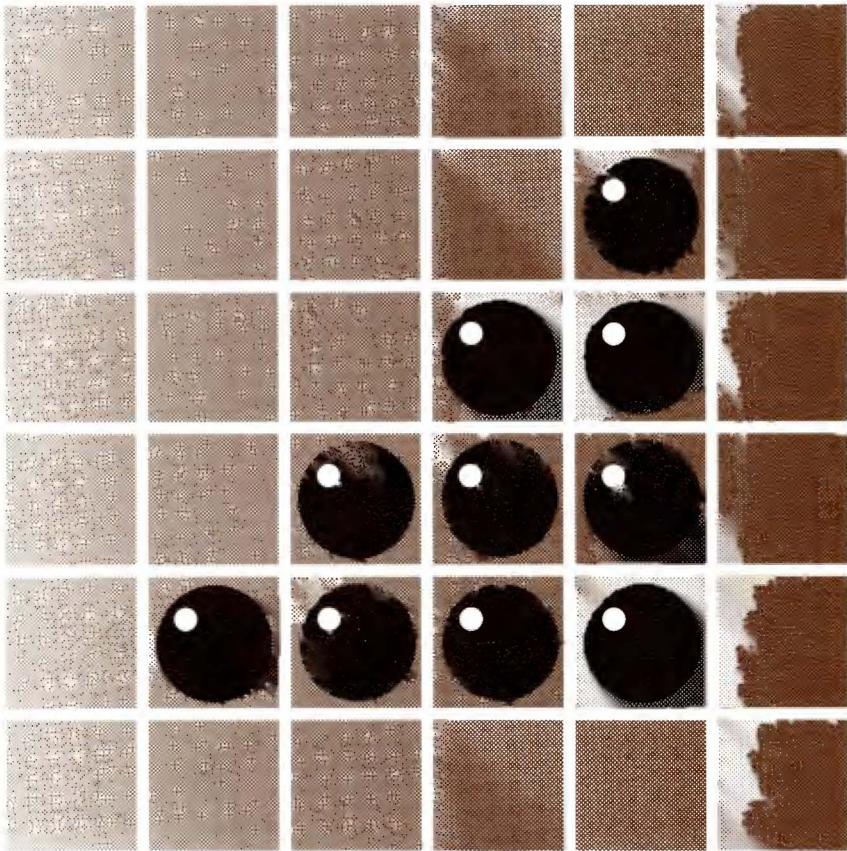


# GOVERNMENT PROCUREMENT IN JAPAN: THE WAY IN

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# 1. Introduction

While Japan abolished its 'Buy Japanese' legislation in 1962, information on intended government purchases was not published in a uniform manner. Even Japanese suppliers found it difficult to obtain data on all tenders of potential interest. In 1979, however, Japan signed the Agreement on Government Procurement commonly known as the 'Government Procurement Code', which was part of the outcome of the Tokyo Round of Multilateral Trade Negotiations (MTN) under the General Agreement on Tariffs and Trade (GATT).

This new 'transparency' in government procurement, together with uniform international procurement rules, have provided increased opportunities for foreign suppliers in a wide range of products. Under the Code, central government purchases with a value exceeding 150 000 special drawing rights (SDR),<sup>1</sup> are published in a single publication in each participating country, and are open to international competitive bidding. It is estimated that the volume of purchases which fell under the Code in Japan was approximately 940 000 million ECU in 1981.

Principal product lines purchased by Japanese Government agencies during the first year of the Code's implementation have included pharmaceuticals, clothing, vehicles, telecommunications equipment, medical electronics, magnetic recording tape, semi-conductor fabrication equipment, computers and peripherals. A number of foreign companies have been successful in breaking into this business in Japan even during the 'running-in period' of the Code since January 1981. There is no doubt, however, that substantial opportunities remain unexploited by foreign companies.

The Code has now been in operation for two years and much has been learned about the goods purchased by Japanese Government agencies. The purpose of this manual is to assist foreign suppliers in understanding Japanese procedures established under the Code and to inform them of the substantial opportunities which exist for foreign suppliers to sell to the Government of Japan.

In annexes to this manual you will find indications of the products which were purchased by the Japanese Government in 1981. The most important Japanese Government purchasing agencies are also listed. In addition, information is given on several sources to which non-resident suppliers can refer in order to obtain relevant tender documentation, translations and assistance in preparing and submitting bids.

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<sup>1</sup> For 1983, the value of the threshold has been fixed by the Community at 167 000 ECU, or approximately, in terms of national currencies: BFR/LFR 6 800 000; DKR 1 320 000; DM 423 000; FF 1 000 000; HFL 466 000; IRL 115 340; LIT 208 432 700; UKL 92 000.

1 ECU (1.3.1983) = BFR/LFR 45.01; DKR 8.12; DM 2.28; ΔPX/DR 78.46; FF 6.47; IRL 0.68; LIT 1 320.65; HFL 2.52; UKL 0.62; USD 0.93.

## 2. Evaluation of the potential for your products and step-by-step procedure for selling them to the Government of Japan

### *Who is eligible to sell to the Government of Japan?*

Eligibility to sell to national governments under the GATT Government Procurement Code is usually limited to goods originating in countries which have ratified the Code. At this time, a total of 20 countries have done so, and are listed in Annex I. However, Japan has applied the Code rules on a 'most favoured nation' (MFN) basis, which permits suppliers in non-GATT countries sharing MFN relations with Japan to participate. For example, Japan National Railways (JNR) has purchased timber from Malaysia under the Code.

For the most part, eligibility to sell to the Japanese Government is limited to suppliers who have completed qualification formalities with individual agencies, as further described below.

### *Which agencies of the Government of Japan are covered by the Code?*

The GATT Government Procurement Code specifies which agencies in each signatory country have opened their procurement to foreign competitive bidding. A list of the agencies of the Government of Japan covered by the Code is given in Annex II. All purchases by these agencies over the 150 000 SDR threshold are covered, with the exception of military exclusions of the Defence Agency and certain items purchased by Japan National Railways (JNR) which could compromise the safety and security of the system, such as automatic stopping systems or signals.

Of the agencies listed in Annex II, however, only a very small number are responsible for the majority of contracts concluded. In the 1981 fiscal year, for instance, the following six purchasing entities accounted for 85% of the total, in order of importance:

- Nippon Telegraph and Telephone (NTT)
- Ministry of Education
- Ministry of Posts and Telecommunications
- Ministry of Transport
- Japan National Railways
- Ministry of Health and Welfare.

Apart from Posts and Telecommunications, which did not award any overseas contracts in 1981, these entities are also the most important for non-Japanese suppliers.

