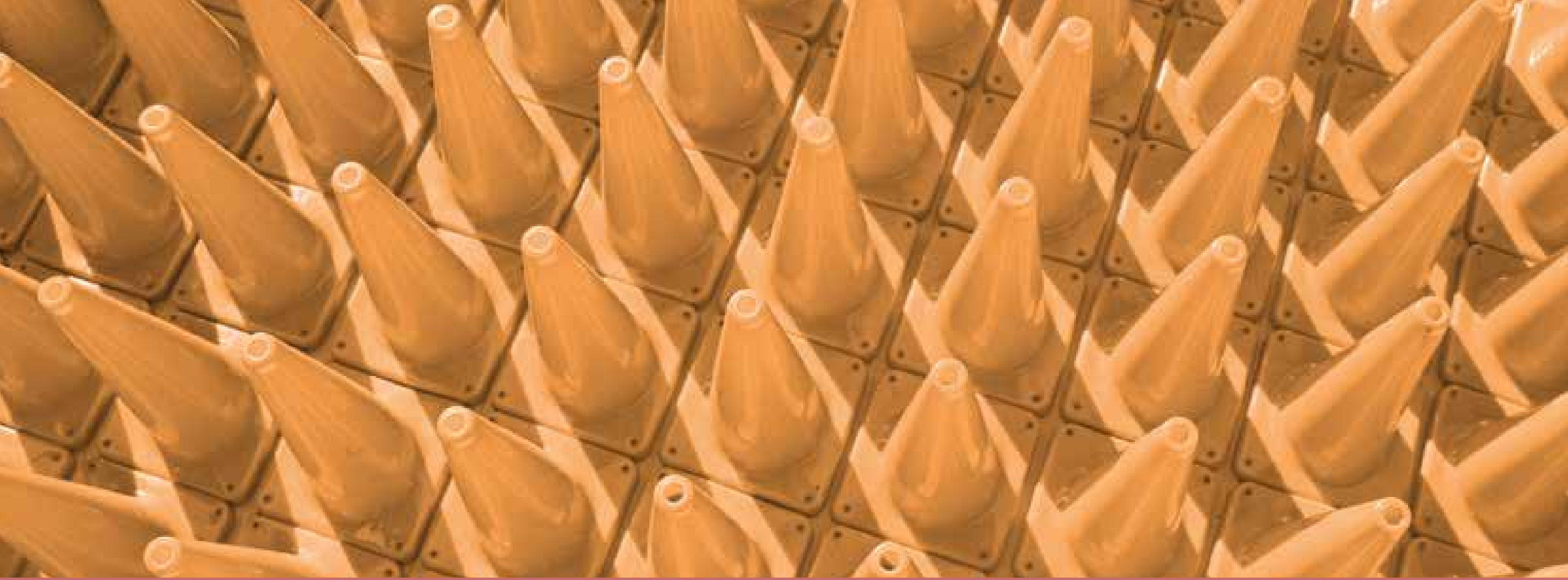

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The International Comparative Legal Guide to:

Public Procurement 2016

8th Edition

A practical cross-border insight into public procurement

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Japan

Reiji Takahashi

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1 Relevant Legislation

1.1 What is the relevant legislation and in outline what does each piece of legislation cover?

Procurement procedures of the national government of Japan are generally regulated by the Accounts Act (Act No.35 of 1947, as amended; "Accounts Act"), the Cabinet Order concerning the Budget, Auditing and Accounting (Imperial Ordinance No.165 of 1947), the National Property Act (Act No.73 of 1948) and the Contract Management Regulations (Ministry of Finance Ministerial Ordinance No.52 of 1962). Procurement procedures of local governments are generally regulated by the Local Autonomy Act (Act No.67 of 1947) and the Local Autonomy Act Enforcement Ordinance (Government Ordinance No.16 of 1947). As for public private partnerships or privatisation, the Act on Promotion of Private Finance Initiative (Act No.117 of July 30, 1999, as amended, "PFI Act") constitutes a part of the regulation on public procurement. In addition, the Act on Reform of Public Services by Introduction of Competitive Bidding (Act No.51 of 2006) provides procedures and regulation for market testing of public service.

