the bid opening date. However, if a bidder who intends to participate in the bidding falls under Article 8 of the Contract Regulations, the bid deposit shall be exempted in whole or in part.

(5) Invalidation of bids

In accordance with Article 6 of the Contract Regulations, bids that fall under within the relevant clause and bids made using the card fraudulently will be considered invalid.

(6) Method of determining the successful bidder

The successful bidder will be the one who submitted the lowest valid bid within the limits of the estimated price prepared in accordance with Article 11 of the Contract Regulations.

(7) Conclusion of contract

A contract is signed by an electromagnetic record of the contents of the contract (hereinafter referred to as the "electronic contract") using the electronic contract service. If an electronic contract is not feasible, a paper contract shall be prepared. The party selected as the counterparty to the contract must promptly submit an "Electronic Contract Service Usage Confirmation" to AINAGOC. If you intend to participate in the bidding as a joint venture, etc., please use the name, address and representative name of the joint venture, etc., and submit the Confirmation as a joint venture, etc.

If the AINAGOC's Executive Board disapproves, the contract will not be concluded.

If the successful bidder is subject to any exclusionary action related to 2(7) during the period from the date of bid opening to the date of contract conclusion, the contract is not concluded in principle.

(8) Compensation for damages

Compensation for damages arising from exclusionary measures taken by the gangs, etc., related to 2 (7), may be claimed in accordance with the termination provisions in the attachment of the contract.

(9) Obligation to report interference, etc.

In the event of any interference in the performance of the contract, the parties must promptly report the incident to AINAGOC and file a damage report with the police. Failure to do so may result in suspension of nomination, or in the rejection of the contractor in a competitive bidding contract or a negotiated contract.

(10) Ensure sustainability

Contractors with AINAGOC are required to understand and comply with contents of the “Code of Sustainable Procurement” in the performance of the contract. (<https://www.aichi-nagoya2026.org/news/detail/557/>).

In addition, the party selected as the counterparty to the contract must promptly submit a “Pledge to Ensure Sustainability” and “Status of Efforts to Ensure Sustainability (Check Sheet)” to AINAGOC.

(11) Preparation of contracts

Without delay, the contract shall be entered into by means of the contract in Appendix 10.

(12) Others

Unless otherwise specified in this Bidding Manual, bidding will be conducted in accordance with the " Implementation Guidelines of Electronic Bidding for goods, etc." and the " Guidelines for Bidders of Aichi Prefecture Construction Work, etc."