## *What do these agencies buy?*

The next step in evaluating your potential in Japanese Government procurement is to determine just what is purchased by the various agencies which are covered by the Code.

Under Article VI (9) of the Code, each country is to provide statistics to the GATT on each year's procurement under the Code. Each report is to have global statistics on the estimated value of contracts awarded above and below the threshold, plus the country of origin of the goods, broken down 'by a recognized trade or other appropriate classification system' (such as CCCN numbers). It is important to note that the Code only covers services if they are incidental to providing goods and do not exceed the value of the goods themselves (Article I (1a)).

A breakdown of the products purchased by major entity, based upon the Japanese statistics for 1981, is provided in Annex III (a). It will be seen that the most important product groups, in terms of values, supplied by non-Japanese companies were the following (in millions of SDR)<sup>1</sup>:

Fuels	36.5
Rail vehicles	16.2
Medical equipment	11.4
Instruments	2.9
Office machinery	1.1
Pharmaceuticals	1.0
General machinery	0.7.

While the sums involved may appear modest, it should be recalled that these figures refer to the first year of operation of the Code, and that purchases in a number of areas, such as telecommunications equipment supplied to NTT, have been considerably increased in the 1982 fiscal year.

A more detailed list of products purchased by the most important agencies is given in Annex III (b).

The importance of identifying the right agencies is underscored by the following two examples. While Nippon Telephone and Telegraph (NTT) purchases massive quantities of telecommunications equipment, it also spends millions of dollars each year on sundry items such as uniforms, paper and the like. At the same time, at least six other agencies purchase substantial amounts of communications equipment, i.e. Maritime Safety Agency, Meteorological Agency, National Police Agency, Defence Agency, Ministry of Construction and Japan National Railways (JNR). No agency should be overlooked just because of its name.

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<sup>1</sup> The average value of 1 SDR during 1981 was approximately as follows: BFR/LFR 39.6; DKR 7.60; DM 2.43; ΔPX/DR 61.43; FF 5.76; HFL 2.68; IRL 0.663; LIT 1 200; UKL 0.528.



## *Are there any prior conditions which must be satisfied before submitting tenders?*

The first essential condition to be satisfied when dealing with Japanese agencies is to overcome the language barrier. For the most part, letters directed to these agencies in languages other than Japanese are not likely to receive replies. Under the Code, each country may restrict bids and correspondence to its national language.

The first 21 agencies of Annex II maintain permanent 'Qualified Supplier' lists. All but 10 of the agencies maintaining such lists require suppliers to apply for qualification during a specific period of the year, usually 30 days in January and/or February. Under a special derogation from the Japanese Government, however, foreign suppliers may apply at any time. In addition, Article V (2c) of the Code provides that a foreign supplier may be permitted to participate in the tendering process prior to qualification, but with the provision that there is sufficient time to complete the qualification procedure.

New 'Prequalification Notices' are published in *Kampo* (the Official Gazette of the Government of Japan) in January and February of each year. Others related to specific tender announcements appear from time to time throughout the year. English translations of the 1982 notices are available through the Commission of the European Communities, the Member States of the EEC, and the contractors listed in Annex IV. An example of a typical Prequalification Notice is given in Annex V.

You will notice that the items required in the prequalification documents are quite comprehensive. When attempting to qualify, it is important that you supply all of the data required and that it projects the best possible image of your firm. After analysis of your file, you will be assigned a qualification grade, for example, Grade 'A' oder Grade 'B'. The level depends on numerous factors, such as paid-up capital, annual turnover, value of manufacturing facilities, years in business, net current assets/liabilities ratio, and the like. It is important that you be awarded the highest qualification rating possible, as some tenders are only open to Grade 'A' bidders. Lower-grade bidders are also barred by some agencies from submitting tenders on procurement of more than a certain value.

Costs for the preparation of prequalification documents vary according to circumstances, but it is usually possible to qualify with one agency for between 375 ECU and 655 ECU. Costs decrease after the completion of the first set of documents, dropping to 280 - 470 ECU for the second set and 235 - 375 ECU each for additional qualifications. (These estimates are based upon charges levied by private contractors set up to assist foreign firms.) In most cases, there are no significant charges by the agencies themselves. However, if a plant inspection is required, the bidder must pay the costs of attendant travel by Japanese inspectors.

## *Who can assist you with completion of prequalification applications?*

In order to participate in the bidding process in Japan, it is almost essential that you have a representative office or an agent representing your interests in Japan. In the first place, almost



all documents, bid tenders and correspondence must be completed in the Japanese language. Secondly, most bids are only open for a short period of time — a high percentage close in 30 to 35 days. In the case of follow-on contracts for items of a recurring nature, referred to in Article V (4a) of the Code, the closing date may be as short as 10 days.

There are numerous foreign chambers of commerce and trade offices in Japan which are able to offer further advice on procurement procedures, the addresses of which are included in Annex VI.

It may be that your ultimate need will be a trading company located in Japan. None the less, the intermediate step of using the services of an agent associated with the foreign business community can be beneficial. However, you should be prepared to deal through your agent in Japan on a 'pay-as-you-go' basis.

In certain cases, it may be desirable to have the actual qualification applications completed by a 'juridical scribe' (*shiho shoshi*, a special class of para-attorney certified by the Government of Japan to prepare official documents). These specialists are able to minimize the problems associated with the registering of documents from foreign sources. The costs for their services are included in the estimates of the cost of preparing prequalification documents set forth above.

### *How are invitations to bid announced?*

Under the Code, agencies are required to 'publish a notice of each proposed purchase in an appropriate publication ... such notice shall constitute an invitation to participate in either open or selective tendering procedures' (Article V (3)). In Japan, these notices appear in *Kampo* (the Official Gazette). While the bulk of the notice is written in Japanese, the Code requires that the agency 'publish in one of the official languages of GATT a summary of the notice of proposed purchase containing at least the following: (i) subject-matter of the contract; (ii) time-limits set for the submission of tenders or an application to be invited to tender; and (iii) addresses from which documents relating to the contracts may be requested'. The Government of Japan has chosen to use English to comply with the requirements of using a GATT language.

### *How can you obtain translations of the bid notices?*

*Kampo* notices are now translated into English and transmitted by telex to the European Commission in Brussels and the capitals of the EC Member States. Copies are also sent to embassies or trade commissions in Tokyo. Further details about this service are given in Annex IV. An example of a translation of a *Kampo* announcement is given in Annex VII.

The EC Publications Office is currently studying the possibility of including Japanese procurement notices within the 'Tenders Electronics Daily' (TED) computerized service giving access

to EEC contract notices, which became operational at the beginning of 1983. More information about this data base can be obtained from the Office for Official Publications of the European Communities, L-2985 Luxembourg, Tel.: 49 00 81, Telex: 1322 PUBLOF LU.

