



WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANES
Established in 1952 as the Customs Co-operation Council
Créée en 1952 sous le nom de Conseil de coopération douanière

Call for Tender for the selection of a Japanese university to implement the Japan-WCO Scholarships for Human Resource Development Programme starting in 2010

by

offering a one-year postgraduate study programme leading to a Masters degree for students who successfully complete the programme.

Deadline for sending proposal submission form:

By 10 am on 24 August 2009, (GMT+1)

Address for submission of Bids:

The original Bid together with all supporting materials should be sent to:

WCO-OMD

"Call for Tender for the selection of a Japanese university to implement the Japan-WCO Scholarships for Human Resource Development Programme starting in 2010"

for the attention of Ms. Karen Garside
Head of Purchases, Sales and Contracts Service
Rue du Marché, 30
B-1210 – Brussels
Belgium

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I. Background, purpose and development of the project

1.1. Presentation of the WCO

The World Customs Organization (WCO) is the only intergovernmental Organization exclusively focused on Customs matters. With its worldwide membership, the WCO is now recognized as the voice of the global Customs community. It is particularly noted for its work in areas covering the development of global standards, the simplification and harmonization of Customs procedures, trade supply chain security, the facilitation of international trade, the enhancement of Customs enforcement and compliance activities, anti-counterfeiting and piracy initiatives, public-private partnerships, integrity promotion and sustainable global Customs capacity building programmes. The WCO also maintains the international Harmonized System goods nomenclature and administers the technical aspects of the WTO Agreements on Customs Valuation and Rules of Origin.

1.2. Framework of the Japan-WCO Human Resource Development Programme

The WCO has established the Japan-WCO Human Resource Development Scholarship Programme (hereinafter referred to as “the Programme”), funded by the Japanese Customs Administration, aimed at building the capacities of human resources within WCO developing-country Member Customs administrations (hereinafter referred to as the “Member administrations”).

The Programme provides young Customs officials from developing-country Member administrations with an opportunity to pursue postgraduate level studies and training in Customs-related subjects for one year at a selected Japanese university. Students who successfully complete the Programme shall be awarded a Masters degree.

The Postgraduate Study Programme comprises two segments: an academic segment and a practical segment. The academic segment of the Programme provides rigorous, economics-oriented training aimed at developing a broad understanding of the theoretical, empirical and institutional aspects of Customs policy implementation and administration in the context of developing countries’ economic and social development. The practical segment is taught in co-operation with the Japanese Customs Administration, including the Japan Customs Training Institute, and involves lectures, workshops and seminars, as well as visits to regional Customs offices.

The Japanese university selected is expected to run this Programme fully for three years (a maximum of 13 months for each academic year), subject to donor sponsorship.

1.3. Programme description

The WCO shall select a university that shares its goals of helping professionals and policymakers understand the linkage between Customs policy and administration and the socio-economic backdrop of developing countries. The university is expected to provide a comprehensive service meeting the Programme objectives.

The Programme for each academic year should:

- Offer a Masters degree which is recognized and approved by the Government of Japan, the title of which should be relevant to the Programme;
- Provide a postgraduate study programme aimed at enhancing the understanding of Customs issues from an academic and practical perspective, and preferably comprising the following core courses: Customs laws, Customs practices, economics or management, and intellectual property rights;
- Be designed for run for one year, with the option of extending it to 13 months;
- Be taught in English. All student documents, reports and assignments should be written in English. The faculty instructors responsible for each course, the secretariat and the University Programme Co-ordinator must all be proficient in English;
- Strengthen the analytical skills required for the effective design and implementation of Customs policies in different economic systems, with a strong emphasis on policy, the theoretical framework and management aspects of Customs issues;
- Look at the practical aspects and implementation of Customs policy in the light of development strategies, efficient public sector management, global economic performance and public policy;
- Foster methods that help students to learn from each other through seminars, workshops and other non-lecture methods extending beyond regular classroom hours;
- Endeavour to include presentations by speakers from business, the public sector and international organizations;
- Require the submission of a Masters dissertation or equivalent paper to complete the Masters Programme. Copies of approved dissertations should be submitted to the WCO.

1.4. The university's responsibilities

1.4.1. Process for selecting candidates to be awarded scholarships

The Secretary General of the WCO invites developing-country Member Customs administrations to put forward nominations for scholarships under this Programme. Administrations should arrange for the nominee to submit the duly completed application forms to the selected university.