1.2 Are there other areas of national law, such as government transparency rules, that are relevant to public procurement?

Acts such as the Promoting Proper Tendering and Contracting for Public Works Act (Act No.127 of 2000), the Criminal Act (Act No.45 of 1907) and the Antimonopoly Act (Act No.54 of 1947, as amended; "Antimonopoly Act") set regulations on fraudulences (such as bribery); the Act on Prevention of Delay in Payment under Government Contracts, etc. (Act No.256 of 1949) regulates timing (and delay) of payments by government; and the Act on Promotion of Procurement of Eco-Friendly Goods and Services by the State and Other Entities (Act No.100 of 2000) promotes procurement of environmental friendliness. In addition, information relating to public contracts may be disclosed in accordance with the Act on Access to Information Held by Administrative Organs (Act No.42 of 1999). Detailed rules can be applied depending on subject goods or services of public procurement. These detailed rules are as shown on the website of the Cabinet Office (http://www5.cao.go.jp/access/japan/tekiyou.html (only available in Japanese)).

1.3 How does the regime relate to supra-national regimes including the GPA, EU rules and other international agreements?

Japan is a signatory to the WTO Agreement on Government Procurement (including "PROTOCOL AMENDING THE AGREEMENT ON GOVERNMENT PROCUREMENT"; as of March 30, 2012, the "Protocol", "GPA"), and to implement the provisions of GPA, special provisions are stipulated in 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 or Specified Services in Local Government Entities (Government Ordinance No.375 of 1995), and other ministerial ordinances for government procurement subject to GPA. The Protocol came into force in Japan on April 16, 2014. Between Japan and a country which has not accepted the Protocol, the previous agreement applies until the country accepts the Protocol.

1.4 What are the basic underlying principles of the regime (e.g. value for money, equal treatment, transparency) and are these principles relevant to the interpretation of the legislation?

The key underlying principles of the regimes are ensuring "economic efficiency" (including competitiveness) and "fairness" (i.e. equal treatment) between both (a) public and suppliers (tenderer) and (b) tenderers. In addition, in order to ensure "fairness", ensuring "transparency" is essential. These underlying principles are the lens through which any interpretation of the legislation must be made, and legislative politics are determined in accordance with such principles.

1.5 Are there special rules in relation to procurement in specific sectors or areas?

With respect to (i) introduction of a supercomputer, (ii) procurement of a non-R&D satellite, (iii) public procurement of computer products and services, (iv) public procurement of telecommunications products and services and (v) public procurement of medical technology products and services, the Japanese national government sets self-imposed regulations in an effort to improve accessibility for foreign companies to the Japanese

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market, which includes detailed contents of market research, specification document, and procurement procedures by public. These self-imposed regulations are required by "Common consent among relating ministry as of March 31, 2015 (http://www.kantei.go.jp/jp/kanbou/26tyoutatu/huzokusiryou/h1-1.pdf (available only in Japanese))". Except for those described above, no special rules are provided relating to defence procurement; however, many contracts for defence procurement are awarded at the discretion of the relevant governmental body ("contracts at discretion") and not on a competitive basis, because the number of suppliers for defence goods is limited and goods for defence procurement require high technology and security. Due to the particular character of contracts for defence procurement, consideration for goods is determined by a cost calculation system. The definition of the proper "cost" often becomes a topic of discussion and is sometimes referred to a judicial court.

2 Application of the Law to Entities and Contracts

2.1 Which public entities are covered by the law (as purchasers)?

The regulation of public procurement applies mainly to national and local governments. Government-affiliated organisations, such as incorporated administrative agencies, usually have internal rules similar to the legislative regulations for public procurement. Apart from domestic regulation, GPA is applicable not only to national and certain local governments but also to certain incorporated administrative agencies, public research institutes, government financial corporations, public corporations, and similar bodies. With respect to third-sector companies, it is recommended by the national government that such a company adapt regulation of public procurement in consideration of GPA regulation.

