

**PROSPECTUS ON THE SELECTION  
OF THE VISA PROXY APPLICATION AGENCIES  
FOR ISSUANCE OF VISA**

15<sup>th</sup> June 2016  
Embassy of Japan in Sri Lanka

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## 1. Purpose of the service, and the Background

The number of the foreign tourists who visit Japan is on the rise, due to the successful tourism promotion campaign called “Visit Japan,” which started April 2003.

At the same time, the crimes committed by the foreign nationals are increasing, and there are many illegal overstayers who commit crimes/illegal actions, and hence there is need to toughen the visa screening process. Under these circumstances, it is an urgent task to build a new visa issuing system by streamlining the services at the earliest.

To that end, the government deems that, from the viewpoint of streamlining the works of the embassy, it is very important to delegate visa related services, except for the screening of visas, to the visa agents; i.e., accepting applications, responding to the inquiries related to the progress of the screening process and returning the passports and others after screening. In view of the above facts, the government has decided to select private visa agencies which are credible to delegate the services required by the embassy. The new system of visa processing through agency is expected to be introduced at the earliest possible time.

## 2. Contents of the Services

➤ The agents are requested to carry out the following services;

### A. Routine work

- (1) Responding to the inquiries from the applicants
- (2) Accepting the applications and receiving visa fee from the applicants on behalf of the Embassy
- (3) Data entry of information of the applicants
- (4) Computerizing / Transfer data of the application and documents
- (5) Submission of the applications and data to the Embassy
- (6) Assisting in the screening process
- (7) Remitting visa fee to the Embassy
- (8) Receiving Passports from the Embassy and preparing to return to applicants
- (9) Returning passports / documents to the applicants

### B. Preparatory work by the visa proxy application agency

- (1) Project management before starting business
- (2) Maintenance of web page of the visa application center
- (3) Setting up the visa application center
- (4) Securing the staff for the application center
- (5) Preliminary education of the application center staff
- (6) Create templates for the necessary documents of the business
- (7) System maintenance for data sharing
- (8) Progress report to the Embassy

### C. Administration business

- (1) Regular reports on business performance
  - (2) Updating of the website
  - (3) Regular education and training of staff
  - (4) Quality management
  - (5) Check the management of the measures adopted to protect personal information
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### 3. Contents to be Explained in the Written Proposal

- Interested applicants/companies for this competitive project bidding will submit a written proposal providing explanations on the following:

**(1) Explanation on the services on offer**

Please explain the outline of the services (entire picture of service, and its coverage)

**(2) Explanation on the equipment and facilities**

Please explain the facilities and equipments in order to implement the services (venue of the office, space, equipment inside the facilities, and security equipments)

**(3) Explanation on the management of the services**

Please explain the system and efforts to ensure the accuracy of the services (on how to manage the services, and its procedure)

**(4) Explanation on the system to implement the services**

Please explain the structure to implement the services (chart to explain the organization which implement the services, role of each individuals and their skills)

**(5) Explanation on the preparation**

Please explain the plan to prepare for the implementation of the services (master schedule and tasks to be completed, structure to implement the services and demarcation of work with the consular section of the Embassy of Japan, Sri Lanka )

- Outlay of the agent/company

In addition to the above-mentioned written proposal, please present the outlay of the agency/company (including the brief summary of the agency/company, its corporate development, skills and experiences as visa agent).

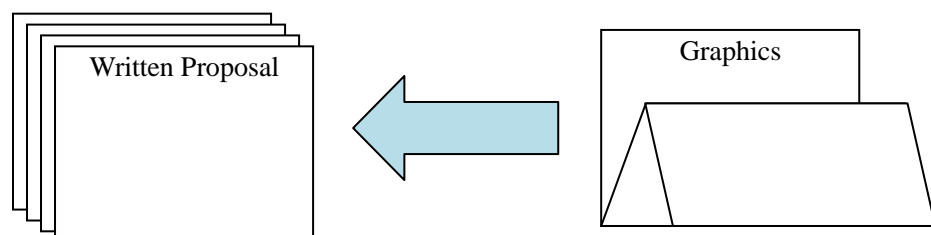
### 4. Budget

Nil

### 5. General instructions for the documents submission

- (1) Written Proposal** : 7 copies (one original, six copies (note: Please erase name of the company and other references which identify the sources.))

