



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
(Strategic Management and Intellectual Property Rights) starting in 2026**

by

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

Deadline for receipt of tenders: 30 May 2025

Table of Contents

I. Background, purpose and development of the project

1.1.	Presentation of the WCO	3
1.2.	Framework of the Japan-WCO Human Resource Development Programme	3
1.3.	Programme description	4
1.4.	The university's responsibilities	4

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

2.1.	Technical requirements to be met by the university proposal	6
2.2	Financial requirements to be met by the university proposal	11

III. Assessment and award of contract

3.1.	General proposal submission form	12
3.2.	General provisions of this Call for Tender	13

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 (Strategic Management and Intellectual Property Rights)

The WCO has established the Japan-WCO Human Resource Development Scholarship Programme in two different academic fields, i.e. Public Finance, and Strategic Management and Intellectual Property Rights, 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 Organization is seeking to continue the Japan-WCO Human Resource Development Scholarship Programme in the field of Strategic Management and Intellectual Property Rights (hereinafter referred to as “the Programme”) after 2026.

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 training on the management issue and the Intellectual Property Rights (IPR) issue aimed at developing a broad understanding of the theoretical, empirical and institutional aspects of Customs policy implementation. The WCO considers that strategic management development is essential in order to establish consistent requisite structures and mechanisms to progress reform and modernization of Customs administrations. With regards to the IPR, tackling the continuous rise of the cross-border traffic in counterfeited and piracy goods is recognized as one of the challenges of the WCO and its Members. This academic segment will cover these key areas and support deep understanding of these issues. The practical segment focuses on the Customs operation. This 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. The three year contract shall be reviewed by contracting parties before the end of duration, and

can be extended for a maximum of three additional years based on the agreement between contracting parties, subject to donor sponsorship.

1.3. Programme description

The WCO shall select a university that shares its goals of helping professionals and policy makers 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, leadership, strategic management, and intellectual property rights;
- Be designed to 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 strategic management development of the Customs administration and border control of counterfeiting and piracy goods;
- 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 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 according to its own criteria for academic merit, also taking the selection criteria provided by the WCO into consideration. It shall provide the WCO with a list comprising of candidates who are expected to complete the Programme successfully, as well as any other relevant information.

The WCO shall then select the agreed number of candidates and several substitute 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.

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 45 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.

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' academic results, 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 in the WCO shall co-ordinate all Programme-related matters with the Japanese Customs Administration and/or the university.

The WCO shall conduct an annual evaluation with the University and the students to 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, have demonstrated experience of teaching students from developing countries and gain proficiency in English.

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 Customs	

laws and practices. 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. What kind of contribution the university can provide to the WCO's research activities?	
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 to the programme 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 tenderer shall provide the financial proposal in a second and separate envelope.

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

- Summary of costs
- Breakdown of price per activity
- Miscellaneous expenses

The financial proposal must provide a detailed breakdown of the estimated costs for a one-year Programme for **7** students. Please provide separate figures for each functional grouping or category.

The financial proposal should be presented in the format provided in **Annex I**. 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.

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 (Strategic Management and Intellectual Property Rights) starting in 2026”

for the attention of Procurement Service
Rue du Marché, 30
B-1210 – Brussels
Belgium]

Dear Procurement Service,

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 ninety (90) 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.

If the university (hereafter referred to as “the Supplier”) has any questions concerning this Call for Tender, it may contact Procurement Service (procurement@wcoomd.org) in writing. All responses to questions will be made in writing and published on the WCO public website www.wcoomd.org under the appropriate call for tender heading.

Contact details: Procurement Service
Rue du Marché, 30, B-1210 – Brussels, Belgium
E-mail: procurement@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 tenderer requiring additional information on the call for tender may submit a request in writing to the WCO Procurement Service:

procurement@wcoomd.org

The WCO Procurement Service shall respond in writing to any request it receives no later than 5 days prior to the deadline for submission of tenders. Copies of the replies shall be sent to all the candidates having received the call for tender.

These questions and answers shall also be posted on the WCO website, in the Calls for Tender section, in an FAQ (frequently asked questions) sub-chapter under the name of the call for tender concerned.

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 to which the WCO has directly sent 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 (it must be provided in a separate envelope).
- (d) Administrative documents and information on tenderer's expertise as indicated in **Annex IV**

3.2.4.3. *Prices quoted in Tenders*

The financial offer must be duly dated and signed by a duly authorized representative of the tenderer. The tenderer must complete the "Financial offer" table as outlined in part 1.4 and **Annex I**.

All prices must be quoted in Japanese yen. Prices quoted must include all government taxes, customs duties and levies.

3.2.4.4. *Period of validity of proposals*

Tender responses shall remain valid for ninety (90) 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.

3.2.4.5. 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 or deposited by hand at the WCO reception.

3.2.4.6. Exclusion Criteria

Applicants or tenderers shall be excluded from a contract if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the WCO's financial interests.

Tenderers must declare on their honor that they are not in one of the situations referred to above.

3.2.4.7. Ethics clauses

Any attempt by a university to obtain confidential information, enter into unlawful agreements with competitors or influence the Advisory Committee on Contracts or any WCO staff member during the process of examining, clarifying, evaluating and comparing tenders and applications will lead to the rejection of its submission or tender.

Thus, any direct or indirect contact with a WCO staff member other than the person named in this call for tender may, at the WCO's sole discretion, result in the rejection of the tender without any compensation or formality.

When putting forward a tender, the university shall declare that it is affected by no potential conflict of interest and has no equivalent relation in that respect with other universities or parties involved in the project. Should such a situation arise during execution of the contract, the contractor must immediately inform the contracting authority.