2.2 Which private entities are covered by the law (as purchasers)?

As a general rule, public-interest corporations or stock corporations which are established by local governments pursuant to the Civil Code (Act No.89 of 1896) or Corporation Act (Act No.86 of 2005) are not covered. However, those corporations sometimes have internal rules similar to the legislative regulation for public procurement. GPA has a list of private entities wholly or partly owned by the national government, to which GPA is applicable.

2.3 Which types of contracts are covered?

The contracts covered by the regulation of public procurement are contracts which (1) result in transfer of any economic value (generally money) of public entities, and (2) are entered in to by public entities and private entities. The typical contracts covered are contracts which stipulate supplies of services (including completion of works) or transfers of properties rendered by private entity.

2.4 What obligations do purchasers owe to suppliers established outside your jurisdiction?

In general, under applicable laws and regulations on public procurement, purchasers (public entities) do not owe particular obligations to suppliers (bidders) established outside Japan which are different from those of suppliers established in Japan. Note that, as mentioned in question 3.3 below, additional conditions for excluding/short-listing tenderers may be set by public entities. Such additional conditions sometimes contain qualification criteria which are relatively difficult for a foreign company to fulfil, such as the existence of office in Japan.

2.5 Are there financial thresholds for determining individual contract coverage?

With respect to the domestic level, no specific financial thresholds for determining individual contract coverage exist, except that expenditure under each contract shall be within the amount permitted as appropriation resolved by the council.

Special regulations are provided for goods and services with a value of the threshold amount stipulated in the Annexes of GPA. The threshold amounts and the current values in yen (which shall be adjusted every two years) are as follows (effective until March 31, 2016):

(I) National Government Entities and Government-affiliated organisations
- (i) Supplies: 100,000 SDR (13,000,000 yen).
- (ii) Construction Services: 4,500,000 SDR (600,000,000 yen).
- (iii) Architectural, engineering and other technical services: 450,000 SDR (60,000,000 yen).
- (iv) Other Services: 100,000 SDR (13,000,000 yen).

(II) Local Government Entities
- (i) Supplies: 200,000 SDR (27,000,000 yen).
- (ii) Construction Services: 15,000,000 SDR (2,020,000,000 yen).
- (iii) Architectural, engineering and other technical services: 1,500,000 SDR (200,000,000 yen).
- (iv) Other Services: 200,000 SDR (27,000,000 yen).

Notwithstanding the foregoing, the Japanese national government sets self-imposed regulations in an effort to improve accessibility for foreign companies to the Japanese market, and thereby the above standard for the threshold amounts and the current values in yen is changed as follows (changed parts from GPA standard are underlined):

(I) National Government Entities and Government-affiliated organisations
- (i) Supplies: 100,000 SDR (13,000,000 yen).
- (ii) Other Services: 100,000 SDR (13,000,000 yen).

(II) Local Government Entities

(No change from GPA.)

2.6 Are there aggregation and/or anti-avoidance rules?

Although there is no specific provision explicitly prohibiting the disaggregation, the intentional disaggregation of contract for the purpose of avoiding the application of the public procurement regulation is regarded as illegal. GPA explicitly prohibits intentional disaggregation.

2.7 Are there special rules for concession contracts and, if so, how are such contracts defined?

In the PFI Act, there are rules on the "Right to Operate Public Facility etc.", which is regarded as a type of right based on a concession contract.

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The term "Right to Operate Public Facility etc." means the right to implement Public Facility, etc. Operation Project. The term "Public Facility etc. Operation Project" means a qualified project; one in which a certain appointed business operator implements operation of a public facility, and one in which an administrator of the public facility holds its ownership, upon the establishment of the Right to Operate Public Facility, etc., and receives usage fees as its own income. Such a project shall be carried out in accordance with its project contract.