Upon receipt of applications, the university shall rank the candidates on the basis of the selection criteria (described below). It shall provide the WCO with a list comprising twice as many of the highest ranked candidates as there are agreed places for each Programme, as well as any other relevant information.

The WCO shall then select the agreed number of candidates to be awarded scholarships, in consultation with the Japanese Customs Administration. The WCO shall notify the university of its decision as soon as possible.

The WCO shall provide the university with the selection criteria. The university shall rank the candidates according to its own criteria for academic merit, also taking the selection criteria provided into consideration.

1.4.2 Financial arrangements, including records and reports by the university concerning the Programme

The chosen university shall

- Administer and disburse the financial support received by the university under the Programme, in accordance with the laws and ordinances of Japan and the university's internal regulations;
- Maintain records and accounts in respect of the financial resources received and disbursements under the Programme; and
- Furnish the WCO, no later than 30 days after completion of the Programme for each academic year, with a summary statement of accounts showing how the financial resources received under the Programme were used during the previous academic year.

1.4.3 The university's responsibilities in respect of executing the Programme

The chosen university shall be responsible for promoting the Programme and shall be required to produce and disseminate Programme applications and brochures. The WCO shall assist in the promotion of the Programme, for example by distributing applications to targeted countries and regions and uploading detailed Programme information onto its Web site.

The university shall provide the requisite support to all students participating in the Programme and monitor their performance. At the end of each academic year, it shall submit a report to the WCO on the students' ranking, progress and on any other matter which the WCO may reasonably request.

The university shall provide the selected candidates with a letter certifying enrolment in the Programme. This shall enable prospective students to apply to the Japanese Embassy in their home country for a student visa. Such a visa authorizes the student to reside in Japan for the duration of the Programme.

1.4.4 The WCO's role in providing information about, monitoring and evaluating the Programme

The Programme Officer shall co-ordinate all Programme-related matters with the Japanese Customs Administration and/or the university.

If the university has any questions or requires clarification, it should contact the Programme Officer.

Details: Mr Yoshiro BABA, Capacity Building Directorate, WCO, Rue du Marché 30, 1210 Brussels, Belgium. Tel: +32 2 209 96 47, Fax: +32 2 209 94 96, E-mail: yoshiro.baba@wcoomd.org.

The WCO shall conduct an annual evaluation mission at the university to meet the students, review the course contents and students' living conditions, including whether the allowances paid to students are adequate. A report shall be prepared and submitted to the WCO Secretary General and the Japanese Customs Administration.

II. Procedures for responding to the Call for Tender and content thereof

As specified in Part I above, universities wishing to respond to the Call for Tender for the Programme are requested to submit a technical proposal and a financial proposal to the WCO.

Both the technical and financial proposals shall form the basis for contract negotiations between the WCO and the chosen university.

2.1. Technical requirements to be met by the university proposal

The university's technical proposal must be as specific as possible, demonstrating its ability to meet the above-mentioned requirements of this Call for Tender.

2.1.1. Instructions for preparing the technical proposal

The technical proposal should indicate the core and elective courses, the number of hours of instruction required for each course and details about the Masters dissertation required to obtain a Masters degree.

The proposal should also indicate the name(s) of the key instructors responsible for each course. All the proposed instructors for each course must have proven expertise in the specific course topic, be certified as graduate school instructors and have demonstrated experience of teaching students from developing countries.

Instructors running the Customs-related courses must have professional experience of Customs laws and/or practices/operations.

The proposal must describe the university's facilities for accepting and welcoming a significant number of overseas students. It must demonstrate the existence of a specialized university office providing support to overseas students and describe the university's accommodation arrangements for such students.

The proposal should also indicate the social and psychological support that could be offered by the university to assist students to overcome any problems they may encounter in the course of their studies.

The proposal should also show the university's ability to co-operate with the WCO and the Japanese Customs Administration (Ministry of Finance), including the Japan Customs Training Institute.

2.1.2. Additional relevant information to be provided in the technical proposal

The factors determining the scoring of the technical proposal are listed below. The answers to the questions will help the WCO understand your university's profile and assess its technical merit. Please provide as much relevant information as possible.

