

**AMERICAN CHAMBER OF COMMERCE IN JAPAN
REQUEST FOR QUOTE FOR OFFICE RELOCATION SUPPORT SERVICES**

September 20, 2022

Submit completed RFQ responses via e-mail to:

Laura Younger, ACCJ Executive Director
The American Chamber of Commerce in Japan (ACCJ)
Email address: lyounger@accj.or.jp

Proposals are due: October 28, 2022 @ 5:00 pm

1. Background

The American Chamber of Commerce in Japan (ACCJ) was established in 1948 as a means to further develop commerce between the United States of America and Japan, promote the interests of U.S. companies and members, and improve the international business environment in Japan including the commitment to demonstrating responsible corporate citizenship.

The ACCJ is a not-for-profit membership organization (在日米国商工会議所) run by and for its members. Today the ACCJ has offices in Tokyo, Osaka, and Nagoya, and represents nearly 3,000 members from 600 companies and 40 countries.

2. Purpose of Request for Quote

The ACCJ's current office lease will terminate in October 2023 and is not renewable due to the building reconstruction. The ACCJ requires assistance to identify an appropriate location for a new office, and to complete its move to that new office smoothly and efficiently, and by the target deadline of 30 September 2023.

Details of the ACCJ's features for the new office, in terms of location, size, building facilities, etc. are contained in Appendix I.

3. Overview of Request

This Request comes in three Phases, as follows.

- A) Analysis of available options for type of office, including costings
- B) Selection of specific office location
- C) Fit out of office (if necessary)

Details about the services required in each phase, together with the ACCJ's proposed timeline is provided in Appendix II. Respondents to this Request for Quote may choose to respond to one or more of Phase A, Phase B or Phase C.

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The ACCJ understands that some of the services, particularly the services described in Phase C, may not be required depending on the outcome of Phase A and/or Phase B. The ACCJ appreciates that respondents to Phase C may therefore propose for services that are not required at the end of the day. However, the ACCJ needs to understand and budget for the highest possible cost of the office relocation, including costs of service providers, in the current year.

In addition, the ACCJ may request additional services be provided, and thus may request revised fee estimates, during the RfQ process.

4. Selection Criteria

The ACCJ is interested in flexible solutions for its new office space, and this Request for Quote is therefore open to all categories of service providers, whether building owners, real estate professionals, shared space providers, design companies, etc. (see section 6. Pricing and Appendix II for more details).

The successful respondent(s) will be selected based on their overall capability in the following areas (in no particular order):

- Experience with office solutions for not-for-profit or member organizations
- Strong bilingual Japanese/English capability
- Price
- Membership status and member involvement in ACCJ activities (membership in the ACCJ is preferred but not required)

5. RfQ Schedule

September 30	Request for Quote issued
October 31	Deadline for submissions
November 30	Announce selected Service Provider(s)

6. Pricing

In line with the ACCJ's desire for a flexible solution to its future office needs, respondents to this Request for Quote process may elect to propose for a single service or may elect to propose for multiple services. Where a proposal is made for multiple services, the proposal should provide a price for each separate service that is being offered, however, respondents are also welcome to indicate any discounts or reduced pricing if the same service provider is selected for one or more phases.

Details of the ACCJ's current thinking in relation to pricing is described for each phase in Appendix II. However, the ACCJ welcomes respondents to provide their own flexible pricing options as well.

The ACCJ will not reimburse any respondent to this Request for Quote for charges that are incurred in preparation of the response or during any stage of the negotiations.

This Response for Quote should not be construed as an agreement to purchase goods or services.

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7. Qualifications

Respondents should provide their qualifications and experience with such projects, particularly for not-for-profit or member organizations, where possible. This will include resumes and experience of the key team members involved for each phase.

8. Deliverable

Respondents should provide a written document in PDF format, in English.

9. Confidentiality

Respondents will be required to sign the ACCJ's standard non disclosure agreement in order to participate in the RfQ process.

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APPENDIX I

ACCJ Desired Features for New Office Space

- Preferred location as shown in the attached slide deck
- Back office space as provided in the attached slide deck
- Meeting rooms as described in the attached slide deck
- Reasonable access to public transport, specifically the subway system
- Grade A or Grade B building
- Suitable landlord and other tenants
- Appropriate building security (but without access requirements)
- Wifi enabled public space in the building, e.g., free seating area, lounge, café, etc.
- Meeting rooms available for hourly rent in the building (provided by landlord or other building tenant)

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Appendix II Scope of Services Requested

- A. *Analysis of available options for type of office, including costings (to be completed by 31 December 2022)*
- Provide a qualitative and high level quantitative comparative analysis between a dedicated leased office and one or more shared office alternatives, in English. This should include:
 - Estimated costs and timeline to move in both cases (including, in particular, in relation to fit out, in a dedicated leased office)
 - Two alternative price levels for the future monthly expense, as follows:
 - Monthly expense of 2,700,000 yen
 - Monthly expense of 5,000,000 yen
 - The above should clarify which of the ACCJ's desired features have the most impact on price, and thus where the ACCJ should be most flexible during Phase B
 - The above should also highlight particular contracting requirements of the landlord or service provider that may influence the decision.

Pricing: a fixed fee, however, please provide hours and rates for any additional services that the ACCJ may request in this phase.

- B. *Location selection and contract negotiations (selection deadline of 28 February 2023)*
- List-up and pre-qualify potential locations
 - Arrange site visits
 - Summarize terms and conditions of landlord or service provider offers in English
 - Coordinate contract execution and support ACCJ in negotiations, including opportunities to reflect ACCJ brand value in pricing

Pricing: a fixed fee or fixed percentage fee (based on rent or other metric proposed by the respondent). Please also provide hours and rates for any additional services that the ACCJ may request in this phase.

- C. *[If required] Design and fit out (proposed design deadline of 30 April 2023; proposed fit out completion of 30 September 2023)*
- Coordinate selection of designers and contractors
 - Manage design phase and arrange presentations for sign-off
 - Solicit, review and advise on cost quotations
 - Assist with contracts for procurement of services, construction, furniture, security, IT connections, etc., as required
 - Project manage the design process and fit out
 - Participate in regular conference calls with the ACCJ's Office Relocation Task Force
 - Represent the ACCJ at the weekly design and construction site meetings
 - Inspect the completed works, instruct any deficiencies for repair and advise on payments
 - Prepare move planning

Pricing: a schedule of rates and hours, with an indicative price range based on the above services. Actual costs of fit out should be excluded.

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