### *How can you obtain the complete bid document?*

Each tender notice contains information on where the bid documents can be obtained, and indicates whether there is any charge for them. In most cases, the complete set consists of a 'general' document on tendering procedures for the individual agency, a 'product specific' document and a 'technical' document containing specifications and/or drawings. Except for the special case of Nippon Telephone and Telegraph (NTT), these are all in Japanese. The general document from any given agency changes little, if at all, from invitation to invitation, and translations need not be repeated on every bid. The 'product specific' document contains variable data, for it may include delivery points, delivery schedules and other specific information relating only to the particular notice. The technical document contains data of a similar nature to documents of its type in other industrialized countries. The contents of the technical documents tend to remain unchanged over extended periods of time. Many technical standards referred to in the technical documents are available in English.

Your agent in Japan can request or purchase these documents on your behalf. In most cases, writers submitting requests in languages other than Japanese will not receive replies. Similarly, cheques in foreign currency drawn on non-resident banks will not satisfy the requirements of most agencies.

It must again be emphasized that the vast majority of these documents are in Japanese. A limited number of the general tendering procedure documents have been translated by private contractors. Translation time can be a critical factor in meeting any specific bid submission deadlines. A good strategy is to have previous invitations for the same goods translated in advance. Then, when invitations are issued for the same or similar goods, valuable time can be saved. Documents can be as short as two pages for 'standard' products; on the other hand, documents for complex products, such as instrument landing systems, marine equipment, etc., can run to over 50 pages.

### *How should you prepare your written bids?*

Your quotations will have to be prepared in the Japanese language. Thus, there is a second translation task to be completed between the date of the announcement and the closing date. However, the translation from English to Japanese will not be as difficult as the translation of the original documents. At the very least, the translator will have the Japanese and English versions of the bid documents in hand to assist him with technical terminology. If your quotation is forwarded to Japan in other languages (French, German, etc.) it may be more difficult for the translator, unless the original bid documents are also available in that language.

### *Who can attend bid openings?*

The date, hour, address and room location of the bid opening 'ceremony' is published in each *Kampo* tender notice. The foreign bidder and/or his agent are permitted to attend the bid opening and to learn the contract price as well as any other terms and conditions which may have been used in selecting the successful bidder. Article V (14f) of the Code permits the contract to be awarded to the bidder who submits the lowest tender or the most advantageous tender in terms of specific evaluation criteria already set out in the notices or tender documentation, e.g. after-sales services, spare parts supply, maintenance capabilities, technical service, and so on. Bidders who do not attend the opening will receive certain minimal information, as specified in the Code (Article VI (2) and (3)). However, this limited report is not nearly as valuable and informative as the intelligence which can be secured by attending the opening with a good interpreter. The single best source of previous contract prices is to have been a bidder on a previous tender for the same or similar goods with the same agency and to attend (or have your agent attend) the bid opening.

JNR has a special procedure which they use when the lowest bid exceeds the funds budgeted for the proposed procurement. If there is even one non-Japanese bidder who is not represented in Japan, JNR readvertises the invitation to bid. If, on the other hand, there are no non-Japanese bidders, or if the non-Japanese bidder has an agent in Japan, they invoke their 'Fair Consultation Clause'. Under these rules, they confer with the assembled bidders in the presence of a third party, in an attempt to find a way to make the purchase without readvertising the invitation. If, after repeated attempts, they cannot satisfy their needs by these procedures, they may use 'single tendering' (sole source) rules under Article V (15a) of the Code.

### *What financial considerations are involved in tendering procedures?*

As has been indicated above, there are charges for some tender documents. Only a small number of the agencies invoke charges, primarily Japan National Railways, Nippon Telegraph and Telephone, the Ministry of Posts and Telecommunications, the Ministry of Construction, the Defence Agency and the National Police Agency. Charges range from about Yen 500 to Yen 15 000 (1.9 - 60 ECU).

The Code also permits agencies to require bidders to post a 'bid bond' when they submit their tenders. To date, JNR and the Defence Agency have been the principal agencies to do so. These bid bonds have been approximately 5% of the value of the bid. The Code further permits agencies to request a 'performance bond' from successful bidders. Again, JNR and the Defence Agency have been the principal agencies requesting performance bonds, and these have been on the order of 10% of the total value of the contract.

Foreign suppliers may find it simpler to post these bonds through an international insurance company licensed to operate in Japan. This procedure has the advantage that unsuccessful bidders will not require assistance in repatriating their funds. Further, it eliminates the expense of buying foreign exchange and reconvertng at a later date. Firms following this procedure simply pay for the bond in their own currency through a local office of the international bonding company.



Certain other charges may be considered by the tendering agency in evaluating bids. Under Article V (12h) of the Code, the tendering documentation must include all of these cost estimates, specifically setting forth 'transportation, insurance and inspection costs'. Of particular importance to foreign suppliers, the documentation must include any applicable customs duties and other import charges and taxes. The documents must also specify the currency of payment for these charges.

### *Are there any special licences or permits required for bidders?*

Under existing domestic legislation, dealers in certain classes of goods are required to hold authorizations for the sale of goods, for example, pharmaceuticals, medical appliances, medical laboratory test equipment, X-ray film and allied products. There are further requirements that the specific supplier's goods be approved for sale in Japan. Regulations governing the majority of products in this category are issued by the Ministry of Health and Welfare (MHW). The MHW rules must be satisfied, even though the purchasing agency may be a university hospital, Defence Agency, NTT, or other government entity.

Devices intended for direct 'interconnect' with NTT telephone or telex lines must be approved in advance by NTT. (This rule applies equally to telecommunications equipment purchased by agencies other than NTT but destined for connection to NTT lines.) For example, in August 1982 the Ministry of Posts and Telecommunications started buying 'criminal information systems' to protect its post offices. A foreign supplier found that he could not bid because he had not yet applied for interconnect approval. 'Type Approval' notices for equipment approved for interconnect are published in *Kampo*, providing valuable market intelligence to telecommunications suppliers.

In cases in which the contract includes services, there may be a requirement that the bidder or the subcontractor performing the services hold a licence to engage in the activity in question, e.g. installation of an electrical generator.

### *What about standards?*

The Code addresses the problem of technical specifications in Article IV. Among other things, it stated that they 'shall not be adopted or applied with a view to creating obstacles to international trade nor have the effect of creating unnecessary obstacles to international trade'. It further recommends that standards be drawn in terms of performance rather than design and that, where proprietary references are made, they be followed by words such as 'or equivalent'.