Core Programme	
List the courses that will make up the Programme. Please use additional pages as required.	
Outline the curriculum on a term-by-term basis	
Describe the requirements for graduation. For the Masters dissertation (or equivalent written assignment), please indicate: (a) the number of hours credited to complete the paper; (b) criteria for topic selection; (c) dissertation supervision arrangements; (d) criteria for grading the dissertation, and (e) the supervisor's previous experience of directing research in the specified areas	

Ability to implement the Programme	
Describe the university's methodology and work plan for implementing the Programme	
Describe any relevant past experience that supports the university's ability to successfully engage in this Programme. If applicable, do you have any follow-up system to help students learn? What policy do you adopt when it comes to taking account of cultural dimensions in learning?	
Describe the university's strengths in the Customs policy domain	
How do you plan to foster methods that could help participants to learn from each other through	

seminars, workshops and other non-lecture methods extending beyond regular classroom hours? Do any e-learning facilities exist to supplement the lectures?	
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Specialized content/previous experience	
What particular emphasis does this proposal place on meeting the Programme requirements?	
Does the university currently offer, or has it previously offered, a Masters degree of this type relevant to the scope of the Programme? If yes, is the Masters degree recognized and approved by the Government of Japan? Please provide details	
Does the university currently offer, or has it previously offered, a programme in which students are/were taught about Customs-related issues? If yes, then please provide details	
Does the university currently offer, or has it previously offered, a programme in which students are/were taught about Customs management in the developing world? If yes, then please provide details	
Does the university currently offer, or has it previously offered, a programme in which students are/were taught about the theoretical and practical aspects of Customs-related issues? If yes, then please provide details	

Faculty and instructors	
Provide the names of the key instructors who will be responsible for each course. Please describe their experience of teaching overseas students, of teaching in English and of Customs laws and/or practices/operations. A detailed resumé/curriculum vitae should be attached for each instructor and/or other technical/managerial staff members involved in the Programme	

Describe the personality/background of the University Programme Co-ordinator who will fully or partially run the Programme	
Outline the university's history and reputation, as well as any relevant experience or awards in the Customs domain	
Describe the university's general admission criteria	
Describe the university's pass requirements (percentage of students who pass/fail per department, etc.)	

University administration	
Briefly describe the university's organization, practices and proposed arrangements for pooling efforts in order to implement the Programme	
Give details of the university's facilities for accepting and welcoming a significant number of overseas students. Describe the operation of the specialized university office for supporting overseas students	
Describe the university's plans, if any, for promoting the Programme	
What options will be open to a student failing to meet the Programme requirements during the academic term?	
Describe the university's ability to co-operate with the WCO and the Japanese Customs Administration (Ministry of Finance), including the Japan Customs Training Institute	
Describe arrangements for quality assurance and quality control, and outline recent experience in	

such domains	
Which department will be responsible for administering the Programme? What are the department's strengths?	
What steps will the university take to help students overcome any social and psychological problems they may face in the course of their studies? What percentage of the total student body is made up of overseas students?	
What arrangements will be made for student accommodation?	

2.2. Financial requirements to be met by the university proposal

Scholarships are made available through funds provided by the Japanese Customs Administration. These cover travel costs, admission fees, tuition fees, institutional costs, accommodation costs, subsistence allowance and other approved incidental expenses to enable the students to complete the Programme at the selected Japanese university.

The university should prepare a financial proposal and submit it with the rest of the Call for Tender response.

The financial proposal must provide a detailed breakdown of the estimated costs for a one-year Programme for 10 students. Please provide separate figures for each functional grouping or category.

The following tables should be used when preparing the financial proposal. The format includes specific expenditures which may or may not be required or applicable, but which are intended to serve as examples.

If possible, please provide all the information in electronic version as well as in hard copy.

The university's financial proposal must contain the following sections:

- 2.2.1. Financial proposal submission form
- 2.2.2. Summary of costs
- 2.2.3. Breakdown of price per activity
- 2.2.4. Miscellaneous expenses

2.2.1. Financial proposal submission form

[Location, Date]

To: [WCO-OMD

“Call for Tender for the selection of a Japanese university to implement the Japan-WCO Scholarships for Human Resource Development Programme starting in 2010”

for the attention of
Ms. Karen Garside
Head of Purchases, Sales and Contracts Service
Rue du Marché, 30
B-1210 – Brussels
Belgium]

Dear Ms. Garside,

We, the undersigned, offer to provide the services for the Masters Degree Programme in accordance with your Call for Tender dated xxx and our technical and financial proposal. Our attached financial proposal is for the sum of [amount in words and figures in Japanese yen] per group of ten students.