See question 7.1 concerning the "Right to Operate Public Facility etc." and the relevant contract award procedure of Privatisations and PPPs.

2.8 Are there special rules for the conclusion of framework agreements?

There is no concept of framework agreements in public procurement regulation in Japan.

2.9 Are there special rules on the division of contracts into lots?

There is no such special rule.

3 Award Procedures

3.1 What types of award procedures are available? Please specify the main stages of each procedure and whether there is a free choice amongst them.

There are mainly two types of award procedures: (i) general competitive bidding; and (ii) designated competitive bidding. General competitive bidding is placed as a general procedure, and designated competitive bidding as exceptional and permitted only when relevant ordinances, etc. specify as such under certain circumstances.

The main stages of general competitive bidding are as follows:

(a) Public notice for invitation.

(b) Responses to inquiries and/or on-site debriefing by public entity.

(c) Confirmation of qualification for submission and notice thereof.

(d) Submission of proposals and bidding by tenders.

(e) Evaluation of proposals and bidding, and notice of appointee.

(f) Conclusion of agreement between appointee and public entity.

In cases of designated competitive bidding, (a) and (c) are omitted because tenders qualified for submission will have already been appointed by a public entity, and the public entity shall prepare and disclose the list for such qualified tenderers.

In addition to two types of award procedures, contracts at discretion are available when strict conditions set by regulation are satisfied.

3.2 What are the minimum timescales?

For procurements subject to GPA, generally there must be a period of at least 40 days between the date of public notice for invitation to the tenderer and the deadline for submission of tenders. This period will be extended to 50 days in most cases. For procurements to which GPA is not applicable, this period is 10 days.

3.3 What are the rules on excluding/short-listing tenderers?

There is an explicit provision of law which sets a list of conditions that tenderers must satisfy. Additional conditions for excluding/short-listing tenderers may be set by public entities and such additional conditions shall be established and disclosed to the public. In the case of procurement of construction, as a part of the qualification criteria, public entities usually require tenderers to obtain a certain grade of their capability from relevant public entities in accordance with their performance record, size of company, number of employees, etc. As to procurement by local governments to which GPA is not applicable, local governments may, as a part of the qualification criteria, require tenderers to have their offices located in a specific city if such an additional requirement is regarded as appropriate and reasonable in light of the type and nature of the relevant contract.

3.4 What are the rules on evaluation of tenders?

There is a principle that a tenderer who offers the best (from the perspective of the tenderee) price for proposal and bid shall be generally appointed; that is, price had been the sole relevant factor. However, nowadays, a tenderer who offers the most benefit to the relevant public entity shall generally be appointed; i.e., that public entity shall consider various factors including not only price but other conditions. Both methods for evaluation, provided in relevant national and local laws, and the Local Autonomy Act Enforcement Ordinance, provide provisions to establish and disclose criteria for such an evaluation as there are no more specific rules in relevant national laws.

3.5 What are the rules on awarding the contract?

The contracting authority may establish its own criteria for each tendering process, and may request in the notice for invitation of bids that the bidders submit the necessary materials to prove that they satisfy such criteria before submission of a bid. The contracting authority may deem any bid submitted by those who do not meet such criteria invalid.

3.6 What are the rules on debriefing unsuccessful bidders?

Although there is no specific statutory rule concerning debriefing, the Ministry of Land, Infrastructure, Transport and Tourism has issued a notice which internally requires its regional development bureaus to establish a Bidding Monitoring Committee which, when a request for explanation is filed by an unsuccessful bidder, gives an explanation and conducts an investigation and issues its non-binding recommendation. The Ministry of Defence also has a similar committee: the Fair Bidding Investigation Committee. Local governments generally establish the same kind of organisation by their internal rules.