In actual fact, standards have been a factor in limiting the number of contracts awarded to foreign suppliers. Bidders are therefore cautioned to make sure that the products which they propose to supply conform to Japanese standards, where applicable. Early in 1981, for instance, Ingersoll-Rand Japan quoted on a compressor system for a wind tunnel. Since they

did not have sufficient time to evaluate the Japan Industrial Standards (JIS) required in the tender, they offered a compressor conforming to the equivalent standards of the American Society of Mechanical Engineers (ASME). However, their tender was rejected as 'non-responsive'. Hewlett-Packard's tenders for oscilloscopes and other electronic test equipment were recently rejected for standards-related reasons. While the instruments measured electrical phenomena in the specified international units of measure, the screws were threaded in the 'English' system rather than meeting ISO (metric) standards! NTT is, however, re-evaluating its standards policy so that suppliers may need to conform to Japanese standards in only limited cases. Under present rules, Hewlett-Packard's former tender would be acceptable.

### 3. Conclusion

The GATT Government Procurement Code offers real opportunities for foreign suppliers to sell their products to agencies of the Government of Japan. The Commission has supported the printing of this procedure manual in order that it might help foreign suppliers take advantage of those opportunities.



## NTT procurement policy

In view of the importance of the Nippon Telegraph and Telephone Public Corporation (NTT) procurement from non-Japanese sources, the organization of its procurement policy requires particular attention.

NTT is a quasi-governmental corporation of the Government of Japan. A portion of its purchases are subject to the GATT Government Procurement Code. In addition, a bilateral US-Japan Agreement opened other classes of NTT purchases to foreign competition. This last agreement is being implemented on a 'most favoured nation' (MFN) basis, so its benefits are extended to suppliers in other countries. Prior to 1981, NTT's procurement was considerably more restricted than it is today. The vast majority of its purchases were made from a small 'family' of some five Japanese giants in the electrical and electronics field.

Since the GATT Code and US-Japan Agreement came into force, NTT officials have done more than any other agency to reduce the difficulties experienced by foreign suppliers. They have for example, provided English translations of many of their tender documents, such as the general documents on tendering procedures and many of the product-specific documents, leaving only the technical documents (specifications and drawings) to be translated by the potential bidder.

NTT has also conducted seminars in the United States and Europe to explain to foreign telecommunications suppliers NTT's own procurement needs and regulations governing the separate 'interconnect' market. This initiative opened additional opportunities for foreign firms to sell telecommunications equipment to NTT subscribers, both private and public. Since then, several foreign firms have been granted type approvals for their products.

### *'Track I, II, IIa, III and IIIa' procurement procedures*

Before giving a breakdown of the products purchased, it is necessary to explain some of the procurement procedures established by NTT. Procurement proceeds along one of three 'tracks'. 'Track I' includes items which are not used for main-line communications. 'Track II' covers 'on-line' telecommunications equipment presently available on the market and which can be utilized as it stands or modified to meet NTT's requirements. Finally, 'Track III' includes equipment presently unavailable in a suitable form on the market and which NTT believes must be developed especially for NTT or in cooperation with NTT.

Track IIa and IIIa procedures will apply when NTT makes follow-on purchases of any product which it purchased previously under Track II or Track III. Under these rules, NTT will solicit and accept offers for supply of products which are further improved.

A list of items covered under 'Track I' procurement is given in Annex VIII. Readers requiring information on the procedures for participating in 'Track II or III' are referred to *Procurement Procedures for Public Telecommunications Equipment (Guide Book)*, published by NTT, 1-6 Uchisaiwai-cho I-Chome, Chiyoda-Ku, Tokyo 100.

### *Products purchased*

Between January 1981 and September 1982, NTT opened 82 items to international bidding on 'Track I'. They received bids on 25 products from abroad and awarded contracts with a total value of 5.82 million

ECU to 22 foreign manufacturers. The products purchased included magnetic tapes for information processing, pattern processing equipment, mini-computers and ion implanting equipment.

As far as purchases under 'Tracks II and III' are concerned, two United States companies have succeeded in selling pocket bell paging systems under 'Track IIIa' and echo cancellers under 'Track III'.

## Countries which have ratified the GATT Government Procurement Code

Austria  
Canada  
European Communities  
  Belgium  
  Denmark  
  France  
  Federal Republic of Germany  
  Greece  
  Ireland  
  Italy  
  Luxembourg  
  The Netherlands  
  United Kingdom  
Finland  
Hong Kong  
Japan  
Norway  
Singapore  
Switzerland  
Sweden  
United States of America

## List of agencies of the Japanese Government and quasi-governmental public corporations whose purchases are subject to the GATT Government Procurement Code

An asterisk (\*) denotes that tender notices have been published by the agency (or sub-agency) concerned between January 1981 and July 1982.

1. House of Councillors
2. House of Representatives
3. Supreme Court of Justice
4. Board of Audit
5. Cabinet
6. Prime Minister's Office\*  
(includes National Police Agency, Hokkaido Development Commission, Defence Agency, Science and Technology Agency, Environmental Agency)
7. Ministry of Justice
8. Ministry of Foreign Affairs\*
9. Ministry of Finance\*  
(includes Printing Bureau, Mint Bureau, National Tax Administration, Customs and Tariff Bureau)
10. Ministry of Education\*  
(includes 119 universities, schools of medicine, dentistry, pharmacy, institutes of technology, etc., Institute of Space and Astronautical Science)
11. Ministry of Health and Welfare\*  
(includes National Institute of Health, regional hospital bureaux, 103 national hospitals, social insurance agencies — national and municipal)
12. Ministry of Agriculture, Forestry and Fisheries\*
13. Ministry of International Trade and Industry\*  
(includes Agency of Industrial Science and Technology, National Electrotechnical Laboratory, National Research Institute for Pollution and Resources, National Chemical Laboratory)
14. Ministry of Transport\*  
(includes Maritime Safety Agency, Japan Meteorological Agency, Ports and Harbours Construction Bureau, Land Transport Bureau, Civil Aviation Bureau)
15. Ministry of Posts and Telecommunications\*  
(includes regional postal service bureaux, radio regulatory bureaux)
16. Ministry of Labour\*
17. Ministry of Construction\*  
(includes regional construction bureaux, public works research institutes, civil engineering research institutes, building research institutes)
18. Ministry of Home Affairs

### *Public corporations*

19. Japan National Railways\*
20. Japan Tobacco and Salt Public Corporation\*
21. Nippon Telegraph and Telephone Public Corporation\*
22. People's Finance Corporation
23. Housing Loan Corporation
24. Agriculture, Forestry and Fisheries Finance Corporation
25. Small Business Finance Corporation
26. Finance Corporation of Local Public Enterprises
27. Hokkaido and Tohoku Development Corporation
28. Medical Care Facilities Financing Corporation
29. Small Business Credit Insurance Corporation
30. Environmental Sanitation Business Finance Corporation
31. Japan Development Bank
32. Export-Import Bank of Japan