Our financial proposal shall be binding upon us, subject to modifications resulting from contract negotiations, up to the expiry of the period of validity of the proposal, i.e., [date].

We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Representing the University of xxx

2.2.2. Summary of costs (for 10 students)

Costs	Currency	Amount
Total Amount of financial proposal	_____

2.2.3. Breakdown of price per activity (for 10 students)

Price Component	Currency	Amount
<p>Institutional costs (including remuneration)</p> <p>Tuition costs (Subject to change based on reviews of the Ministerial Ordinance)</p> <p>Subsistence allowance for participants (Including medical insurance and health care costs) (Subject to change based on Government of Japan scholarships)</p>	<p>.....</p>	<p>.....</p> <p>Staff expenses Honoraria Lectures Dissertation consultations General administrative costs</p> <p>(= Miscellaneous expenses: @ x 10 students)</p> <p>.....</p> <p>Selection fees @ x 10 students Admission fees @.... x 10 students Tuition fees @..... x 10 students</p> <p>.....</p> <p>Subsistence allowance: @..... x 13 months x 10 students</p> <p>Research allowance:</p>

2.2.4. Miscellaneous expenses

Activity No. _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit price	Total amount
	Miscellaneous expenses covered by general administrative costs	Student
	Drafting, reproducing reports, etc.				
	Equipment: computers, etc.				
	Software				

				

III. Assessment and award of contract

3.1. General proposal submission form

The following proposal submission form has to be sent to the WCO by the university indicated on the first page of the proposal submission form, together with all the supporting materials.

To: [WCO-OMD

“Call for Tender for the selection of a Japanese university to implement the Japan-WCO Scholarships for Human Resource Development Programme starting in 2010”

for the attention of Ms. Karen Garside
Head of Purchases, Sales and Contracts Service
Rue du Marché, 30
B-1210 – Brussels
Belgium]

Dear Ms. Garside,

Having duly received and examined the Call for Tender documents we, the undersigned, offer to provide a Masters Degree Study Programme specifically designed for the Japan-WCO Scholarship Programme. The costs of the said Programme are set out in the attached financial proposal which forms part of this Tender response.

Should our Tender response be accepted, we undertake to commence and complete delivery of all the services specified in the contract within the stipulated time frame.

We agree to abide by this Tender response for a period of sixty (60) days from the date set for submission of Tender responses in the Call for Tender, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We understand that you are under no obligation to accept any Tender response received.

Done on xxx day/month/ year

Yours sincerely,

Signature

On behalf of the University of xxx

Duly authorized to sign the Tender response for and on behalf of xxx

3.2. General provisions of this Call for Tender

3.2.1. Contact persons

The university should identify the person(s) representing it in any future dealings with the WCO regarding this Call for Tender

Representing the WCO, the Secretary General has designated Mr. Yoshiro BABA (or another official performing the same duties) from the WCO Capacity Building Directorate to be the WCO Programme Officer for this WCO/Japan Scholarship.

If the university (hereafter referred to as “the Supplier”) has any questions concerning this Call for Tender, it may contact Mr. Yoshiro BABA.

Contact details: Mr Yoshiro BABA, Capacity Building Directorate, WCO, Rue du Marché 30, 1210 Brussels, Belgium, Tel: +32 2 209 96 47, Fax: +32 2 209 94 96, E-mail: yoshiro.baba@wcoomd.org.

3.2.2. Cost of proposal

The Supplier shall bear all costs associated with the preparation and submission of the Tender response. The WCO shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Call for Tender.

3.2.3. Call for Tender documents

3.2.3.1 Contents of Call for Tender documents

Tender responses must offer services for the total requirement. Tender responses offering only part of the requirement shall be rejected. The Supplier is expected to examine all corresponding instructions and forms contained in the Call for Tender documents. Failure to comply with these documents shall be at the Supplier's risk and may affect the evaluation of the Tender response.