3.7 What methods are available for joint procurements?

There is no explicit rule on joint procurements and joint procurements are rarely implemented in practice. However, in several PFI projects, plural public entities have executed agreements on the procedure of joint procurement and allocation of disbursement of the cost of procurement procedure and the project, and subsequently implemented procurement procedures jointly.

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3.8 What are the rules on alternative/variant bids?

The Act on Promotion of Securing Quality of Public Works (Act No.18 of 2005) sets the rules to promote technical proposals from tenderers. This Act provides that when public entities require tenderers to submit technical proposals, such public entities must publish the criteria by which they will evaluate such proposals. The Act further provides that if any proposal submitted by tenderers relies on novel techniques or innovation, public entities may change the target price.

3.9 What are the rules on conflicts of interest?

There is no explicit rule on conflict of interest in the public procurement regulation in Japan. However, it is often provided in the public notice of invitation or request for qualification that conflict of interest with a member of the evaluation team or unfair advantages are some of the reasons for disqualification.

4 Exclusions and Exemptions (including in-house arrangements)

4.1 What are the principal exclusions/exemptions?

Laws relating to public procurement apply to public entities and contracts specified in questions 3.1 and 3.3, and no other specific rule regarding the principal exclusions/exemptions.

4.2 How does the law apply to "in-house" arrangements, including contracts awarded within a single entity, within groups and between public bodies?

There is no explicit rule. Any contract between national or local governments is classified as an "administrative contract" and is considered conceptually different from the contract by which procurement regulation would be applicable.

5 Remedies

5.1 Does the legislation provide for remedies and if so what is the general outline of this?

As a general rule, if a bidder suffers loss due to an intentional act or negligence of the public officer in charge of the bidding procedures, the bidder can file a lawsuit against the government to seek compensation for the loss based on the State Redress Act (Act No.125 of 1947).

In addition to the filing of a lawsuit against the government with courts, as to public procurement to which GPA is applied, Japan has established a system to provide non-discriminatory, timely, transparent and effective procedures to file complaints. The national system will handle complaints about procurements by the national government and related entities. Complaints about procurements by local governments and related entities to which GPA is applied are handled by each local government. The rules of challenge procedures of the national system have been established under the authority of the Cabinet. This challenge system is called "Government Procurement Challenge System" ("CHANS").

Under those rules, any supplier who believes that a specific case of government procurement has breached the provisions of GPA or other prescribed stipulations may file a complaint with the Government Procurement Challenge Review Board. If the board finds that the procurement was made in breach of GPA, etc. the board will prepare its recommendation for remedial actions such as starting a new procurement procedure, redoing same procurement, re-evaluating the tenders, awarding a contract to another supplier or terminating the contract.

With respect to more details of CHANS, please see the website in the Cabinet Office of the Japanese government (http://www5.cao.go.jp/access/english/chans_main_e.html).

5.2 Can remedies be sought in other types of proceedings or applications outside the legislation?

The procedure of explanation, investigation and non-binding recommendation by the Bidding Monitoring Committee or similar organisation established by local governments described in question 3.6 constitute possible remedies.

5.3 Before which body or bodies can remedies be sought?

As stated in question 5.1, under the complaint system, a complaint shall be filed with the Government Procurement Challenge Review Board.

5.4 What are the limitation periods for applying for remedies?

The complaint filed with the Government Procurement Challenge Review Board must be filed (if at all) within 10 days from the date when the supplier knows or should have known the basis of the complaint.

5.5 What measures can be taken to shorten limitation periods?

No measure is available.

5.6 What remedies are available after contract signature?

As stated in question 5.1, the State Redress Act (Act No.125 of 1947) provides monetary compensation for loss. Under the State Redress Act, the plaintiff is required to prove that: (a) the public officer intentionally or negligently violated the provisions of the law; (b) the plaintiff has suffered loss; and (c) the causation between the intentional act or negligence and the loss.

Concerning the remedies (though not binding) available under the system of the Government Procurement Challenge Review Board, see question 5.1.