Universities shall respect core labour standards as defined in the relevant International Labour Organization (ILO) Conventions (such as the Conventions on freedom of association and collective bargaining, abolition of forced and compulsory labour, abolition of discrimination in the workplace, and abolition of child labour).

The university shall refrain from any relationship likely to compromise its independence or that of its staff. If the contractor ceases to be independent, the WCO may, regardless of injury, terminate the contract without further notice and without the contractor having any claim to compensation.

The WCO reserves the right to suspend or cancel the call for tender or the contract awarded if corrupt practices of any kind are discovered at any stage of the award process.

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. Incomplete responses may be rejected by the WCO.

The tender response 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 (Strategic Management and Intellectual Property Rights) starting in 2026"

for the attention of Procurement 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 **30 May 2025**.

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 (see section 3.2.6.5 – Technical Evaluation Criteria)

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 WCO shall then consider the prices quoted by each of the suppliers having attained technical sufficiency:

- The lowest price usually shall get the maximum financial points (70 points)
- Other prices are scored proportionally using this formula:

$$\text{Financial Score} = \left(\frac{\text{Lowest Financial Offer}}{\text{Bidder's Financial Offer}} \right) \times 70$$

The WCO shall award the contract to the tender offering the “best value for money” by balance both the financial offer (50%) and the technical offer (50%) using a weighted scoring formula.

$$\text{Final Score} = (\text{Financial Score} \times 50\%) + (\text{Technical Score} \times 50\%)$$

3.2.6.5. *Technical Evaluation Criteria*

Technical Evaluation Criteria is shown in the following tables. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. There are three categories in the Evaluation Criteria; 1) Expertise of the university submitting the Tender response, 2) Ability to implement the Programme and 3) University administration.

Three Main Categories in the Evaluation Criteria		Score Weight	Points Obtainable
1.	Expertise of the university submitting the Tender response	25	25
2.	Ability to implement the Programme	35	35

3.	University administration	10	10
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1. Expertise of the university submitting the Tender response		Points obtainable
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.	4
1.2	Experience of the key instructors who will be responsible for each course and of all the technical staff involved in the Programme	6
1.3	Previous work by/past experience of the university in offering Masters degrees in the field of strategic management/intellectual property rights or in Customs domain	5
1.4	The university's general admission criteria/pass requirements	3
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Customs knowledge - Experience of similar programmes/ projects - Experience of projects for the WCO/ major multilateral or bilateral programmes 	3 3 1
	Total	25

2. Ability to implement the Programme		Points obtainable
2.1	To what extent do the core courses on the curriculum meet the technical requirements of the Call for Tender?	6
2.2	Suitability of the university methodology and work plan for implementing the Programme	6
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	6
2.4	Aptitude in methods for assisting participants to learn from each other through seminars, workshops and other non-	5

	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	6
2.6	Proficiency in English by all the university teaching and support staff	6
	Total	35

3. University administration		Points obtainable
3.1	University Programme Co-ordinator	2
3.2	The university's organization, practices and proposed arrangements for the pooling of efforts in order to implement the Programme	2
3.3	Facilities for accepting and welcoming a significant number of overseas students	2
3.4	The university's ability to co-operate with the WCO and the Japan Ministry of Finance, including the Japan Customs Training Institute	2
3.5	The university's ability to help students overcome any social and psychological problems they may face in the course of their studies	2
	Total	10

3.2.7. Award of Contract

3.2.7.1. Award criteria, award of contract

In no way whatsoever does the call for tender procedure entail any obligation on the WCO's part to award the contract. Up until the signature of the contract the WCO may decide not to perform the contract or may cancel the call for tender procedure, without the tenderers' being able to claim compensation of any kind.

The WCO is not liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable should it decide not to award the contract.

In any event, the WCO retains the right to withdraw the call for tender or to reject all the tenders before a contract has been awarded and signed, without having to provide any justification or having to compensate the tenderers for any damage whatsoever.

The WCO reserves the right to contract in full or partly the services described in this call for tender without having to provide any justification or having to compensate the tenderers for any damage whatsoever.

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. Request for information - complaints

Unsuccessful tenderers may seek clarification, from the official responsible for purchases, of the reasons why they were not awarded the contract. All request for information or complaints must be lodged according to **Annex II** (point 7 of the WCO Financial Rules).

3.2.7.3 Acceptance of the conditions of the Call for Tender and provisions applicable to the agreement

The tenderers acknowledge that providing an offer implies full acceptance (i) of the conditions set out in this call for tender and (ii) of the essential terms and conditions constituting a non-negotiable basis on which the WCO and the selected candidate will negotiate a formal agreement following the award of the contract (as described in **Annex III** - Standard Terms for the provisions of goods and services to the WCO).

3.2.7.4. 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.

3.2.7.5 Special provisions

Nothing in this call for tender and the annexes thereto, including in particular any references to Belgian legislation, shall be construed as a waiver by the WCO of its privileges or of those of its officials.

Given that the WCO is an intergovernmental organization, it is expressly agreed that the rights and obligations of the Parties shall be governed by the call for tender or, subsidiarity, by the provisions of Belgian law. It is expressly stated that the constituent parts of the call for tender shall take precedence over the legislative and regulatory provisions referred to therein.

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Annexes

Annex I: Template for financial offers

Annex II: WCO Financial Rules extract

Annex III: Standard Terms for the provisions of goods and services to the WCO

Annex IV: Administrative documents and information on tenderer's expertise.