**Japan — Contracts awarded by open and selective procedures by major entity and product group, 1981**  
(contracts awarded to non-Japanese sources)

Unit: '000 SDR <sup>1</sup>

Product group	NIT	Post, telecom.	Education	Transport	JNR	Health and welfare	Finance	Japan Tobacco and Salt	Con- struction	Police Agency
2 Fuels			15 412 (15 412)	2 598 (2 598)	254 (254)	8 617 (8 617)	967 (967)	8 481 (8 481)	117 (117)	
3 Chemicals										
4 Pharmaceuticals			8 956 (994)			25 683				
5 Resins, plastics, etc.				139	1 426					
6 Wood products	175		86		488 (488)		1 068	565		
7 Textiles	607				2 817	734		275		
8 Articles of stone, plaster, cement, etc.			204							
9 Iron and steel	4 979		793		21 341			176		
10 Non-ferrous metals							12 194			
11 Power generating machinery			1 884	7 568	395				169	
12 Specialized machinery	948 (459)						3 523			
13 General machinery and D.P.			1 324 (720)	456	2 605					
14 Office machinery	1 330 (871)	784	1 818	821	124				1 307 (197)	
15 Telecommunication sound record/reprod.	15 731	522	634	4 779					4 413	2 385
16 Electrical machinery			427 (252)	2 142	766					
17 Road vehicles	930			2 497	1 562 30 927 (16 239)				6 871	5 286
18 Rail vehicles										
20 Ships			193	11 913						
22 Medical, etc. equipment	237 (237)		17 428 (8 998)			7 273 (2 173)				
24 Instruments	1 612 (776)		2 534 (454)	8 111 (1 656)					373	
25 Photo equipment, optical goods, etc.	332 (332)		1 274 (283)		284					
26 Miscellaneous					125 (87)					
Total to non- Japanese suppliers (excepting fuels)	(2 675)		(11 701)	(1 656)	(16 814)	(2 173)			(197)	

<sup>1</sup> The average value of 1 SDR during 1981 was approximately as follows: BFR/LFR 39.6; DKR 7.60; DM 2.43; ΔPX /DR 61.43; FF 5.76; HFL 2.68; IRL 0.663; LIT 1 200; UKL 0.528.



### Illustrative list of products purchased by major entity

The six entities mentioned below are those which accounted for most purchases from non-Japanese suppliers in 1981.

<i>Entity</i>	<i>CCCN No</i>	<i>Product</i>
Japan National Railways	85	Portable engine generators
	86	Track motor cars
		Multiple tie tamper cars
	87	Fork-lift trucks, light vans
	90	Medical equipment
		Fatigue testing machines Duplicators
Nippon Telegraph and Telephone	37	Film
	39	PVC pipes and tapes
	73	Steel pipe, polyethylene coated
	85	Computer and terminal systems
		Ion etching equipment
		Graphic design systems
		PBX, Fax, and switching equipment
	87	Bucket-ladder vehicles
	90	Various optical, photographic and medical equipment
Ministry of Education	92	Magnetic tape
		Video systems
	30	Pharmaceutical products
	37	X-ray film
	84	Data-processing systems
	85	Advanced electrical machinery and research equipment
Ministry of Health and Welfare	89	Ocean research vessels
	90	Optical, photographic and measuring equipment, and other precision instruments
Ministry of Transport	30	Pharmaceuticals
	85	Linear accelerators for radiation therapy
	90	Advanced medical equipment
	36	Meteorological rockets
	40	Boom for oil spills
	85	Winches, jacks, and cranes
		Radar equipment
		Radio communications equipment
		Diesel generators
		Meteorological observation equipment
		Lighting systems
	87	Firefighting vehicles
	89	Survey vessels

	90	Vehicle-inspection equipment
		Distance-measuring equipment
	92	Helicopter TV transmission system
Construction	84	Data-processing equipment, motor graders
	87	Snow ploughs, road sweepers

## Sources of Japanese Government procurement and prequalification notices

### *Translations of prequalification notices*

Prequalification notices are translated by Procurement Services International KK (PSI). A sample translation is shown in Annex V.

Procurement Services International KK (PSI),  
1F Takahashi Building,  
22-28 Sanban-Cho,  
Chiyoda-Ku,  
Tokyo 102.

Phones: 234-6915, 234-6921

Telex: 232-4088 INTEX J

Fax (G-3): 03-584-5201

### *Translations of tender announcements*

Tender notices are also translated by PSI. See sample translation in Annex VII.

### *Time-sharing computer service*

Translations of these tender notices are available on an 'on-line' basis from Control Data Corporation's 'Business Information Service', a time-sharing computer service. With this service, it is possible to restrict reports to specific agencies, to seven-digit Standard Industrial Classifications (SIC), or to four-digit CCCN (BTN) numbers. Reports are held in the system indefinitely in a 'summary' format. With this service, interested firms may conduct searches of 1982 fiscal year buying practices, augmenting the data provided in Annex III in respect of 1981. Complete 'daily' format reports are held in the system for 14 days.

Access to this data base can be obtained through a computer terminal, mini-computer, teletex or telex equipment, although increased transmission time makes the use of a telex machine as a terminal more costly than the other options.

### *Original tender documents*

File copies of current and past tender notices are maintained by PSI.

### *Bid and performance bonds*

A number of international insurance companies have indicated their interest in posting bid and performance bonds in Japan.

## Sample prequalification notice: Ministry of Health and Welfare

Accounting Section,  
Minister's Secretariat,  
Ministry of Health and Welfare,  
1-2-2, Kasumigaseki,  
Chiyoda-Ku,  
Tokyo 100.  
Phone: 03-503-1711

*Kampo* — 26.1.1982, p. 18.

Application deadline: 27.2.1982.

Proposal sic code:

3800000 2300000 2510000 2700000 3469000 3662000 3694000 3570000 3825000 3540000  
3700000 3200000 3300000 3900000 2834000 2648000 2910000 0100000

Public notice is hereby given concerning the time and method for submitting applications for eligibility certification to participate in the general and designated competitions (hereinafter called 'competitions') sponsored by the Ministry of Health and Welfare (proper) and others (the departments and bureau specified in No 5) for manufacturing or marketing products (hereinafter called 'manufacturing'), and selling of products (including disposed articles) and furnishing labour and other services (hereinafter called 'services').