5.7 What is the likely timescale if an application for remedies is made?

The Government Procurement Challenge Review Board will review the complaint within seven business days and may dismiss the complaint if: (a) the complaint was not filed within the prescribed period; (b) the complaint is not related to GPA; (c) the complaint is meaningless or the violation is *de minimis*; (d) the complaint is not filed by a supplier; or (e) the complaint is not appropriate for review by the board. If the board accepts the complaint for review,

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the board will notify the complaining party and the procurement entity thereof, and publicly announce the filing of the complaint. The procurement entity is required to participate in the proceeding. Any supplier interested in the government procurement subject to the complaint can participate in the proceeding by notifying thereof to the board within five days after the public announcement.

If a complaint is filed before signing a contract for the procurement, the board will as a rule make a request to the governmental entity not to make a contract promptly within 10 days after the filing of the complaint. If a complaint is filed within 10 days after the making of a contract for the procurement, the board will as a rule make a request to suspend the performance of the contract promptly. Within 14 days after the date of the receipt of a copy of the complaint, the government entity is required to file a report containing tender documents, an explanation in response to the complaint and additional information necessary for the resolution of the complaint. The board will ask the complaining party and the government entity to submit assertions, explanation and evidence, and review the complaint. The board may call a witness or expert or have a public hearing on the contents of the complaint. The board will prepare a report on its findings within 90 days (50 days in case of a complaint involving public construction work). The board may expedite the proceeding on application by the complaining party or the procurement entity.

In the report, the board will decide whether all or part of the complaint is upheld and whether the procurement was made in breach of GPA. If the board finds that the procurement was made in breach of GPA, the board will prepare its recommendation for remedial actions, taking into account such circumstances as the degree of defect in the procurement procedures, the degree of disadvantage caused to the suppliers, the degree of breach of GPA, the extent of the performance of the contract already made, the degree of the burden on the government, the urgency of the procurement and the effect on the business of the procurement entity. The procurement entity, as a rule, is required to follow the recommendation by the board, although the recommendation by the board is regarded as not legally binding. If the procurement entity will not follow the recommendation, it must notify the board thereof with a reason within 10 days (60 days in the case of public construction work) after the receipt of the recommendation.

As to a lawsuit against the government to seek compensation for the loss based on the State Redress Act, the length of the period until obtaining a court order depends on the complexity of the case, and it usually takes more than a year.

5.8 What are the leading examples of cases in which remedies measures have been obtained?

In the case which IBM filed with the Government Procurement Challenge Review Board in relation to the procurement information-processing system by the Ministry of Land, Infrastructure and Transportation ("MLIT") in 2008, the board issued its report dated December 25, 2008, in which the board found that the evaluation criteria were not appropriate in light of relevant rules set in relation to GPA, and the board further issued its recommendation requiring MLIT to re-evaluate the proposal by tenderers.

5.9 What mitigation measures, if any, are available to contracting authorities?

If the procurement entity has been required by the board to suspend execution or performance of contract because a complaint has been filed, the procurement entity may override such a requirement if the procurement entity determines that it cannot adhere to such a requirement because of urgent and compelling circumstances.

6 Changes During a Procedure and After a Procedure

6.1 Does the legislation govern changes to contract specifications, changes to the timetable, changes to contract conditions (including extensions) and changes to the membership of bidding consortia pre-contract award? If not, what are the underlying principles governing these issues?

There is no explicit rule on changes during the procurement procedure.

However, the general understanding is that changes to specifications or contract conditions, etc. are basically not permitted during and after a procurement procedure, as such factors are deemed as a prior condition, so that if changes to contract specification, timetable and contract conditions are regarded as material, then public entities are required to restart that procurement procedure reflecting those changes. In the case of contracts at discretion, such changes are generally more easily permitted.

Concerning changes to the membership of bidding consortia, although there is no explicit rule, the general understanding is that changes to the membership are not allowed without prior approval of the government, and the government gives its approval only when there is a compelling reason.

