

International University of Japan Guidelines for  
Procurement of Equipment and Materials for Research (Translation)

Enacted March 30, 2015

(Objectives)

Article 1           The objectives of these Guidelines are to designate, based on Article 4-2 “International University of Japan (hereinafter referred to as “IUJ”) Regulations for Proper Management of Research Fund,” necessary matters concerning procurement of equipment and materials for Research.

(Basic Understanding)

Article 2           In procurement, every effort must be made to consider economic efficiency and to respond to demands for such needs as quality, accuracy and timeliness.

(Procurement of Goods)

Article 3           In these guidelines, procurement of goods shall mean the purchase of goods, the payment for which shall be made by IUJ.

3-2               Prices quoted for procurement of goods in these guidelines shall include consumption tax.

(Procurement Administration)

Article 4           Procurement of goods shall be directly managed by the Manager of the Office of General Affairs (hereinafter referred to as the “OGA Manager”) within the authority (s)he has been given.

4-2               The Office of General Affairs shall be the secretariat for procurement of goods.

4-3               Although the above conditions apply, the procurement of goods priced less than 100,000 yen may be entrusted to researchers or relevant offices.

4-4               When entrusting purchases to researchers or offices as in above item 3, the OGA Manager must make sure that the code of conduct and relevant regulations are fully understood by those making the purchases.

4-5.              Those researchers or offices entrusted as per item 3 shall be responsible for procuring the goods concerned.

4-6               Those researchers or offices entrusted as per item 3 must procure goods in accordance with the guidelines set forth here.

(Out-of-pocket payment for procurement)

Article 5 In principle, reimbursement will not be made if payment for procurement is made out-of-pocket. However, in cases that have compelling reasons and fall into one of the following categories, expenses made out-of-pocket may be reimbursed under the responsibility of the researchers or manager of the relevant offices.

- (1) for procurement of goods priced less than 100,000 yen.
- (2) where reasons are particularly compelling. In this case the reasons must be reported to the OGA Manager.

5-2 Out of pocket expenses for procurement must be reported immediately after payment if they need to be reimbursed.

(Study for effective Procurement)

Article 6 The OGA must study and collect information on a regular basis to confirm effective procurements such as investigating needs and market trends of the goods used in research activities.

(Examination on Vendors)

Article 7 The OGA must request business records from the vendors when necessary and must examine their business conditions, credibility, experiences and capability to secure the best transactions.

(Termination of business transaction)

Article 8 When fraudulent transactions are found in purchasing goods, business transactions with the vendors concerned shall be terminated.

(Assessment of Procurement Request)

Article 9 The OGA must assess the following aspects when evaluating a procurement request form.

- (1) reasons why the goods are necessary
- (2) budget
- (3) method of procurement
- (4) whether the quantity is proper if a number of items are requested
- (5) necessary matters to manage fixed property if the price is or larger than 100,000 yen (defined as fixed property)
- (6) necessary matters required for procurements including delivery date, specifications and quality standard.

(Competitive quotes)

Article 10 The OGA must solicit more than 2 competitive quotes when procuring goods

whose value is equal to or larger than 1,000,000 yen except when

- (1) it is not appropriate to request quotes from more than 2 vendors,
- (2) it is very urgent and not possible to receive competitive quotes in time, or
- (3) the goods are unique and competitive quotes cannot be obtained

10-2 When the research money comes from public sources such as national or local governments (hereinafter referred to as “Public Research Fund” and has its own guidelines for procurements, these guidelines shall prevail.

(Assessment and selection on vendors)

Article 11 The OGA shall select a vendor after properly assessing the competitive quotes as required in article 10-1. However, the OGA must follow further instructions if either of the following apply to the procurement:

- (1) When the Board of Trustee Meeting requires such further actions.
- (2) When the Public Research Fund has designated further actions in its own guidelines.

11-2 The OGA Manager shall provide the IUJ Code of Conduct for Researchers and other relevant regulations of IUJ to the vendors involved in procuring goods and request a pledge so as to secure righteous transactions.

(Delivery Statement)

Article 12 The OGA shall request a statement of delivery when goods are delivered by the vendors except when

- (1) nature of the transaction does not fit the statement of delivery, or
- (2) purchasing or repairing goods with little value.

(Receipt and Inspection of Delivered Goods)

Article 13 When receiving a delivery report from the OGA Manager, the Manager of the Office of Academic Affairs (hereinafter referred to as “OAA Manager”) must inspect delivered goods according to preliminary documents for procuring them

13-2 The inspection shall be conducted while comparing a statement of the order, a statement of delivery, and the delivered goods.

13-3 Faculty and staff members concerned shall observe the inspection when necessary.

13-4 While inspections shall be conducted as described in above paragraph 13-2 in principle, inspections for goods with little value can be done by placing a seal on a delivery statement.

13-5 Faculty and staff members concerned shall observe the inspection of technical

services and equipment checkups that do not have physical deliverables.

(Payment)

Article 14 After an inspection, OGA shall request a bill and make a payment to the vendor

14-2 If payments are made in installments, the details of the payment scheduled shall be designated when making contracts.

Additional Regulations

These guidelines shall be made effective from March 30, 2015.