3.2.3.2 Clarification of Call for Tender documents

A prospective Supplier requiring any clarification of the Call for Tender documents may notify the WCO Programme Officer by writing to him at the Organization's postal address or fax number indicated above in the Call for Tender.

Mr. Yoshiro BABA (or another official performing the same functions) shall respond to any request for clarification of the Call for Tender documents received no later than two weeks prior to the deadline for the submission of Tender responses.

3.2.3.3. *Amendments of Call for Tender documents*

At any time prior to the deadline for submission of Tender responses, the WCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Supplier, modify the Call for Tender documents by amendment.

All prospective Suppliers that have received the Call for Tender documents shall be notified in writing of all amendments to the Call for Tender documents.

In order to afford prospective Suppliers reasonable time in which to take the amendments into account in preparing their offers, the WCO Procurement Service may, at its discretion, extend the deadline for the submission of Tender responses.

3.2.4. *Preparation of Tender responses*

3.2.4.1. *Language of the proposal*

The Tender responses prepared by the Supplier and all correspondence and documents relating to the Tender response exchanged by the Supplier and the WCO shall be written in English. Any printed literature furnished by the Supplier may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Tender response, the English translation shall govern.

3.2.4.2. *Documentation comprising the proposal*

The Tender response shall comprise the following components:

- (a) General proposal submission form;
- (b) A technical proposal including all relevant documentation and additional appropriate information to demonstrate that the Supplier meets all technical requirements;
- (c) A financial proposal completed in accordance with all the requirements of Article 2.2.

3.2.4.3. *Tender response prices*

The Supplier shall indicate in an appropriate financial proposal, an example of which is contained in these Call for Tender documents, the prices of services it proposes to supply under the contract.

3.2.4.4. *Tender response currencies*

All prices shall be quoted in Japanese yen.

3.2.4.5. *Period of validity of proposals*

Tender responses shall remain valid for sixty (60) days after the date of Tender response submission prescribed by the WCO, pursuant to the deadline clause. A

Tender response valid for a shorter period may be rejected by the WCO on the grounds that it is non-responsive.

In exceptional circumstances, the WCO may solicit the Supplier's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Supplier granting the request shall not be required nor permitted to modify its Tender response.

3.2.4.6. Format and signing of proposals

The Supplier shall provide one copy of the Tender response, clearly marking it "Original Tender response".

The copy of the Tender response shall be typed or written in indelible ink and shall be signed by the Supplier or a person or persons duly authorized to bind the Supplier to the contract.

A Tender response shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Supplier, in which case such corrections shall be initialled by the person or persons signing the Tender response.

The proposal must be sent by post.

3.2.4.7. Payment

The WCO shall effect payments to the Supplier after acceptance by the WCO of the invoices submitted by the contractor, upon achievement of the corresponding milestones. All invoices must be detailed and follow the format of the Terms of Reference.

3.2.5. Submission of Tender responses

3.2.5.1. Sending of proposals

The Supplier shall send the Tender response which contains the components specified in Clause 3.2.4.2 in one envelope, as detailed below. Incomplete responses may be rejected by the WCO.

The envelope shall be addressed to:

WCO-OMD

"Call for Tender for the selection of a Japanese university to implement the Japan-WCO Scholarships for Human Resource Development Programme starting in 2010"

for the attention of Ms. Karen Garside
Head of Purchases, Sales and Contracts Service
Rue du Marché, 30
B-1210 – Brussels
Belgium

3.2.5.2. Deadline for submission of proposals

Tender responses must be received by the WCO at the address specified under the clause on 'Sending of proposals' (Clause 3.2.5.1) no later than 24 August 2009, by 10 am CET time (+1).

The WCO may, at its own discretion, extend this deadline for the submission of Tender responses by amending the Call for Tender documents in accordance with the clause on 'Amendments of Call for Tender documents' (Clause 3.2.3.3), in which case all rights and obligations of the WCO and Suppliers previously subject to the deadline shall thereafter be subject to the deadline as extended.

3.2.5.3 Late Tender responses

Any Tender response received by the WCO after the deadline for submission of proposals, pursuant to the clause on 'Deadline for the submission of proposals' (Clause 3.2.5.2), may be rejected.

3.2.5.4 Modification and withdrawal of Tender responses

The Supplier may withdraw its Tender response after the Tender response's submission, provided that written notice of the withdrawal is received by the WCO prior to the deadline prescribed for submission of Tender responses.