6.2 What is the scope for negotiation with the preferred bidder following the submission of a final tender?

After the submission of a final tender, changes to the final tenders are basically not permitted during a procurement procedure and after a contract award unless such a change is *de minimis*.

6.3 To what extent are changes permitted post-contract signature?

There is no explicit rule concerning the changes after contract signature.

In practice, the general understanding is that changes are permitted if such changes are mutually agreed, have justifiable reason and are not material.

6.4 To what extent does the legislation permit the transfer of a contract to another entity post-contract signature?

There is no explicit rule concerning the transfer of a contract.

The contract used in public procurement in Japan generally contains a provision which prohibits a contracting party from transferring its rights and obligations under the contract without prior approval of the contracting authority.

7 Privatisations and PPPs

7.1 Are there special rules in relation to privatisations and what are the principal issues that arise in relation to them?

The PFI Act provides a very general idea of procedures for privatisations and PPP, but there is no provision which specifically

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provides details of the procurement procedure applicable to privatisation and PPP. As of July 6, 2013, the Cabinet Office, which holds jurisdiction over the PFI Act, established: (I) its new guideline of the "Right to Operate Public Facility etc.", which is regarded as a type of right based on concession contract, and amended; (II) its guideline of the model procedure; and (III) the model contract of privatisations and PPPs.

The principal issues and changes described in the guidelines above are as follows:

(I) Principal issues in the new guideline of the "Right to Operate Public Facility etc.":
- (i) How to establish the "Right to Operate Public Facility etc." and contents of such a right.
- (ii) How to conduct the public facilities operation project by the holder of "Right to Operate Public Facility etc.".

(II) Principal changes in the guideline of the model contract:
- (i) How to conclude concession contract under the public facilities operation project by the holder of "Right to Operate Public Facility etc.".

(III) Principal changes in the guideline of the model procedure:
- (i) How to evaluate properly any of the proposals of a tenderer who proposed a privatisation project before the procurement procedure started, when the public entity adopted such a proposal.
- (ii) Whether negotiation of contract is acceptable under the current system of procurement procedure.

7.2 Are there special rules in relation to PPPs and what are the principal issues that arise in relation to them?

In Japan, privatisations and PPPs are not singled out for special treatment. Within the general rules and regulations of public procurement, the guidelines of the PFI Act discuss how to apply those rules and regulations appropriately to PFI/PPP projects as stated in question 7.1.

8 Enforcement

8.1 Is there a culture of enforcement either by public or private bodies?

Since the introduction of the Government Procurement Challenge Review Board in 1996, only 14 complaints have been filed. Lawsuits against the government to seek compensation for the loss are rare.

8.2 What national cases in the last 12 months have confirmed/clarified an important point of public procurement law?

This information is not available.

9 The Future

9.1 Are there any proposals to change the law and if so what is the timescale for these and what is their likely impact?

As of September 18, 2015, the amended PFI Act was publicised and is supposed to take effect within three months from September 18, 2015. This amendment enables the public sector to dispatch its public employees to the Operating Right Holder of Public Facility, etc. for a certain period.

In addition to proposals to change the law, as of October 1, 2015, the Ministry of Defence (the "MOD") is to establish a new bureau, "Defence Equipment Office (*Bouei Soubi Cho*)", which will conduct total management of equipment procurement and maintenance of the MOD. This may cause a change to public procurement by the MOD.

9.2 Are any measures being taken to increase access to public procurement markets for small and medium-sized enterprises and other underrepresented categories of bidders?

The Act for Ensuring the Receipt of Purchase Orders from the Government and Other Public Agencies by Small and Medium Enterprises (Act No.97 of 1966) requires national and local governments to give extra consideration to increase access to public procurement markets for small and medium-sized enterprises.

The act also requires the national government to establish annual policy on the increase of access to public procurement markets and obtain cabinet approval on it, making such a policy available to the public.

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