- (i) Please write either in English or Japanese.  
 (ii) Please draft the proposal using MS-PowerPoint,MS-Word and other software compatible with them.  
 (iii) Please draft the proposal on A4 size paper. If a large graphic is needed for the explanation, please use A3 size paper and fold it inside the written proposal (please refer to the graphic below)



- (iv) Please put the title “A Written Proposal for the Embassy of Japan in Sri Lanka to Select the Visa Agents for Issuance of Visa”
- (v) Size of the font should be more than 10.5pt. There is no specification in terms of design of the font and template.
- (vi) The original written proposal and 2 data of the reference material on a brief summary of the company/agency need to be submitted in CD-ROM. The format should be MS-PowerPoint, MS-Word, Adobe Acrobat or other format which is compatible with them.

**(2) Brief Summary of the company/agency : one copy**

Please attach reference material to explain the brief summary of the company/agency (brochure is also acceptable.)

**(3) Letter of Guarantee for Business Implementation : One copy (format 1: attached)**

**(4) Letter of Declaration :One copy (format 2 : attached)**

**【Notes】**

- ① **All the cost related to drafting and submitting the written proposal will be born by the applicants, and submitted proposal documents will not be returned. The embassy may request additional materials, if necessary.**
- ② **The written proposal and other materials will be used solely for the purpose of selection of visa agents, and these documents are not disclosed.**

## **6. Method of Screening**

(1) Submission of written proposal

- (i) Deadline to Submit Applications Materials: **14:00 hours, 15th August 2016**
- (ii) How/Where to Submit: Please either submit the written proposal in person, or send it through post to Consular Section, Embassy of Japan (contact: Naoki Matsunaga (Mr.)). If sending by post, please make sure to send it through registered post, and to ensure that the proposal reaches the Embassy before the prescribed deadline. Regardless of the reason of delay, including accident in the process of delivery of mails, the embassy will not accept such proposals.

(2) Screening

After screening the written proposals based on the criteria (please refer to the attached scoring criteria), the proposal **which scored above 85 will be qualified**. If there are several agents which exceeds the passing score, these top two agents are selected. If non of the agents can score more than 85, the agent with the highest score will be selected, and if there are several agents with equal score, the winning agent will be chosen by lot.

(3) Notification of the result

The result of the screening process will be notified **by the end of September, 2016**. No questions will be entertained regarding the results of the choice, and it cannot be challenged under any circumstance.

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## 7. Contact

Consular Section, Embassy of Japan  
(Contact person: Naoki Matsunaga(Mr.))  
No. 20 Srimath R.G. Senanayake Mawatha, Colombo 7  
Tel: : (011) 269 3831  
e-mail : [ryoujivisa@co.mofa.go.jp](mailto:ryoujivisa@co.mofa.go.jp)

### **【Notice】**

**All the inquiries related to the bid can be made through e-mail either in English or Japanese. No inquiries will be entertained after 14:00 hours, 15th August 2016.**

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**Format 1**

(Date)

To: Mr. Koji YAGI  
Deputy Head of Mission  
Embassy of Japan in Sri Lanka

Letter of Guarantee for Business Implementation

We (name of the bidding company), hereby pledge that we will implement all the business based on all the prospectus, contract and other instructions from the Embassy of Japan in Sri Lanka on “Project bidding on Processing Company for Visa-issuance Related Work”.

Submitted Documents :

1. Written Proposal 7 Copies (1 original, 6 copies (without name of the company/ agency))
2. Brief Summary of the company / agency
3. Letter of Guarantee for Business Implementation (this Letter)
4. Letter of Declaration

Name of the Bidding Company (with official seal)

Name of the Representative (with signature)

Address of the Company / Agency

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**Format 2**

(Date)

To: Mr. Koji YAGI  
Deputy Head of Mission  
Embassy of Japan in Sri Lanka

Declaration

We (name of the bidding company) pledge that as of today (date) there is no false information in the submitted documents and that this company / agency (name of the bidding company) are not under any measures including suspension / termination of services issued by the Ministry of Foreign Affairs of Japan, Government of Sri Lanka and other High Commissions / Embassies in Colombo.

If (name of the bidding company) is issued such measures as suspension / termination of services before the notification of the result of this competitive project bidding regarding the visa agent for visa issuance, (name of the bidding company) will immediately report that fact and withdraw its application for the competitive project bidding.

Name of the Bidding Company (with official seal)

Name of the Representative (with signature)

Address of the Company / Agency

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