The Supplier's withdrawal notice shall be sent in accordance with the provisions of clause on 'Deadline for submission of proposals' (Clause 3.2.5.2). The withdrawal notice may also be sent by fax or e-mail, but must be followed by a signed confirmation copy.

No Tender response may be modified subsequent to the deadline for submission of proposals.

No Tender response may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Supplier on the Tender response Submission Form.

3.2.6. Evaluation of Tender responses

3.2.6.1. Review of proposals

The WCO shall review the Tender responses in conjunction with the Advisory Committee on Contracts (ACC) chaired by the Head of the WCO Procurement Service.

3.2.6.2 Clarification of proposals

To assist in the examination, evaluation and comparison of Tender responses, the WCO may, at its discretion, ask the Supplier for clarification of its Tender response. The request for clarification and the response shall be in writing.

3.2.6.3. *Preliminary examination*

The WCO shall examine the Tender responses to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Tender responses are generally in order.

Arithmetical errors shall be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier does not accept the correction of errors, its Tender response may be rejected. If there is a discrepancy between words and figures the amount in words shall prevail.

Prior to the detailed evaluation, the WCO shall determine the substantial responsiveness of each Tender response. For the purposes of these Clauses, a substantially responsive Tender response is one that conforms to all the terms and conditions of the Call for Tender without material deviations. The WCO's determination of a Tender response's responsiveness is based on the contents of the Tender response itself without recourse to extrinsic evidence.

A Tender response determined as not substantially responsive may be rejected by the WCO. A Tender response determined as not substantially responsive could subsequently be made responsive by the Supplier by correction of the non-conformity. However, this is at the sole discretion of the WCO.

3.2.6.4. *Evaluation and comparison of proposals*

A two-stage procedure shall be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to the price proposal being considered. The price schedule/financial proposal of the Tender responses shall be considered only for submissions that passed the minimum technical score of 70% of the obtainable score of 70 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Instructions to Suppliers.

In the second stage, the financial proposal of all Suppliers who have attained the minimum 70% score in the technical evaluation shall be compared. The cumulative analysis scheme shall be applied with a total score being obtained upon the combination of weighted technical and financial attributes. A Supplier's response to the Call for Tender document is evaluated and points are attributed based on how well they meet the defined desirable criteria. Cost under this method of analysis is rendered as an award criterion, which shall be 30% out of a total score of 100 of all the desirable factors of the Call for Tender. The contract shall be awarded to the Supplier obtaining the highest cumulative score.

3.2.6.5. *Technical Evaluation Criteria*

Summary of Technical Tender response Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of the university submitting the Tender response	25						
2.	Ability to implement the Programme	35						
3.	University administration	10						
Total								

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Tender response Evaluation Forms are:

Form 1: Expertise of the university submitting the Tender response

Form 2: Ability to implement the Programme

Form 3: University administration

Technical Tender response Evaluation Form 1		Points obtainable	University				
			A	B	C	D	E
Expertise of the university submitting the Tender response							
1.1	The university's reputation (competence, history, any relevant experience, connections and awards in the Customs domain, its strengths in the area of Customs policy, etc.						
1.2	Experience of the key instructors who will be responsible for each course and of all the technical staff involved in the Programme						
1.3	Previous work by/past experience of the						

	university in offering Masters degrees in Public Finance/Customs or in the Customs domain						
1.4	The university's general admission criteria/pass requirements						
1.5	Relevance of: - Specialized Customs knowledge - Experience of similar programmes/projects - Experience of projects for the WCO/major multilateral or bilateral programmes						
		0					

Technical Tender response Evaluation Form 2		Points obtainable	University				
			A	B	C	D	E
Ability to implement the Programme							
2.1	To what extent do the core courses on the curriculum meet the technical requirements of the Call for Tender?						
2.2	Suitability of the university methodology and work plan for implementing the Programme						
2.3	The university's relevant past experience of teaching overseas students from developing countries. Follow-up system to help students to learn. Policy of focusing on the cultural dimensions of learning						
2.4	Aptitude in methods for assisting participants to learn from each other through seminars, workshops and other non-lecture methods extending beyond regular classroom hours. A pedagogical approach to teaching						
2.5	Approval and evaluation of the Masters						

	degree by the Government of Japan						
2.6	Proficiency in English by all the university teaching and support staff						
		0					