26 January 1982

Motoharu Morishita  
Minister for Health and Welfare

### 1. Applicants' business classifications and types:

<i>Classification of business</i>	<i>Type of business</i>
Manufacturing	Medical equipment, scientific and chemical equipment, clothing and bedding; printing and bookbinding, utensils and others.
Marketing of products	Medical equipment, scientific and chemical equipment, communication equipment, electrical equipment, office equipment, utensils, kitchen equipment, general equipment, general merchandise, medical equipment and supplies, clothing and bedding, books and documents, fuels, foodstuffs and others.
Purchasing of products	Live tree and bamboo stands, and others.
Providing labour and services	Labour and services.

2. Those who correspond to one of the items described below are not allowed to participate in competitions:

(1) Those who come under the stipulation of Article 70 of the 'Budget, settlement and accounting Law'. (Imperial Ordinance No 165 issued in 1947, hereinafter called 'Budget-settlement Ordinance'.)

(2) Those who come under one of the items of paragraph 1, Article 71 of the Budget-settlement Ordinance and two years have not elapsed since the occurrence of such incident, or those who employ a person such as mentioned above as their representative (including for bidding purposes), manager or other employee.

3. Those who are eligible to participate in competitions are as follows:

(1) Manufacturers, sellers, and property purchasers who have been qualified and each given one of the grades shown in the lower column of Annex No 2-2-1 of the 'Qualifications, etc., for participants in general Budget-settlement Ordinance' (No Kaihatsu 879, dated 28 November 1980, hereinafter called 'eligibility certification standards') based on the estimated contract price divisions shown in the middle column of the said table.

(2) Those providing labour and services will be determined as qualified according to the stipulations of Annex No 2-2-2 of the eligibility certification standards.

4. Grades will be assigned to those who intend to acquire the qualification to participate in the competition by examining qualifications with respect to items listed in Annex No 2-3 and 4 of the eligibility certification standards, and by rating them into three (3) grades of 'A', 'B', and 'C' according to the method stipulated in Annex No 2-5 of the eligibility certification standards.

When computing the current ratio stipulated in Annex No 2-3-3 of the eligibility certification standards, it shall be expressed in percentage by rounding to two decimals.

5. Those who intend to acquire the qualification to participate in competitions offered by the departments and bureaux given in the following table concerning the manufacturing and purchasing of products, the selling of properties or the furnishing of labour and other services shall submit to the departments and bureaux receiving applications shown in the same table the 'application for examination of qualifications (for manufacturing products, etc.) to participate in general (designated) competitions' prescribed in Annex 2, Form 1 of the eligibility certification standards.

(Hereinafter called 'the application'.)

(A list of order-issuing departments and bureaux to receive applications follows.)

The period for accepting applications shall be from 12 February 1982 to 27 February 1982.

6. Application must be accompanied by the following documents except under unavoidable circumstances:

(1) Summary table for management scale, etc. (Annex 2, Form 2 of the eligibility certification standards). If it is necessary to convert foreign currency into Japanese currency, it shall be converted according to the

foreign exchange conversion rate, stipulated in the Article 16 of the business manual of the receipts and disbursement officials. Ministry of Finance Ordinance No 95, 1949.)

(2) Certified copy of the company registration (in the case of a corporation), of the identification certificate (in the case of a private individual) or the certificate of qualified cooperative for procurements from government and public entities (in the case of a cooperative certified as such).

(3) Tax payment certificate (certificate indicating the status of payment of corporate tax and income tax during the immediate past year).

(4) Historical statement of company's business.

(5) Financial statements (in the case of a corporation) or statement relating to the net business capital and balance sheet (in the case of a private individual).

(6) Payment certificate for social insurance fees (certificate indicating payment status for both welfare insurance and health insurance during the immediate past year).

7. The chief of the department or bureau shall inform the result of examination by a notice using Form 8 ('Notice of decision made on grade') and Form 9 ('Notice of decision') of Annex 2. (Validity period of qualification.)

8. Effective from 1 April 1982 to 31 March 1984.

9. Publication regarding qualification for the next year will be made during January 1983.

10. Japanese translation must be added, or accompanied as attachment, to the description in foreign languages in the application.

11. Applicants from overseas may affix signature to the application and related documents instead of placing names and affixing seals.

Date of publication in *Kampo*: 26.1.1982.



## List of EEC embassies, trade commissions, and chambers of commerce, and interested agents in Japan

*European Communities* (the following 11 listings are for Member States)

### Delegation of the European Communities in Japan

Kowa Building No 25,  
8-7 Sanban-Cho,  
Chiyoda-Ku, Tokyo 102.  
Phone: 234-0441  
Telex: J28567 COMEUTOK  
Dr Wolfgang Pape, Second Secretary

### *Belgium*

Belgian Embassy,  
5 Niban-Cho,  
Chiyoda-Ku, Tokyo 102.  
Phone: 262-0191  
Telex: J24979 AMBELTO  
Mr C. M. de Schoutheete, Second Secretary

Belgium-Luxembourg Chamber of Commerce,  
c/o Agfa-Gevaert Japan, Ltd,  
1-11-39, Akasaka, Kowa Bldg. No 2,  
Minato-Ku, Tokyo 107.  
Phone: 586-0251  
Telex: J22909 AGFAGEVA  
FAX (G-3): 586-4952  
Mr Robert K. Paus

### *Denmark*

Royal Danish Embassy,  
29-6, Sarugaku-Cho,  
Shibuya-Ku, Tokyo 150.  
Phone: 496-3001  
Telex: 24417 AMBADANE  
Mr Steen R. G. Barring

Danish Business Community,  
c/o The East Asiatic Co., Ltd,  
5F. Nittochi Bldg.,  
1-4-1, Kasumigaseki,  
Chiyoda-Ku, Tokyo 100.  
Phone: 508-9841  
Telex: 222-2249 EACTOC J  
Mr Soreno Larsen

### *France*

Ambassade de France,  
Tameike Tokyo Bldg.,  
1-14, 1-chome, Akasaka,  
Minato-Ku, Tokyo 107.  
Phone: 584-7251  
Telex: J22652  
Mr Georges Ferrieu, Attaché Commercial Adjoint

Chambre de Commerce Française du Japon,  
6F. French Bank Bldg.,  
1-1-2, Akasaka Minato-Ku, Tokyo 107.  
Phone: 587-0061  
Telex: J32383 CCIFJ  
Mr Jean Silverstre

### *FR of Germany*

Botschaft der Bundesrepublik Deutschland,  
5-10, Minami-Azabu 4-chome,  
Minato-Ku, Tokyo 106.  
Phone: 473-0151  
Telex: J22292 AATKYO  
Mr E. Boenke