Technical Tender response Evaluation Form 3		Points obtainable	University				
			A	B	C	D	E
University administration							
3.1	University Programme Co-ordinator						
3.2	The university's organization, practices and proposed arrangements for the pooling of efforts in order to implement the Programme						
3.3	Facilities for accepting and welcoming a significant number of overseas students						
3.4	The university's ability to co-operate with the WCO and the Japan Ministry of Finance, including the Japan Customs Training Institute						
3.5	The university's ability to help students overcome any social and psychological problems they may face in the course of their studies						
		0					

3.2.7. Award of Contract

3.2.7.1. *Award criteria, award of contract*

The WCO reserves the right to accept or reject any Tender response, and to annul the Call for Tender process and reject all Tender responses at any time prior to award of the contract, without thereby incurring any liability to the affected Supplier or any obligation to inform the affected Supplier or Suppliers of the grounds for the WCO's action.

Prior to expiration of the period of proposal validity the WCO, in collaboration with the Japanese Customs Administration, shall award the contract to the most qualified university whose Tender response, following evaluation, is considered to be the most responsive to the needs of the aims of the Japan-WCO Human Resource Development Scholarship Programme

3.2.7.2. *Disputes*

Any dispute arising between the Parties regarding the interpretation and/or fulfilment of this Call for tender and the following contract shall, if not resolved within thirty (30) days, be settled in accordance with the procedure laid down in Part I of Customs Co-operation Council Decision XXXIII, a copy of which is set out in Appendix 1 hereto.

3.2.7.3. *Signing of the contract*

Within 30 days of receipt of the contract, the successful university shall sign and date the contract and return it to the WCO.

Appendix 1**DECISION No. XXXIII
(November 1954)**

HAVING REGARD to Article IX, Section 24, of the Annex to the Convention establishing the Customs Co-operation Council,

THE COUNCIL DECIDES to adopt the following modes of settlement of disputes arising out of contracts or other disputes of a private character to which the Council is a party and of disputes involving any official of the Council who by reason of his official position enjoys, immunity, if immunity has not been waived in accordance with the provisions of Sections 19 and 21.

I. Mode of settlement of disputes between the Customs Co-operation Council and third persons (other than its officials) arising out of contracts

All contracts entered into by the Customs Co-operation Council shall carry an arbitration clause by which the Council and the other party to the contract undertake to refer any disputes regarding interpretation or fulfilment of the contract to an Arbitration Tribunal which shall reach its decision by application of law and without appeal.

The said arbitration clause shall be worded as follows:

1. Any claim or dispute arising out of this agreement or its non-execution, or in respect of this Agreement or its non-execution, shall be settled by an Arbitration Tribunal of three arbitrators who shall render a majority decision, reached by application of law and without appeal.

2. The party wishing to refer a dispute or claim to arbitrate shall give notice thereof to the other party by registered letter naming the person selected as his arbitrator. The other party shall select his own arbitrator within one month of the date of such letter.

The parties shall thereupon formulate the issues involved and lay them before the arbitrators. The two arbitrators, having had the issues laid before them, shall appoint the third arbitrator.

If the two arbitrators fail to appoint the third arbitrator within fifteen days of receiving the statement of issues from the parties, the third arbitrator shall be

appointed at the request of any one of the parties or selected arbitrators by the Belgian Minister of Foreign Affairs.

The three arbitrators thus appointed shall constitute the arbitration Tribunal.

3. The arbitrators shall meet at the seat of the Customs Co-operation Council in Brussels and shall decide the dispute or claim by application of Belgian domestic law or, if necessary, of the rules of private international law as applied in Belgium. The Tribunal shall not be bound in the matter of Rules of Procedure; it shall determine its own rules.

The Tribunal shall decide the manner in which costs and expenses are to be borne by the parties.

The Tribunal's powers shall expire three months after the termination of the proceedings or the completion of the final enquiry ordered by it.

4. Parties agree to accept the arbitral award rendered in accordance with the foregoing provisions as constituting final settlement of the claim or dispute.
5. The Customs Co-operation Council declares that no provision contained in the present arbitration clause will be considered by it as a waiver, either explicit or implicit, of any privilege or immunity which it may enjoy in law by virtue of its statute.