Deutsche Industrie- und Handelskammer in Japan,  
Akasaka Tokyu Building,  
2-14-3 Nagata-Cho,  
Chiyoda-Ku, Tokyo 100.  
CPO Box 588,  
Tokyo 100-91.  
Phone: 581-9881  
Telex: J26229 GERHAKA  
FAX (G-II): 03-593-1350  
Dr B. Grossmann, Executive Director

### *Greece*

Greek Embassy,  
11-11, Jingumae 1-chome,  
Shibuya-Ku, Tokyo 150.  
Phone: 404-5853  
Telex: J27696 GREEKEMB  
Mr Tasos G. Kourousis, Commercial Attaché

### *Ireland*

Embassy of Ireland,  
Kowa No 25 Bldg.,  
8-7 Sanban-Cho,  
Chiyoda-Ku, Tokyo 102.  
Phone: 263-0695  
Telex: J23926 HIBERNIA TYO  
Mr Peter Smyth

Irish Export Board,  
Shin Aoyama Bldg., West 1753,  
1-1-1, Minami Aoyama,  
Minato-Ku, Tokyo 107.  
Phone: 475-1521  
Telex: J26764 JPNCTT  
Mr Michael Anderson

### *Italy*

Italian Embassy,  
5-4 Mita, 2-Chome,  
Minato-Ku, Tokyo 108.  
Phone: 453-5291  
Mr Ital Di Muccio

Italian Institute for Foreign Trade,  
16F. Shin-Aoyama West Bldg.,  
1-1 Minami Aoyama, 1-chome,  
Minato-Ku, Tokyo 107.  
Phone: 475-1401  
Telex: J24919 INACET  
Mr Tarquinio Trotta

Italian Chamber of Commerce,  
c/o Alitalia,  
Tokyo Club Bldg.,  
3-2-6, Kasumigaseki,  
Chiyoda-Ku, Tokyo 100.  
Phone: 580-2350  
Mr Valerio Cantoni

### *Luxembourg*

Belgian-Luxembourg Chamber of Commerce,  
See listing under 'Belgium'

Honorary Consulate-General of the Grand Duchy of Luxembourg,  
c/o The Industrial Bank of Japan,  
3-3, Marunouchi, 1-chome,  
Chiyoda-Ku, Tokyo 100.  
Phone: 214-1111 Ext. 6475  
Ms T. Onoda, Foreign Dept.

### *The Netherlands*

Royal Netherlands Embassy,  
6-3, Shibakoen, 3-chome,  
Minato-Ku, Tokyo 105.  
Phone: 431-5126  
Telex: J22855 HOLLANDA J  
Mr J. H. A. Leydekkers, Commercial Counselor

Netherlands Chamber of Commerce in Japan,  
c/o Shell Kosan KK,  
CPO Box 1239,  
Tokyo 100.  
Phone: 580-0111  
Telex: J22373 SHELLHONSHA  
Mr W. J. Minzinga, Chairman

### *United Kingdom*

Embassy of The United Kingdom,  
1 Ichiban-Cho,  
Chiyoda-Ku, Tokyo 102.  
Phone: 265-5511 Ext. 280  
Telex: 232-2270 UKTOK J  
Mr S. Crown, Second Secretary, Commercial  
Dept.

The British Chamber of Commerce in Japan,  
PO Box 2145, World Import Mart Branch,  
Toshima-Ku, Tokyo 170.  
Phone: 987-1620  
Mr F. M. Walker

## Typical translation of *Kampo* notice in 'daily' long form

- 001 Government procurement under GATT Code: Japan
- 002 PSI serial number: 32200
- 003 *Kampo* date: 15.4.1982
- 005 Page No: 14
- 006 Item No: 1
- 007 Proposal BTN (CCCN): 37.03  
85.13
- 008 Proposal SIC Code: 2641113  
3661200
- 009 Agency of national government
- 010 Procurement Section,  
Finance Division,  
Director-General's Secretariat,  
National Police Agency,  
2-1-2 Kasumigaseki,  
Chiyoda-Ku, Tokyo 100.  
Phone: 03-581-0141 extension 2076
- 011 Agency's serial number: Nos 105 and 106
- 012 Bid deadline: 17 May 1982
- 014 Opening date: 21 May 1982, 10:00
- 015 Opening location: Accounting Division Annex, Director-General's Secretariat
- 016 Selective tender
- 017 Product description: (1) Electrostatic recording paper in rolls; (2) Single frequency dealing equipment and accessories
- 018 Specifications: (1) NPA spec. No 339; (2) NPA spec. No 414
- 019 Quantity being purchased: (1) 7 210 rolls; (2) 444 units and 202 sets of accessories
- 020 Additional quantities expected in the future: (1) 7 200 rolls; (2) 600 units and 300 sets of accessories
- 021 Delivery date: 20 September 1982
- 022 Delivery points: To be announced
- 023 No bid or performance bond required
- 025 Other terms and conditions: After-service, maintenance, supply capabilities required. Tender limited to firms which have technical inspection facilities in Japan capable of conducting product inspection in presence of National Police Agency officers. Manufacturing specifications to be submitted prior to tender date
- 027 Bidder must have Grade 'A' qualification as determined by the Agency
- 028 Foreign bidders who have not yet been qualified as such are required to submit prequalification applications together with bids. Documents for bid, contract and prequalification must be prepared in the Japanese language. Japanese yen must be used in making necessary payments

## Typical translation of *Kampo* notice in 'summary' short form

- 001 Government procurement under GATT Code: Japan
- 002 PSI serial number: 32200

003 *Kampo* date: 15.4.1982.  
005 Page No: 14  
006 Item No: 1  
007 Proposal BTN (CCCN): 37.03  
85.13  
008 Proposal SIC Code: 2641113  
3661200  
009 Agency of national government  
010 National Police Agency, Prime Minister's Office  
017 Product description: (1) Electrostatic recording paper in rolls (2) Single frequency dealing equipment and accessories  
018 Specifications: (1) NPA spec. No 339; (2) NPA spec. No 414  
019 Quantity being purchased: (1) 7 210 rolls, (2) 444 units and 202 sets of accessories  
020 Additional quantities expected in the future: (1) 7 200 rolls, (2) 600 units and 300 sets of accessories  
021 Delivery date: 20 September 1982

## Items covered under NTT 'Track I' procurement

Equipment and materials for plants

Vehicles

Hardware (including cable-laying equipment)

Conduit

Poles

PBX and private line switching equipment

Data terminal equipment

Character readers (OCR)

MODEM and network control units

Network protective devices

Computers (off-line or stand alone use)

peripherals for off-line computer systems

Memory materials for computer systems

Facsimile (group 1, 2 and 3 machines)

Power supplies (storage batteries, engine generators, power receiving sets, transformers)

Measuring equipment

Video information retrieval terminals <sup>1</sup>

Telemetry service terminals <sup>1</sup>

Paper, clothing and other office goods for office work

Equipment for research and investigation

Equipment for training

Equipment for medical use (in NTT hospitals)

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<sup>1</sup> Products which NTT anticipates it will purchase in the future.

# EUROPEAN COMMUNITIES - INFORMATION

Commission of the European Communities. Rue de la Loi 200, 1049 Bruxelles

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## BÉLGIQUE / BELGIË

Rue Archimède 73 -  
Archimedesstraat 73  
1040 Bruxelles — 1040 Brussel  
Tél.: 235 11 11

## DANMARK

Højbrohus  
Østergade 61  
Postbox 144  
1004 København K  
Tlf. 14 41 40  
Telex 16402 COMEUR DK

## BR DEUTSCHLAND

Zitelmannstraße 22  
5300 Bonn  
Tel.: 23 80 41  
  
Kurfürstendamm 102  
1000 Berlin 31  
Tel.: 8 92 40 28

## ΕΛΛΑΣ

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καὶ Ἡρώδου Ἀττικοῦ  
Ἀθήνα 134  
τηλ : 743 982/743 983/743 984

## FRANCE

61, rue des Belles Feuilles  
75782 Paris Cedex 16  
Tel.: 501 58 85

## IRELAND

39 Molesworth Street  
Dublin 2  
Tel.: 71 22 44

## ITALIA

Via Poli, 29  
00187 Roma  
Tel.: 678 97 22  
  
Corso Magenta 61  
20123 Milano  
Tel. 805 92 09

## GRAND-DUCHÉ DE LUXEMBOURG

Centre européen  
Bâtiment Jean Monnet B/O  
L-2920 Luxembourg  
Tél.: 43 011

## NEDERLAND

Lange Voorhout 29  
Den Haag  
Tel.: 46 93 26

## UNITED KINGDOM

20, Kensington Palace Gardens  
London W8 4QQ  
Tel.: 727 8090

Windsor House  
9/15 Bedford Street  
Belfast  
Tel.: 407 08

4 Cathedral Road  
Cardiff CF1 9SG  
Tel.: 37 1631

7 Alva Street  
Edinburgh EH2 4PH  
Tel.: 225 2058

## ESPAÑA

Calle de Serrano 41  
5A Planta-Madrid 1  
Tel.: 474 11 87

## PORTUGAL

35, rua do Sacramento à Lapa  
1200 Lisboa  
Tel.: 66 75 96

## TÜRKİYE

13, Bogaz Sokak  
Kavaklıdere  
Ankara  
Tel.: 27 61 45/27 61 46

## SCHWEIZ / SUISSE / SVIZZERA

Case postale 195  
37-39, rue de Vermont  
1211 Genève 20  
Tél.: 34 97 50

## UNITED STATES

2100 M Street, NW  
Suite 707  
Washington, DC 20037  
Tel.: 862 95 00

1 Dag Hammarskjöld Plaza  
245 East 47th Street  
New York, NY 10017  
Tel.: 371 38 04

## CANADA

Inn of the Provinces  
Office Tower  
Suite 1110  
Sparks' Street 350  
Ottawa, Ont. K1R 7S8  
Tel.: 238 64 64

## AMERICA LATINA

Avda Ricardo Lyon 1177  
Santiago de Chile 9  
Chile  
Adresse postale: Casilla 10093  
Tel.: 25 05 55

Quinta Bienvenida  
Valle Arriba  
Calle Colibri  
Distrito Sucre  
Caracas  
Venezuela  
Tel.: 91 47 07

## NIPPON

Kowa 25 Building  
8-7 Sanbancho  
Chiyoda-Ku  
Tokyo 102  
Tel.: 239 04 41

## ASIA

Thai Military Bank Building  
34 Phya Thai Road  
Bangkok  
Thailand  
Tel.: 282 14 52

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European Communities — Commission

**Government procurement in Japan: the way in**

Luxembourg: Office for Official Publications of the European Communities

1983 — 32 pp. — 16.2 x 22.9 cm

European Documentation series — 1983

DA, DE, GR, EN, FR, IT, NL

ISBN 92-825-3672-6

Catalogue number: CB-37-83-295-EN-C

This little book outlines the situation regarding government procurement in Japan and ways of gaining access to that market. The main aim is to provide general, practical information for commerce and industry.



**On sale:**

## MAP OF THE EUROPEAN COMMUNITY

To mark the second enlargement of the European Community with the accession of Greece on 1 January 1981 a new map has been published. It shows the new Community with its ten member countries (Belgium, Denmark, the Federal Republic of Germany, France, Greece, Ireland, Italy, Luxembourg, the Netherlands and the United Kingdom) and two applicant countries (Spain and Portugal).

Inserted on the map are 78 diagrams showing basic statistics for the European Community and its ten Member States, together with comparative statistics for the United States and the Soviet Union:

- (i) population and area;
- (ii) gross domestic product by country and per capita;
- (iii) primary energy production and per capita energy consumption.

**The European Community, its Member States, regions and administrative units**

**Dimensions**  
 unfolded: 102 x 136 cm  
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**Scale: 1 : 3 000 000 (1 cm = 30 km)**

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The European Community and the energy problem (*third edition*)

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Public supply contracts in the European Community

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Bulletin of the European Communities — A monthly survey covering milestones in the building of Europe

Basic statistics — Published annually, an essential statistical guide to the Community

Colour map — The European Community, Member States, regions and administrative units

The European Community as a publisher — Extract from our catalogue of publications

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\* The brochures for business cannot be obtained on subscription. They are available at the information offices (see list of addresses).

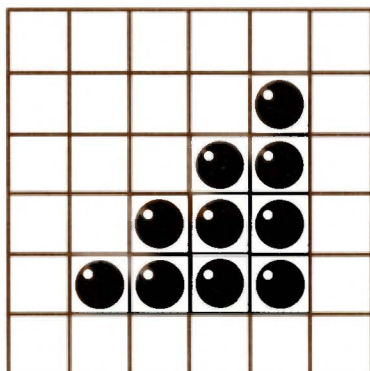
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# EN

Our shops are full of Japanese goods, but can European manufacturers export to Japan in their turn? This is a highly topical question, and this little book attempts to go part of the way towards answering it.

Japanese legislation providing protection for home-produced goods in public procurement was repealed in 1962, but it was only at the Tokyo Round in 1979 that the Japanese Government announced that it would allow foreign goods to compete for public contracts.

This booklet describes the procedures to be followed when tendering for public contracts in Japan. It states what goods are most commonly required and provides a lot of other valuable information and addresses that will help manufacturers and dealers in the Community countries to put in their tenders. The competition is tough, but they do have a real chance.



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